

ERIE COUNTY LEGIONNAIRE OF THE YEAR GUIDELINES FOR 2019

1. All candidates' resumes will be judged on attendance at Post meetings, Post functions, and hours spent working in and for the Post. Dedication, Leadership, Service to the Post, Fellow Veterans and the Community are important considerations.

A concise, complete resume should be prepared, as the judges must make their choice strictly on the merit of the resume. *The Name, Gender, Post Name, and Post Number and Community of the candidate MUST be omitted from the resume. ANY activities or elected office above Post Commander must NOT appear on the resume.*

PLEASE CHECK FOR PRONOUNS. DO NOT USE PRONOUNS THAT IDENTIFY GENDER.

CANDIDTES HOLDING ELECTED OFFICES ON THE DEPARTMENT OR DISTRICT LEVEL ARE NOT ELIGIBLE WHILE SILL IN OFFICCE!

RESUMES THAT DO NOT CONFORM TO ABOVE RULES WILL NOT BE JUDGED

ONCE A LEGIONNAIRE IS SELECTED COUNTY "LEGIONNAIRE OF THE YEAR," SHE/HE CANNOT BE SUBMITTED AS A CANDIDATE AGAIN.

2. Posts are to submit the resume of their candidate to Kathleen A. Garvey, Erie County Legionnaire of the Year Chairman along with a Legionnaire of the Year Cover Form ("Cover Form") that will identify the candidate, her/his address, her/his Post name, Post Number, and Cap Size. The Cover Form should be placed in a plain white sealed envelope and attached to the resume.
3. Mail the resume and cover letter to the address below. The resume and cover letter must be received by **April 12, 2019**.

KATHLEEN A. GARVEY
5792 MAIN STREET
WILLIAMSVILLE, NY 14221

4. The "Erie County Legionnaire of the Year" is **not** awarded posthumously except when death occurs after a candidate's name has been entered in the contest.
5. The winner will be announced at the Annual County Convention, June 2019.
6. Any questions contact Kathleen A. Garvey at 716-907-8984. During business hours: 716-635-5029.

LEGIONNAIRE OF THE YEAR – COVER FORM

Post Legionnaire of the Year Chairman must complete this form and mail it to County Legionnaire of the Year Chairman in a sealed envelope attached to your candidate's resume.

COUNTY COMMANDER: PLEASE MAKE COPIES OF THIS FORM AND DISTRIBUTE TO POSTS IN YOUR COUNTY

NAME: _____

ADDRESS: _____

CITY/TOWN/ZIP: _____

POST NAME: _____ POST # _____

CAP SIZE _____

CHAIRMAN

ATTESTED: _____

COMMANDER

ADJUTANT

1. Identify the candidate(s) and have him/her prepare an outline of their background and accomplishment in the Legion. The post may have more than one outstanding legionnaire. This should be done for each candidate.

- a. This can be done in list or bullet format.
- b. Review for accuracy, position, dates, etc.
- c. Obtain all additional community involvement, veteran assistance, other posts assisted, other organizations or church (non-specific denomination)
- d. Review with the candidate.
- e. Keep information in chronological order.

2. The post committee should interview each candidate, review the resume and select the best candidate. The post should have someone with good writing skills work with the candidate to prepare the resume into a narrative (essay) paragraph format.

3. It should tell a story of the candidate.

- a. Do not use bullet format, arrange thoughts by paragraph, written in third person.
- b. Do not use gender specific wording (sex, male/female, he, she, him, and her).
- c. Do not use any obvious identifying information about the legionnaire, post, geographical location, political affiliation
- d. Do not identify gender only organizations (ALA, SAL, Masons, Elk, etc.).
- e. Do not identify religious affiliation (Catholic, Protestant, etc.) use church.

4. Wording to be considered when writing about your candidate

Our candidate; our legionnaire; outstanding individual; a great patriot; extends themselves; always there; responds positively; ready to meet the challenge; willing to take on; good organizer; assists fellow legionnaire/veteran/community member;
Church leader: organization president.

5. This list is not all-inclusive, use your imagination and you will come up with many other words to enhance your candidate without identifying them.

✶ If the organization. such as SA, identified the gender please use a generic term such as another organization or the legion family