



**The American Legion  
Department of North Dakota  
Distinguished Service Award  
Award Submission Instructions**

**Department Distinguished Service Award (DSA)**

This award is designed to pay the highest Department tribute to an experienced Legionnaire who has consistently exhibited continuing leadership and excellence in Legion programs and administration. The award is meant for legionnaires who have been members for over 25 years.

**Eligibility:**

Any active living member of your post with 25 or more years as a member of the American Legion, from any North Dakota post. A posthumous award is allowable only if the nominee's death occurred within the previous year. Current Department Legion Officers are excluded from consideration for this award.

Any American Legion post within the Department of North Dakota may nominate one candidate for the Distinguished Service Award. The selection must be made by a majority vote of those members present at a regular post meeting.

**Submission Deadline:**

Postmarked by December 31, 2023 – mailed to:  
The American Legion  
State Headquarters  
PO Box 5057  
West Fargo, ND 58078

**Selection/Announcements:**

A letter of congratulations will be sent to all Post winners upon receipt of their Nomination Package at Department Headquarters. They will be encouraged to be in attendance at the Department Convention where the Department Distinguished Service Award will be presented. The DEC will make its selection based only on the information contained in the Nomination Form and attachments. No personal appearances are permitted.

**Awards:**

Post level – Posts are responsible for awards presented to their Post DSA.  
State level – Engraved plaque and a \$250 stipend to attend the Department Convention.

**Submission Packages:**

Only nominations submitted on the Official Nomination Form will be accepted. (Nomination Form and four one-page exhibits.) A 5x7 photo of nominee must be attached and does not count as one of the 5 pages.



**The American Legion  
Department of North Dakota  
Distinguished Service Award  
Official Nomination Form**

**Eligibility:**

Any active living member of your post with 25 or more years as a member of the American Legion, from any post. A posthumous award is allowable only if the nominee's death occurred within the previous year. Current Department Legion Officers are excluded from consideration for this award.

**DIRECTIONS FOR COMPLETING THIS FORM: TYPE OR PRINT LEGIBLY.  
NOMINATION SHALL NOT EXCEED 7 PAGES INCLUDING THIS FORM. ATTACH A 5x7 PHOTO (NOT A PAPER PHOTO) OF NOMINEE. ALL OTHER DOCUMENTS OR ADDED PAGES WILL BE DISCARDED.**

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Voted for Post DSA by a majority vote at a regular meeting held \_\_\_\_\_ (date)  
by Post # \_\_\_\_\_ located in \_\_\_\_\_, ND.

Was nominee an active member and attend meetings regularly in 2022? \_\_\_\_\_

If not, explain: \_\_\_\_\_

Years of continuous membership \_\_\_\_\_ Nominee's Cap Size \_\_\_\_\_

Number of Years as a Go-Getter \_\_\_\_\_

**All Exhibits Limited to One Page.**

**Exhibit 1** – Submit biographical sketch of nominee – including education, family, social organizations, or other data suitable for background for presentation purposes. Include Post, District, Department and National offices held and previous Legion awards received:

**Exhibit 2** – Did Legionnaire show initiative, imagination and tenacity during his/her career by introducing into the Post and Community, Legion programs not used before, or in changing, improving or carrying out old programs.

**Exhibit 3** – Provide a brief statement on the role played by the Legionnaire in support of Legion programs such as Legion Baseball, Americanism, Boys State, Oratorical Contest, Veterans Affairs, Children and Youth, Membership, attendance, etc.

**Exhibit 4** – Provide a brief statement on the role played by this Legionnaire in support of community, state and national activities other than distinctly Legion.

\_\_\_\_\_  
Post Commander's Signature

\_\_\_\_\_  
Post Adjutant's Signature