



Charles B. Rigsby
Veterans Affairs and Rehabilitation Commission
Service to Veterans - Volunteer of the Year Award

Section I – General Data

Nominee: _____
 (name, address, city, state, zip code) _____ (date)

Squadron #: _____
 (name, address, city, state, zip code of Squadron)

SAL Card #: _____ Detachment of _____

Section II – Volunteer Hours and Visits Provided to Veterans

Number of Hours at a VA Facility: _____ Number of Visits: _____
 VA Hospital/Facility Location(s): _____

All other Hours in service to Veterans: _____ Number of Visits: _____

Section III – Information & Remarks

Services to Veterans at VA Locations: _____

Services to Veterans at Other Locations: _____

General Remarks: (Use additional sheets as necessary) _____

Section IV – Certification

Submitted by: _____ Title: _____ Date: _____

Attested by: _____ Title: _____ Date: _____

WHAT TO DO WHEN FILLING OUT THIS FORM

As one of the major Pillars of the American Legion Family, service to Veterans is vital and imperative for our Organization and our members to fulfill our Mission. Recognizing that Service to Veterans can take place in a variety of locations, and in a variety of ways, it is vital that a nominee for the Charles Rigsby Service to Veterans Volunteer of the Year Award be given credit for all that they do, everywhere.

There needs to be a recognition however, that the ability to Volunteer at a VA facility requires additional administrative parameters and actions that require more time from a Volunteer than it would elsewhere. Therefore, additional credit needs to be considered for those efforts, and accounted for accordingly. Therefore, all Regularly Scheduled, VAVS Representatives, Deputy Representatives & Associate Rep/Deps be given a 1.5 multiplier for their VAVS volunteer hours only.

Section I – General Data

General Submission for nominee should be made by the Detachment VA&R Commission, and attested to by the Detachment Adjutant prior to the Detachment Convention. Each Detachment should select one nominee, from all requests, as the nominee from the Detachment and send it to National Headquarters no later than thirty (30) days prior to the National Convention. Only one nominee per Detachment can be submitted to National Headquarters.

Section II – Volunteer Hours and Visits provided to Veterans

Period The period of this volunteer award should be from Detachment Convention to Detachment Convention. Hours and Visits to VA Hospitals/Facilities are to be reported separately, as they will receive double the weight as other hours and visits to Veterans at other locations. This weighting accounts for the additional time and effort required to attend meetings and follow required at a VA facility.

Section III – Information & Remarks

Services This section requires completion in detail as to the types of volunteer activities for Veterans that were performed, and the location performed. Again, detailing by location is important as additional weight is given to services performed at a VA facility because of the additional requirements a Volunteer must meet at the facility. If additional space is required, please use additional paper stapled to the original

Section IV – Certification

Certification The report can be submitted to the Detachment VA&R Commission by any SAL or Legion Family member. All nominations will be evaluated by the Detachment Commission Members, with the final candidate submitted below by the Detachment Adjutant.

MAIL TO: SAL National Liaison
American Legion National Headquarters
P.O. Box 1055
Indianapolis, IN 46206
(or) scan and email to sal@legion.org.