

American Legion Auxiliary  
2017 – 2018 National Award Cover Sheet

This cover sheet should be attached to each narrative submitted for a national award. Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please write carefully. All awards will be mailed to the department office after national convention. Department presidents may wish to recognize award recipients by presenting them at a department function.

National committee sponsoring award: \_\_\_\_\_  
Type of Award:  Department  Unit Member  
Name of the award you are applying for: \_\_\_\_\_

Complete the following if you are applying for a Department Award

Name of department: Texas  
Name of department chairman: \_\_\_\_\_  
Chairman's phone number: \_\_\_\_\_  
Chairman's email address: \_\_\_\_\_

Please complete the following if you are applying for a Unit Award. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: \_\_\_\_\_ Full official unit name: \_\_\_\_\_  
Name of department: Texas  
Unit President/Chairman (circle one) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
ALA Member ID#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please complete the following if you are applying for a Member Award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: \_\_\_\_\_ Full official unit name: \_\_\_\_\_  
Name of Department: Texas  
Member Name: \_\_\_\_\_ ALA member ID#: \_\_\_\_\_  
Nominating Member (if different from above): \_\_\_\_\_  
Nominator's Phone number: \_\_\_\_\_  
Nominator's Email address: \_\_\_\_\_

Please send this form to your Department Chairman.