



**THE AMERICAN LEGION
DEPARTMENT OF MINNESOTA**

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**Outstanding Post Service Officer of the Year
The E.V. Pat Cliff Award
And
Annual Post Service Officer Reports**

From: The MN Department Service Officer Ray Kane

To: The District Rehabilitation Chairmen

Subject: Pat Cliff Award and Service Officer reporting for the period April 1st - March 31st.

The Post Service Officer Report forms are located on MNLegion.org under the Veteran Services menu on the Post Service Officers page. Once completed, the Posts forward their completed reports back to their respective District Rehabilitation Chairmen no later than May 1st. This will allow you, the district VA/R Chairmen, the necessary time to review the reports and to identify your district's top-performing Post Service Officer. The Post Service Officer selected will receive the VA/R Meritorious Service Award during the Dept. Convention. Among each of the ten district VA/R recipients of the Meritorious Service Award, one will be selected by the Dept. Rehabilitation Committee to receive the prestigious "Pat Cliff Award." The Pat Cliff award will be presented to the individual selected on stage during the Dept. Convention held in July.

Even though Posts may do a **CONSOLIDATED REPORT** they will still need to complete this report separately and return them to your attention by the May 1st suspense date. This will give you the time necessary to review them, make your selection for a top performer, and return them all to Headquarters by June 1st.

Please review all the Post Service Officer reports you receive and among them decide which one you'll recommend as your district's top-performing Post Service Officer. **(Send ALL completed reports, as well as the one identified as your choice for the award to the Department, Attention: Department Service Officer Ray Kane, The American Legion, 20W. 12th St. (Rm. #300A), St. Paul, MN 55155.** Included below is a list of possible criteria that can be used to help you make your selection.

Guidance for working with the Post Service Officers and submitting the reports are listed below:

- **Send ALL completed reports, as well as the one identified as your choice for the award to the Department, Attention: Department Service Officer Ray Kane, The American Legion, 20W. 12th St. (Rm. #300A), St. Paul, MN 55155.** All reports are needed so that the Department Service Officer can compile data to report national how Minnesota has assisted Veterans and their families over the past year at the Dept., Dist., and Post levels. Without reports from as many Posts as possible, Minnesota can't be recognized for all the hard work being accomplished. Also, remember that these reports are different from the Post consolidated reporting forms.

- When choosing your nominee for the Pat Cliff award, remember the ideals and traditions that encompass the overall meaning of the award. Look at overall performance and not just dollars spent, or hours volunteered alone.
- **County Veteran Service Officers are not eligible for this award.**
- **After June 1st the Department Rehabilitation Committee will review the nominations received from all ten districts to select the recipient of the distinguished Pat Cliff Award. This award will be presented during the Department Convention held in July.** The Department Service Officer will compile data from all 560+ Posts into a national reporting form to be submitted before our organization's National Convention.

Pat Cliff Award – Possible Selection Criteria:

1. Has the Post identified an individual to function in the role of Post Service Officer?
2. Does the Post correctly identify their respective County Veteran Service Officer?
3. Has the Post made use of their County Veteran Service Officer – Presentations & Referrals?
4. Has the Post made adequate use of American Legion programs to offer services to Veterans and their families? I.e. Temp. Financial Assistance, National Emergency Fund, American Legion Family Hospital Association, American Legion Resource Offices, etc.
5. Has the Post, or Post Service Officer, demonstrated involvement by making visits to Veterans? I.e. Private Nursing Homes, VA Hospitals, Homebound Veterans.
6. Has the Post contributed by either financial or volunteer support from VA Medical Centers, Veteran Homes?
7. Has the Post contributed by either financial or volunteer support of specific American Legion programs?
8. As some Posts may have difficulty providing direct support to Veterans, due to limited membership and financial means, has the Post identified other creative ways to contribute toward meeting the needs of Veterans and their families within their community?
9. If you have any questions, please feel free to contact me. Office: (612) 467-3849

Highest Regards,

Ray Kane
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Cc:
 Department Commander
 Department Adjutant
 Department Rehabilitation Committee Members (X5)