

AFFILIATED BANK ACCOUNTS

Department encourages all Posts with a S.A.L. Squadron and/or a Riders Chapter to have a designated Post signer (Finance Officer, Commander, or Adjutant) on all checks and accounts.

LIT ENROLLMENT

Encourage your members to activate their no cost \$1,000 accidental death and dismemberment policy by signing up at www.thelit.com. This is a free benefit and is open to the entire Legion family.



EMPLOYMENT SERVICE AWARD

The National Veterans Employment and Education Commission Annually presents several awards at The American Legions National Convention to honor employers that hire veterans, disabled veterans, and older workers. Contact Programs Director Eric Martin for more information.

NATIONAL COMMANDER LACOURSIERE INCENTIVE PROGRAM

During the 2024 - 2025 membership year, National Commander Jim LaCoursiere will award his National Commanders “Be The One” dog tag pin to any Legion member who recruits three new American Legion members. The certification form for this program is located at legion.org and can be submitted at any time.

HOLIDAY BLOOD DONOR DRIVE

December is The American Legion’s observance of a special effort to promote blood donor participation. Please encourage your members to donate when the bloodmobile is scheduled in your area. Ask donors to let you know the amount they donated for use in the CPR.

MEMBERSHIP TRANSMITTALS

Department asks all Posts to send in their membership as soon as possible. There are many Posts that have not sent in any membership as of this newsletter. Please transmit memberships at least twice a month.

GROUPEE BENEFITS

As an official partner of The American Legion, Grouper provides benefits to Legionnaires aged 65+ for staying active in their communities and these benefits include reimbursement of American Legion dues. A flyer has been included.

Enclosures:

- Adjutant Job Information
- Early Bird Membership Renewal Drawing
- Grouper Benefits Information



The American Legion
Department of Nebraska
150 NW 40th Street, Unit A
Lincoln, NE 68528
402-464-6338

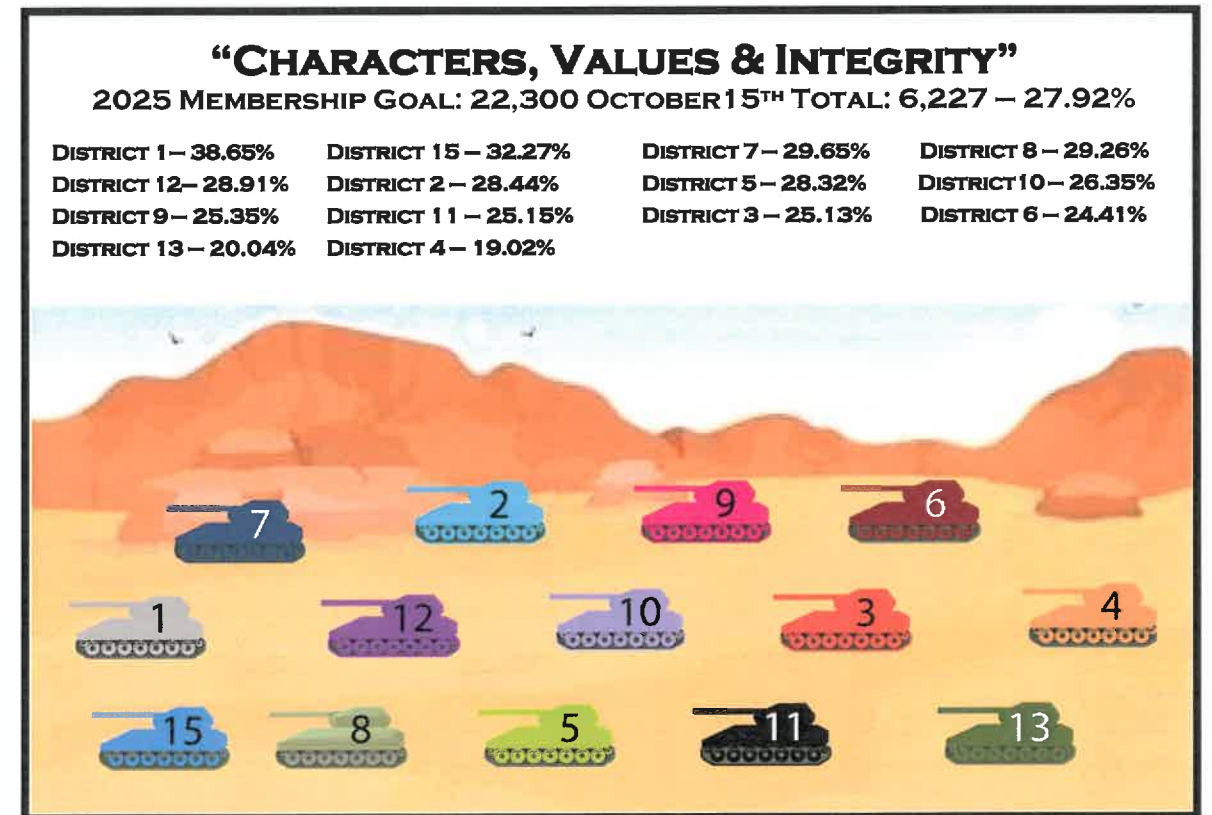
NEWSLETTER

November 2024

Published in January, March, May, July, September & November

Department Commander
Boyd Yochum

Department Adjutant
Dave Salak



DEPARTMENT ADJUTANT RETIRING

Adjutant Dave is retiring on June 30, 2025. The Department is actively looking to hire his replacement. If you are interested in applying, please complete the attached application and send it, along with resume and references, to Department HQ's before November 26, 2024. Interviews expected in December and hire date is tentatively set for January 3, 2025. Questions can be referred to Commander Yochum or Adjutant Salak.

MID-YEAR CONFERENCE

This year's Mid-Year Conference will remain focused on educational training. This event is being held January 17 – 19, 2025, at the Norfolk Lodge & Suites, 4200 W Norfolk Ave, in Norfolk. The Department Executive Committee and Department Committees will meet on Friday, January 17. For reservations, please call the Norfolk Lodge & Suites (402-379-3833). Room rates are \$109.00 per night. Conference fee is \$10.00.

The condensed agenda schedule will be in the December issue of The Nebraska Legionnaire.

MEMBERSHIP AWARDS

This is a reminder of the various awards that our department membership committee has authorized this year. Please consult your 2025 Post Adjutant Guide.

DEPARTMENT FUNDRAISER

The Department Executive Committee has authorized a fundraiser for a lottery drawing on Sunday, January 19, 2025, at our Mid-Year Conference in Norfolk. The prizes will be: 1st prize \$2,500; 2nd prize, \$1,000; 3rd prize \$500; 4th-8th prize \$200 each. Nebraska Legionnaires will receive tickets in the mail after November 1. Tickets will be 1 ticket for \$5 or 6 tickets for \$25.

EAGLE SCOUT OF THE YEAR

Nominations for the Eagle Scout of the Year scholarship program are available upon request from this office. All nomination packets are to be submitted directly to Department Headquarters by March 1. The winner of the National Competition will receive a \$10,000 scholarship and the three runners-up are each awarded \$2,500 scholarships. The top three finalist in Nebraska receive a cash award of \$500, \$300, and \$200. Contact Programs Director Eric Martin for more information.



VETERANS DAY

Veterans Day will be observed on November 11, 2024, and we hope your post and community have made plans for the observance. This is a great opportunity to meet with and provide an informative program for your local school. Department Headquarters will be closed on Monday, November 11.

MEMBERSHIP TARGETS

Upcoming Veterans Day target date, November 14 (65%), is our next membership goal. Look at your rosters and call those members who have not renewed. The Pearl Harbor Day target date, December 11 (75%), is not far behind.

Any member who is not renewed by October 16 will receive dues notice. Please consult your 2025 Post Adjutant guide for other dates.

STATE ORATORICAL CONTEST

District Oratorical Contests are currently being held. The Area Contest will be held as follows: Area A, December 1st at South Sioux City Post 307; Area B, December 7th at the Boone County Courthouse in Albion; Area C, December 1st at the National Guard Museum in Seward; and Area D, December 7th at Rushville Post 161. Contact your Area Vice Commander for details. The four Area winners will compete in the State Contest at Mid-Year Conference.

EARLY BIRD AWARD

This year the Early Bird Award was changed due to the first dues notice not being sent to members. The new date for the drawing is November 15. The five Early Bird awards will be in the amount of \$200. Commander Boyd thanks you for getting your membership renewed early.



TOURNAMENT HOSTS SOUGHT

The Department Athletic Committee will be holding its meeting for selection of tournament sites for the Area and State Baseball Tournaments during the Mid-Year Conference. The official bid form is located on our website at www.nelegionbaseball.net or by calling Programs Director Eric Martin. Be sure to read all the requirements before submitting the application. The form must be received no later than January 6.

Bids for the host site of the State Golf Tournament will be reviewed and selected at the Mid-Year meeting. Interested Posts should contact Programs Director Eric Martin for more information.

2025 WASHINGTON CONFERENCE

The Washington Conference is scheduled for February 22 – 26 and is open to any Legion family member wishing to attend. Housing can be made with the Washington Hilton located at 1919 Connecticut Ave NW by calling 202-483-3000. Contact Adjutant Salak for more information.

AMERICAN LEGION LABEL PROGRAM

Nebraska Legionnaires should have received a set of American Legion return address labels with a request for donation to Department. This helps with the costs of our many programs and projects we sponsor. Any donation will be appreciated.

Department Adjutant Job Vacancy Announcement The American Legion, Department of Nebraska

Job Announcement: The American Legion, Department of Nebraska, is accepting applications and resumes for the position of Department Adjutant. Applications and resumes must be received by November 27, 2024. Interviews will be scheduled for December 2024. Hire date anticipated January 3, 2025. Starting salary: \$55 - \$60K depending on experience. Applications and resumes can be sent via email to dsalak@nebraskalegion.net or mailed to:

Nebraska American Legion
150 NW 40th St, Unit A
Lincoln, NE 68528

Membership Eligibility: The Department Adjutant must meet all eligibility criteria for a member of The American Legion and be or become a member of a duly chartered Nebraska American Legion Post at the time of employment. The Department Adjutant will provide evidence of continuing membership annually.

Authorization: The position of Department Adjutant, authorized by the Constitution of The American Legion, Department of Nebraska, is an appointive office, such appointment to be made by the Department Commander with the concurrence of the Department Executive Committee (DEC). The Department Adjutant serves as the Secretary to the DEC, and other subsidiary corporations with voice but no vote.

Condition of Employment: The Department Adjutant shall serve a probationary period of not more than one year, after which the Department Adjutant will serve with tenure, provided the appointment is confirmed by the DEC, and be subject to removal only by a two-thirds vote of the DEC.

Status: The Department Adjutant position is exempt from federal wage and employment standards. The Department Adjutant reports directly to and through the Department Commander and DEC, and is subject to the policies, rules and regulations/guidelines contained in the Employee Handbook, the National Constitution and Bylaws, and the Department Constitution and Bylaws.

Responsibilities: The Department Adjutant shall serve as the Chief Administrative Officer of the Department of Nebraska. The responsibilities of the Department Adjutant include, but are not necessarily limited to, those set forth in the Bylaws of The American Legion, Department of Nebraska.

“The Department Adjutant shall be entrusted with the keeping of the records of all official meetings of the Department and with the custody of other Department records of various kinds. He shall act as a coordinator in carrying out the policies and mandates of the Department convention, the Department Executive Committee, subsidiary corporations as may be formed under the sponsorship of The American Legion, Department of Nebraska, to carry on such programs. He shall be charged with the employment of clerical and administrative help at Department Headquarters, and shall be held responsible for the faithful performance of duties by such employed personnel. He shall perform such other duties as are usually incident to the office. “

Other duties:

- a. Manages, maintains, and secures Department-owned real property;
- b. Recommends policies and strategies for consideration by decision-making bodies and officers;
- c. Recommends future sites, schedules, plans, coordinates, and implements all elements of Department conferences, conventions, meetings, and seminars;
- d. Prepares and distributes notices, agendas, and schedules of events for all official meetings;
- e. Maintains and distributes minutes of all committee and commission meetings;
- f. Prepares and maintains a record of proceedings from the annual Department convention;
- g. Receives, registers, and presents for consideration all resolutions to go before the DEC and Department convention, and reports disposition of the same;
- h. Hires, trains, supervises, and evaluates employees of the Department Headquarters;
- i. Recommends personnel policies and procedures for compliance with all state and federal employment standards;
- j. Liaisons with permanent and adhoc committees of the Department as assigned;

- k. Participates in state-wide District and Post meetings as assigned;
- l. Advises and assists all Department Officers and Committees in the proper conduct of their responsibilities;
- m. Oversees preparation of, and adherence to, the annual budget;
- n. Oversees the administration, financial status, and records-keeping of the Department programs;
- o. Supervises daily financial transactions, maintains accounts, receive all funds and signs and approves all vouchers for the Department;
- p. Ensures a full and complete audit of all Department accounts are conducted by certified public accountants, and such audit shall be submitted to the first DEC meeting after the audit has been conducted;
- q. Ensures all licensure, certifications, credentials, bonds, and insurances are maintained and up-to-date;
- r. Administers Department programs and membership awards;
- s. Acts as Program Director for the Cornhusker Boy's State program;
- t. Complies with all reporting and administrative duties imposed on the Department by the National Organization as set forth in the Department Adjutant's Administrative Manual;
- u. Recommends and implements Public Relations, publicity, and advertising initiatives;
- v. Approves all public information requests and releases to the media, confers with Department Commander on controversial topics prior to discussion with media;
- w. Works closely with the Department Historian to carefully prepare all permanent records of the Department and shall be the official custodian of such records;
- x. Attends all Department meetings and willingly accepts invitations to speak at Post and District events. Attends all special meetings, programs, and events throughout the Department by invitation and protocol. Keeps Department Commander apprised of travel and agenda at all times;
- y. All other duties as are usually incidental to the office of Chief Administrative Officer.

Working Conditions: The normal workday for the position is currently 8:00 a.m. to 5:00 p.m., Monday through Friday, excepting National holidays, subject to change based on the needs of The American Legion, Department of Nebraska. Additional weekend and weeknight hours are frequent and a routine part of the position. Department employment policies make no provisions for additional pay or compensation for hours worked above the normal workday. Overnight travel involved.

Minimum Qualifications and Experience:

- a. Post-high school degree from an accredited college or university (comparable military education and experience, long-term experience in department employment, or equivalent professional experience may be an acceptable alternative);
- b. Must be a U.S. citizen;
- c. Must submit to a criminal and background check as well as a FICA and Driver's License check;
- d. Must have a valid Nebraska drivers license, or able to get one if from out-of-state;
- e. Familiarity with American legion programs and activities;
- f. Excellent computer skills (PC environment, MS operating system)
- g. Excellent written communications and public speaking skills;
- h. Demonstrated administrative and leadership skills and experience

Personal and Professional Attitudes and Characteristics:

- a. Collaborative: Seeks to accomplish tasks in cooperation with other staff and volunteers;
- b. Innovative: Seeks new ways to accomplish traditional tasks; understands and utilizes emerging technology; open to new ideas;
- c. Diplomatic: Skilled at managing and motivating volunteer workers;
- d. Energetic: Comfortable with multiple tasking and long hours;
- e. Imaginative: Applies creativity and innovation to all opportunities and challenges;
- f. Persuasive: Ability to "sell" ideas and initiatives;
- g. Skilled and Adept in research and evaluating opportunities and proposals

Other Benefits: Competitive salary commensurate with experience. Expense account and company vehicle for official travel use only. Liberal paid holiday and vacation, sick time, employee health and life insurance, and SIMPLE IRA match to 3%.

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

“Employer”	Position applying for
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PERSONAL DATA			
Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Business Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION Check all that you are willing to work			
Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.			
	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.			
Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date



\$ 1000



NEBRASKA LEGIONNAIRES

BE AN EARLY BIRD FOR 2025!

The first NATIONAL renewal notice to Nebraska for the 2025 membership year should be mailed from Indianapolis about October 1. The Department Membership Committee is again this year sponsoring an Early Bird Drawing.

ALL regular members (those who pay their dues annually or are multi-year members) whose 2025 dues are paid and received in Department Headquarters by November 11, 2024 will be in a drawing for \$1000.

5 names will be drawn for a \$200 prize each this year!

HELP US BUILD MEMBERSHIP MOMENTUM!!

BE IN THE DRAWING!!

Support Renewals and Growth



Grouper is excited to announce its partnership with The American Legion, which will empower posts and departments to enhance member engagement and provide valuable benefits to eligible Legionnaires!

LEGIONNAIRES 65+ WITH AN ELIGIBLE MEDICARE ADVANTAGE OR SUPPLEMENT PLAN RECEIVE:



✔ \$50 initial payment upon confirming eligibility

✔ \$20 every 3 months of reported post activities

Lead Your Members

Visit our website now to easily download or request printed materials that will **help you promote the Grouper benefit** to your posts and Legionnaires—make a difference today!

- Flyer & FAQs
- Member Email Templates
- Newsletter Templates
- Website Content
- Social Media Content

Interested in promoting this at your Post? Scan Now to Get Started



 AMERICAN LEGION

GrouperGroups.com/Legion

GROUPER IS PROUD TO BE INCLUDED IN:



Grouper

Call (833) 906-1700 Email info@hellogrouper.com