

**Legionnaire of the Year
Award**
(As of 6-2018)

In **Bullet Background Paper (BBP) format** (see example below) express your reasons for nominating this member. List your reasons in the following suggested categories or any other points that you feel are pertinent to your nominee receiving the award.

Service to Troops/veterans:

Community Service/involvement:

Knowledge of job and leadership to the organization:

Other information that is relative to this award:

Bullet Background Paper (BBP) Format

Your BBP nomination write-up should consist of a series of bullet points previously stated each with one or more sentences following it. There is no need for an introduction or other text. Begin with the first topic item and provide the facts - who, what, when and where per statement line. By using a direct (bullet) and concise manner of writing, each nomination submission should not exceed one typed written page.

The final bullet should focus on the essential message you want to send – **DO NOT** repeat what you said in your earlier points, this can be a key fact, a plan or vision. In the words of John Maxwell, “the pessimist complains about the wind; the optimist expects it to change; and like (your nominee’s name) and his/her leadership skills “adjusts the sail”.

Sample award write-up

John Doe has been the “go-to-man” for Satellite Post 000 this past year; he is a strong advocate for veterans and instrumental in many other projects such as:

Service to Veterans/troops:

1. provided transportation for disabled veterans to doctor and physical therapy appointments, plus stayed with veterans to allow spouses “time away”;
2. outgoing and personable post chaplain, conducted visits to Korean and WWII vets homes and assisted living facilities to encourage and provide spiritual support if requested;
3. served as post honor guard captain; prepared and coordinated ten ceremonies and events;

Community Service/involvement:

1. maintained two community flag pole raising and lowering flags, plus replaced flags through his personal donation;
2. supported Marine Corps Reserve Toys 4 Tots Program through contact with perspective merchants to distribute and collect boxes and donations;
3. promoted and supported Veteran's Day and Appreciation at two local schools;
4. prepared and coordinated 26 honor/color guard events within the Verde Valley.

Knowledge of job and leadership:

1. canvassed local merchants for door and drawing prizes for the post-Christmas Party;
2. assisted in the post's winter clothing drive through the placement and retrieving collection boxes;
3. obtained donations of material so post members were able to construct a storage shed for post family equipment and supplies;
4. built and donated four indoor/outdoor flag stands; and at no cost to the post, he sourced two new outdoor canopies;
5. lead salesman for post Emblem Sales flag fundraiser – last sale totaled over \$1K.

Other accomplishments:

1. arranged with merchants and post for material and labor to construct safety access ramps for two disabled veterans;
2. coordinated flag presentation at the Prescott Stand-down.
3. recruited a student for the Dept. Oratorical Competition in 2015 and 2016.

Conclusion:

The BBP serves many purposes and is no longer than it needs to be to convey the message. End with recommendations or conclusions that bring the discussion to a close.

For instance:

John Doe serves the Legion tirelessly every day; in addition to all his above listed accomplishments, while serving as the post Sgt at-Arms and post Honor/Color Guard Captain, he is credited with recruiting four new members. A dedicated veteran who sets the example for others to emulate - a person who truly deserves the award of Dept. of Arizona Legionnaire of the Year!