



THE AMERICAN LEGION

DEPARTMENT OF NEW JERSEY

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EMPLOYMENT & EDUCATION PROGRAM AWARDS

The following will outline the requirements for the Department of New Jersey's Employment & Education Program Awards. (Also please see "Resources" below for references and further details.) THE NATIONAL VETERANS EMPLOYMENT & EDUCATION COMMISSION AWARDS document is the standard, model and primary resource for our program. These National requirements will be the guiding and controlling document(s) for NJ's Program. The number of Department awards presented to all Legion Family and outside parties will be totally dependent upon the quantity, quality, required details of the entries, and the Committee's budget for the year.

ALL NOMINATION FORMS WITH APPROPRIATE DOCUMENTATION MUST BE RECEIVED BY THE TRENTON OFFICE BY DECEMBER 11, 2017, ATTENTION – EMPLOYMENT AWARDS SUBMITTAL.

The following only summarizes the major categories of our Program. See Resources, 12. b. below for other types of awards.

THE EMPLOYER OF VETERANS AWARD

1. Purpose of Award: To confer recognition on one small, one medium and one large employer for outstanding records in the hiring and retention of veterans.
2. Employer Award Submittals: Each County, the Committee, Department of Labor, and sources outside the Legion may submit one entry for each of:
 - a. One nomination for a small company with 50 or fewer employees.
 - b. One nomination for a medium sized company with work forces of 51 to 200.
 - c. One nomination for a large company with 201 or more employees.
 - d. All submittals must use the referenced The Employer of Veterans Award Nomination Form. The County Adjutant or County Economics Chairman must sign the Form. The DOL and others may submit their nominations directly to Department with the appropriate signature and title.
3. The requirements for #1, Employer Awards include:
 - a. At least 10 percent of the nominee's work force must be veterans.
 - b. The nominee must have been in business for at least five years.
 - c. The nominee cannot restrict employment to veterans only.
 - d. The nominee must be a private sector employer, not a city, state or federal employer.

4. Awards:
 - a. Each Department that submits employers for each category to National will receive a plaque for presentation to those employers.
 - b. The Department of New Jersey may also present awards to employers dependent upon the number of employers submitted, their qualifications, details of their submittal, and within our budget constraints.
 - c. All Posts and Counties that submit employers for Department and National may present their own awards to them.

EMPLOYMENT SERVICE (ES) AWARDS

5. Purpose of Award: The purpose of the ES awards program is to confer National and Department recognition annually on one outstanding Local Veterans Employment Representative (LVER), one Disabled Veterans Outreach Program specialist (DVOP), and one local Employment Service (ES) office. LVER's, DVOP's, and ES's provide job counseling, testing and placement assistance to unemployed and underemployed veterans.
6. ES Submittals: Each County, the Committee, DOL, and sources outside the Legion may submit one entry for each of:
 - a. LVER.
 - b. DVOP.
 - c. ES.
 - d. All submittals must use the referenced respective Employment Service Award, Nomination Form. The County Adjutant or County Economics Chairman must sign the Form. The DOL and others may submit their nominations directly to Department, with the appropriate signature and title.
7. Awards:
 - a. Each Department that submits ES entities for each category to National will receive a plaque for presentation to those entities of individuals.
 - b. The Department of New Jersey may also present awards to DOL entities and individuals dependent upon the number of submittals, details, and within our budget constraints.
 - c. All Posts and Counties that submit employers for Department and National may present their own awards.

HOMELESS VETERANS OUTREACH AWARD

8. Purpose of Award: The NJ Homeless Veterans Outreach Award recognizes Posts, Units, Squadrons, Counties, and individuals for their activities toward eliminating homelessness among veterans and prevention of future homeless veterans. The National Employment & Education award will be given to The American Legion Department that demonstrates American **LEGION FAMILY INVOLVEMENT** in homeless veteran initiatives that show outstanding support for activity in any or all of these areas: volunteerism, prevention, supportive housing, advocacy and fundraising
9. Posts, Units, Squadrons, Counties, and individual Award Submittals:
 - a. Each of these Legion Family organizations may submit entries for this award. All Counties' input will then be collated for a consolidated Department entry to National.

- b. All submittals must use the referenced Homeless veterans Outreach Nomination Form. The County Adjutant, Secretary or County Economics Chairman must sign the Form, in the place of the Department Adjutant or Employment Chairman. Please use the provided Entry Check List for all entries.
- c. It is imperative for all submittals at least include the following (see Check List):
 - i. Define program objectives and how this is a **LEGION FAMILY EFFORT**.
 - ii. Identify the number of homeless veterans in your community, list stand-down activities, community providers you work with, and fundraising efforts.
 - iii. Outline program success & impact.
 - iv. Include Articles/Pictures.
 - v. Include a narrative what you are doing toward the goal of ending homelessness among veterans.
 - vi. Completed Coversheet.
- d. The Department Employment & Education Chairman will sign the submittal to National HQ.

10. Awards:

- a. The Department of New Jersey may present awards to Posts, Counties, Units, Squadrons and outside sources (e.g. homeless veteran public and private service providers) dependent upon the number of entries submitted, the quality and details, and within the Committee's budget constraints.
- b. All Posts, Counties, Units, Squadrons that submit entries may present their own awards.

11. **Deadline for all Employment & Education submittals and nomination forms is December 11, 2017.** All entries will be reviewed, analyzed and judged by the Department's Employment & Education Committee, timely to be submitted to National Headquarters by their Jan. 15 deadline.

12. Resources:

- a. <http://www.legion.org/publications>, Veterans Employment & Education (last category on the page), Economic Award Programs Brochure, for a general description
- b. <http://njamericanlegion.org/>, Forms & Documents, Employment & Education, for respective forms, requirements, and NJ's Rules. This web site includes other categories which are not summarized above.
- c. Your respective County chairperson.

Bob Looby, Chairman
Employment & Education Committee
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