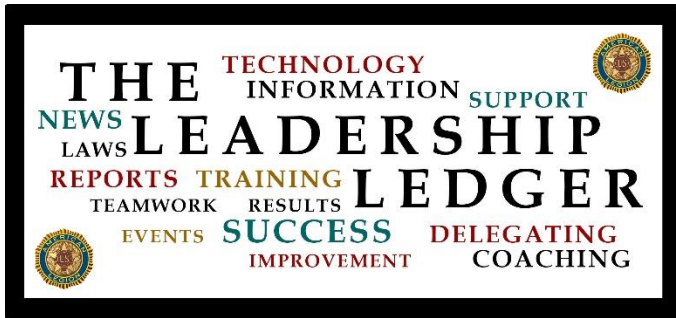




THE LEADERSHIP LEDGER



****2021 MEMBERSHIP CARDS & ADJUTANT PACKETS****

****READY FOR PICKUP****

The Membership Cards & Adjutant's Packet will be available for pickup at Dept. HQ in Winslow starting the week of July 13, Mon. thru Thurs, 9-4.

Please call Dept. HQ at 207-873-3229 to let us know what day you will be picking them up.

Please keep in mind the Covid-19 guidelines. When entering the office, please remember your mask and social distancing. Hand sanitizer will be available.

2020 Membership Year

Department Headquarters is still collecting dues for the 2020 membership year. Please continue to get as many expired members who have not yet paid their 2020 dues to pay them. This report is not available through myLegion.org as of July 1, 2020. In a few weeks, Department HQ will contact National HQ for an updated 2020 Membership Report. Unfortunately, it is currently not available.

2021 Membership - "Goal to Grow"

The 2021 membership goal for each Post listed on the membership report posted on myLegion.org for the 2021 membership year will be zero until a "Goal to Grow" number is determined for each Post. These goals will be based on July 29, 2020 and therefore, won't occur on the report until sometime in August.

MILITARY TRIVIA:

Q: What is the only ship ever to be in the US Navy's inventory, that had it's own Color Party?

Submitted by Dwayne Hatfield, Mars Hill Post 118

Welcome to the 20th Edition of The Leadership Ledger. It includes Post, Dept. and Nat'l reports, leadership training events, upcoming conferences/conventions as well as rules and regulations pertaining to local, state and national laws. The Ledger is available by visiting the Department's website at www.mainelegion.org under "News & Events" or on the home page. If you have any information to be published in The Leadership Ledger, please forward to Department HQ via email at legionme@mainelegion.org.

CORONAVIRUS (COVID-19) – INFORMATION

For a complete listing of up-to-date information, cancellations and rescheduled events, please visit www.mainelegion.org or click the following link: [CORONAVIRUS \(COVID-19\) – INFORMATION Including Cancellations & Rescheduled Events](#)

HOLIDAY REMINDER

The Department Headquarters Office and Service Office will be closed at 4:00 p.m. on Thursday, July 2 and will remain closed until 8:00 a.m. Tuesday, July 6 for the July 4 Holiday. Please take moment to give thanks to those veterans who fought and are still fighting for our freedom.

DISTRICT MEETINGS

Be Connected – Be Heard – Be Informed

District meetings are slowly being rescheduled. If this is the case with your District, please provide dates, times, etc. of upcoming meetings.

**We have yet to receive the 2020-2021 District Officer's Form from:
Districts 1, 4, 8, 9, 10, 11, 12 & 16**



All events will be posted on Department's website by visiting www.mainelegion.org or by pressing the POST EVENTS image. All events will also be uploaded bi-weekly and must be forwarded to Department HQ via email at legionme@mainelegion.org.

MILITARY TRIVIA:

Answer to Military Trivia: The USS Maine, during the 100th anniversary of it's sinking in Havana Harbor.



Who We Are: We're excited to announce our partnership with the Legionnaire Insurance Trust, joining the ranks of those dedicated to assisting the men and women who answered the call to serve our country.

As a valued member of your American Legion Department, you have access to a variety of services and discounts. The goal is simple—to help you and your fellow Legionnaire when you need it most.

Because of the current challenges we now face, it's even MORE important that you feel safe living at home. Our passion is helping you live a healthy, active, and safe life at home. That is why we've created a place where you can find home medical equipment products that make a direct, positive difference.

PLUS, we deliver your orders right to your door, so there is no need to leave your home!

What We Offer: Whether you worry about slippery bathroom floors, getting in and out of a vehicle, or managing pain that never seems to go away, we have you covered.

How You Benefit: Being a member your American Legion Department means you receive a unique discount on many of the hoe products and services we offer.

Follow these simple steps to take advantage of this offer:

**[Click Here to Set up Your Account](#)

**Use the special access code LIT-37993 (this gives you access to your discount--DON'T SKIP THIS STEP)

**Once your account is setup, find the items you need and add them to your cart.

**Check out and wait for your items to be delivered right to your door!

The Healthy Living at Home Team

ABOUT GET OUT THE VOTE

In 1920, during The American Legion National Convention in Cleveland, the organization went on record urging all American Legion men to become qualified voters. Since then, the organization has passed countless similar resolutions advocating Legionnaires to not only exercise their constitutional responsibility to vote, but to also encourage others to do the same.

Elections are important to our republic. As citizens of this great nation, it is our duty and responsibility to exercise this right of franchise by casting our ballots on Election Day and to encourage others to do so as well. It was on this premise that The American Legion's "Get Out the Vote" program was initiated shortly after the organization's inception. Today it is as important as it was in elections past.

The Legion's "Get Out the Vote" program encourages all Americans to register and vote in all elections. In addition, Legionnaires, posts, districts and departments are encouraged to fully involve themselves in the electoral process by serving as poll volunteers, poll workers and by encouraging and assisting others to register and vote.

All Legionnaires are encouraged to renew their commitment for continued service to this country by being politically active as individuals. By working together as an organization we can make a difference by promoting an informed populace, participation in our government, and involvement in its electoral process. We cannot forget that in this country, our government is "of the people, by the people and for the people." It cannot survive as a democratic republic unless the people participate. That is our task. For more information, follow at <https://www.legion.org/vote>.

The National American Legion

VETERAN'S EMERGENCY FINANCIAL ASSISTANCE PROGRAM (VEFAP)

Attn: American Legion Posts in Maine. Do you know of a veteran in your community in need of

assistance? Maybe someone who during these challenging times just needs a little help to keep them going? Worst of all how about that homeless veteran? How about the homeless veteran with children? If you do, we want to remind you all that The American Legion, Department of Maine can assist you to help these veterans during rough times. All you need to do is call Department at 207-660-9324 or 207-873-3229, Ext. 3 and we will be in contact as soon as possible or visit <http://www.mainelegion.org/pages/resources/va-resources.php>. Remember that this program can assist you to help others.

REPORT/FORM SUBMISSIONS ATTENTION POST/DISTRICT ADJUTANTS & COMMANDERS! Keep Your Post/District Information Up-to-Date

Please [CLICK HERE](#) to check and see if the following forms/reports have been received at Department HQ:

- Annual Post Data Report (deadline = April 15)
- CPR (deadline for online = July 1 | Mail = May 29)
- Notification of Post/Squadron Cmdrs. & Adj. Form, (deadline = July 1)
- Post Officer's Form (deadline = July 1)
- District Officers Form (deadline = July 1)



FIGHTING TO THE FINISH LINE, FOR THE FOUNDATION

Still Plenty of Time to Join Team Caroline!

A Virtual Race to Take Place in September 2020
Due to the Cancellation of the Boston Marathon

Please [click here](#), or visit <http://www.mainelegion.org/pages/foundation/fundraising-events.php> to place your contribution today to a cause that means so much!

DONATIONS-**Foundation**

Peter Johnson-\$100; Ronda Lecompte-\$25; Sherree Paradis-\$100; Julie Dussinger-\$100; Peter Jabaut-\$100 Denise Tepler-\$50; David Tanguay-\$500; Joanne Ottman-\$50; Russell Jabaut-\$100; Joseph Yarmala-\$100; Nicolas Hamlin-\$1,000; Nancy Laffin-\$30; Jonathan Robertson-\$20; Tracy Grieves-\$40; Paul L'Heureux-\$500; Patricia Thurston-\$100; Jason Hall-\$50, Penobscot County District 13-\$48, Sherman Lahaie Jr.-\$100; John Perrino-\$100, Lloyd Woods-\$50

DONATIONS

National Commanders Campaign

Paul L'Heureux, Dept. Adjutant \$100

PAST COMMANDERS CLUB

If you are a Past Post Commander of The American Legion, Department of Maine and have not yet paid your annual dues to the Past Commander Club in support of the James V. Day Scholarship, please do so as soon as possible by filling out the attached form or visit

<http://www.mainelegion.org/pages/formsapplication.s.php> and click on the [Past Commanders Club \(Fillable\)](#) form. Mail form along with \$2.00 per member to The American Legion, Past Commanders Club, 5 Verti Drive, Winslow, Maine 04901-0727.

It is because of you, and the members and officers of your Post that The American Legion, Department of Maine can authorized 2 students to receive a \$500 scholarship each year. Thank you for your support!

PAST COMMANDERS CLUB DUES

Thank you to the following posts who sent in their dues to sponsor James V. Day Scholarship:

Post 19 – Sanford Post 20 - Brunswick
Post 24 - Rumford Post 34 - Tenants Harbor

Post 35 – So. Portland Post 40 - Winthrop
Post 41 - Milo Post 49 - Van Buren
Post 50 - Unity Post 58 - Buckfield
Post 59 – Pembroke Post 72 - So. Paris
Post 94 – Greenville Post 181 - Litchfield
Post 132 – Richmond Post 147 - Madawaska
Post 148 - Windham Post 153 – Auburn
Post 155 – Naples Post 197 – Westbrook
Post 207 – Trenton Post 216 – Phippsburg

MAINE LEGION COLLEGE CLASS FOR 2020

<u>Date</u>	<u>Time</u>	<u>Location</u>
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July 18 & 19	8:30 a.m.	Dept. H.Q.
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Physical distancing set up & Wearing Masks are encouraged (if possible). During these times, we are not certain that we have an updated list of those who are currently attending. Please review the list of names to make sure you have already signed up. If I have omitted your name or more information is needed, please email immediately at paul@mainelegion.org along with your **Name, Post No., and Cell Phone No.** so I can prepare for the class. We currently still have 2 openings if anyone would like to attend. Just remember that you have to complete the on-line course at www.legion.org/alej and send us a copy of the certificate or bring it to the class. Legion cap, dress comfortable (Legion/Aux shirt if you have one). Meals will be provided. Currently signed up are the following: Destiny Poole, Clayton Brown II, Eugene Connolly, Melissa Theriault, Debra Rumery, Thomas Healy, Oscar Gerry, Leroy McKenzie, Nancy Gillespie, and Bill Hobson.

PANDEMIC UNEMPLOYMENT ASSISTANCE

Information about the application process is posted on REEMPLOYME website:
<https://www.maine.gov/unemployment/>



COMPUTER SOFTWARE TIPS 101

Computer Software Tips 101 is a new section that will appear in the Leadership Ledger to help those learn basic computer skills.

HOW TO WRITE A PROFESSIONAL EMAIL IN 5 STEPS

For most of us, email is the most common form of business communication so it's important to get it right. Although emails usually aren't as formal as letters, they still need to be professional to present a good image of you and your company.

How to write a formal email:

Follow these five simple steps to make sure your English emails are perfectly professional.

Begin With a Greeting

Always open your email with a greeting, such as "Dear Lillian". If your relationship with the reader is formal, use their family name (eg. "Dear Mrs. Price"). If the relationship is more casual, you can simply say, "Hi Kelly". If you don't know the name of the person you are writing to, use: "To whom it may concern" or "Dear Sir/Madam".

Thank the Recipient

If you are replying to a client's inquiry, you should begin with a line of thanks. For example, if someone has a question about your company, you can say, "Thank you for contacting ABC Company". If someone has replied to one of your

emails, be sure to say, "Thank you for your prompt reply" or "Thanks for getting back to me". Thanking the reader puts him or her at ease, and it will make you appear more polite.

State Your Purpose

If you are starting the email communication, it may be impossible to include a line of thanks. Instead, begin by stating your purpose. For example, "I am writing to enquire about ..." or "I am writing in reference to ..."

Make your purpose clear early on in the email, and then move into the main text of your email. Remember, people want to read emails quickly, so keep your sentences short and clear. You'll also need to pay careful attention to grammar, spelling and punctuation so that you present a professional image of yourself and your company.

Add Your Closing Remarks

Before you end your email, it's polite to thank your reader one more time and add some polite closing remarks. You might start with "Thank you for your patience and cooperation" or "Thank you for your consideration" and then follow up with, "If you have any questions or concerns, don't hesitate to let me know" and "I look forward to hearing from you".

End With a Closing

The last step is to include an appropriate closing with your name. "Best regards", "Sincerely", and "Thank you" are all professional. Avoid closings such as "Best wishes" or "Cheers" unless you are good friends with the reader. Finally, before you hit the send button, review and spell check your email one more time to make sure it's truly perfect!



FROM THE DEPT. ADJUTANT

We are starting to receive many calls about holding meetings at the Post & District Level. If you use common sense with face masks, if applicable, and social distancing (6ft), it can be done safely. Most of the Legion halls have the room to make this happen but please keep in mind that it is not a requirement to attend if you feel that you should not. There are currently many Posts holding meetings and some of the Districts are currently planning to start in the next few days following July 4.

The other question that many of you have called us on is how to survive financially during these times. What we have seen by many Posts that have reported to us, is that they have been successful in having takeout meals also known as curbside pickup within your community. If done properly, it limits the number of people in the building, and also requires less work keeping all areas sanitized. You prep the food and have all the containers ready, setup a table at the entrance with a mask & gloves and take the orders. Some of the Posts have taken it to a next level by using local advertisement as well as E-mails, Facebook and Twitter and doing pre sales in the process. We currently have 3 Posts with sales of 100/150 meals in 2 hours and even one Post that sold out a Lobster meal with 240 meals served. Note: some of these Posts are coming up with these ideas from the younger members that have recently joined.

So please be careful and start to think a little differently during these challenging times. If you should need more information, please contact the office at (207) 873-3229 or my cell (207) 754-6044.



Subscribe (or unsubscribe) by clicking the above image or by visiting:
<https://form.jotform.com/RachaelJ/maine-al-email-subscription-form>

STATE DIRECTORY

The image below contains the link to The American Legion, Department of Maine State Directory. To follow the link just click on the image or visit <http://www.mainelegion.org/pages/directory.php>

