



BELOW IS A RECOMMENDED TIMELINE THAT EACH DEPARTMENT SHOULD FOLLOW

AWARDS ANNUAL TIMELINE												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
All submittals are due to the National Economic Commission NLT JAN 15		Economic Commission processes awards		Send letter to all posts reminding them to begin search for award nominees			Send follow up letter to posts		National awards are presented for the previous year		Require all posts to begin submitting nominations for this year	
		National Economic Commission processes awards		National Economic Commission Award Subcommittee meets and selects award winners			National Economic Commission Award Subcommittee meets and selects award winners		Department meets and submits national nominees to national headquarters		Department meets and submits national nominees to national headquarters	
Recommended Department Timeline						Recommended Department Timeline						

1. SEPTEMBER
 - Departments require all posts to begin submitting nominations for the current year
2. OCTOBER
 - **Departments Set a Deadline for Submittals from their posts**
3. NOVEMBER - DECEMBER
 - **Departments meet and submit national nominees to National Headquarters**
4. JANUARY
 - **ALL SUBMITTALS FOR CONSIDERATION FOR THE NATIONAL AWARD ARE DUE NO LATER THAN JANUARY 15 TO THE NATIONAL ECONOMIC COMMISSION**
5. FEBRUARY
 - National Economic Commission processes awards
6. MARCH
 - National Economic Commission Award Subcommittee meets and selects award winners
7. APRIL - MAY
 - Departments should send a letter to all the posts reminding them to begin the search for award nominees for the next year (current calendar year)
8. JUNE - JULY
 - Departments should send a follow up letter to their posts

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OR FAX TO 202.833.4452
OR E-MAIL A SCANNED COPY
ECON@LEGION.ORG

DEPARTMENTS MAY REPRODUCE ALL FORMS FOR WIDER DISTRIBUTION

9. AUGUST

- National Awards are presented for the previous year at the National Convention