

New Member Kit



American Legion Auxiliary

Thank you for becoming part of the exciting and rewarding American Legion Auxiliary, the largest patriotic service organization in the world. Included in this kit is information about being a member of the Auxiliary. Much of this guide, along with additional information, can be found in the Auxiliary Unit handbook or on the National American Legion Auxiliary website: www.alaforveterans.org

WHAT IS A VOLUNTEER?

A volunteer is someone who gives time, energy and talents to others, expecting nothing in return. Volunteers must have an open mind, be willing to embrace wisdom learned from others and also let the experience of volunteering lead to personal inner growth. Volunteers realize the importance of time and kindness.

- A volunteer is someone who gives time, energy and talents
- A volunteer is someone who is willing to learn
- A volunteer is someone who has the freedom to choose
- A volunteer is someone who makes a difference

WHAT WE DO!

MISSION STATEMENT

In the spirit of *Service Not Self*, the mission of the American Legion Auxiliary is to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace, and security.

*Preamble to the American Legion Auxiliary
Constitution*

*For God and Country, we associate ourselves
together for the following purposes:*

*To uphold and defend the Constitution of the United
States of America; to maintain law and order; to
foster and perpetuate a one hundred percent
Americanism; to preserve the memories and incidents
of our associations in all Wars; to inculcate a sense of
individual obligation to the community, state, and
nation; to combat the autocracy of both the classes and
the masses; to make right the master of might; to
promote peace and goodwill on Earth; to safeguard
and transmit to posterity, the principles of justice,
freedom, and democracy; to participate in and
contribute to the accomplishment of the aims and
purposes of The American Legion; to consecrate and
sanctify our association by our devotion to mutual
helpfulness.*

Explanation of the Preamble

When the American Legion Auxiliary was formed to aid in the peacetime service of The American Legion to the United States, it was natural and right that the purposes of the Auxiliary be expressed in the same words which set forth the purposes of the Legion. Therefore, the Preamble to the Constitution of the Auxiliary is nearly identical to that of the Legion's Preamble to the Constitution with the addition of the very significant phrase "to participate in and contribute to the accomplishment of the aims and purposes of The American Legion.

"To uphold and defend the Constitution of the United States of America"

The first of the ten principles of The American Legion and Auxiliary is a sacred pledge of allegiance to the Constitution of the United States. It is most appropriate that the first ideas presented in the Preamble be dedicated to the continued defense of our nation by those very persons who have either served in war-time or had a close relative who served. The pledge to uphold and defend the democracy of America is the first obligation of every Legionnaire and Auxiliary member.

"To maintain law and order"

Law and order must be maintained if freedom is to be maintained. Liberty is not a license. Good government means that all citizens are secure in their lives and property. To this, the Legion and Auxiliary are pledged by the second principle stated in the Preamble.

"To foster and perpetuate a one hundred percent Americanism"

The term "Americanism" covers all of the things which have made the American nation great and the American people free. It implies qualities of character as well as principles of government. Under this Constitution's principles, the Legion and Auxiliary have worked, and are continuing to work, to defeat the attempts of subversive organizations to undermine our system, to build loyalty to and confidence in American ideals, and to develop an American citizenship capable of making America's free form of government a constantly greater success.

"To preserve the memories and incidents of our associations in all Wars"

Every member of the Auxiliary has close personal associations with the sacrifice of war, be it World Wars I and II, Korea, Vietnam, Grenada/Lebanon, Panama, and the Persian Gulf War. The associations and incidents of these struggles are to be remembered not only for their heroes, their victories for freedom, but also to remind us of the awful implications and the inevitable tragedies accompanying any war.

"To inculcate a sense of individual obligation to the community, state, and nation"

The individual is the basis of the American nation. Unlike other ideals of government, the American ideal places the individual first. The nation belongs to the individual, not the individual to the nation. The government exists for the purpose of serving the individual, not the individual for the purpose of serving the nation. If this ideal is to survive, there must be a voluntary sense of obligation of the individual to the nation and its component parts, the community and state. The American citizen serves his community, state and nation, not as a driven slave, but as a free man guided by his own sense of duty. To inculcate this feeling among all American is one of the great purposes of the Legion

"To combat the autocracy of both the classes and the masses"

If America is to remain "the land of the free," the government must always be a government of all the people and for all the people. No classes are recognized in America. America must be kept the country of opportunity for all, where every citizen's first allegiance is to the nation not to some social or economic class or mass. Dominance must not be gained by any such grouping of Americans. This is another basic pledge of the Legion and Auxiliary.

" To make right the master of might"

The American form of government guarantees equal rights to all citizens. The American Legion Auxiliary, born from a struggle against ruthless might, pledges all their strength to a continued struggle to prevent invasion of the rights of any citizens by any force, no matter of what character.

" To promote peace and goodwill on earth..."

The men and women of the Legion and the women of the Auxiliary know well the ghastly futility of war. We know that war brings only misery to any nation which engages in it, to the victor as well as the vanquished. With the lessons of war constantly in mind, we pledge ourselves to promote peace and goodwill among nations. We have worked steadily in the cause in the face of forces which have sought to sow enmity and war throughout the world.

" To safeguard and transmit to posterity the principles of justice, freedom, and democracy"

These were the principles which inspired America's great war efforts over the decades, and the Legion and Auxiliary stand determined that these principles shall not be lost to America in time of peace. Following this pledge, the Legion and Auxiliary work to safeguard justice, freedom, and democracy against the dangers of indifferent citizenship and undermining by their enemies. It strives to give understanding of and devotion these principles to the younger generations of Americans so that they will endure for the future of the country.

"To participate in and contribute to the accomplishment of the aims and purposes of The American Legion"

Thus, the Auxiliary pledges its full strength to the support of The American Legion, and affirms its character as an auxiliary to the Legion. It has always been faithful to this pledge, never developing programs or policies of its own, but directing all of its activities toward the "accomplishment of the aims and purposes of The American Legion.

" To consecrate and sanctify our association by our devotion to mutual helpfulness."

In this final phrase of the Preamble is set forth the purpose which has guided the Legion and Auxiliary in all of their vast rehabilitation and youth work; in everything they have done to lighten the burden for those suffering from the results of wars; and to bring full justice to those paying the human price for America's victory. In this work of mercy and relief, the Auxiliary has made great contributions toward the achievement of the Legion's purpose.

- **Eligibility Requirements for American Legion Auxiliary Membership**

Membership in The American Legion Auxiliary shall be limited to the:

(1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and

(2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who, being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;

(3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and

(4) to those women who of their own right are eligible for membership in The American Legion.*

* A woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether or not she is a member of The American Legion. However, eligibility of her female relatives (sister, mother, direct descendants) and/or spouse depends upon her membership in The American Legion.

- Information on a veteran's service record can be obtained by contacting:
National Archives and Records Administration
Telephone: 1-866-272-6272
www.archives.gov

Poppy and Poppy Story

From the battlefields of World War I, weary soldiers brought home the memory of a barren landscape transformed by wild poppies, red as the blood that had soaked the soil. By that miracle of nature, the spirit of their lost comrades lived on.

The poppy became a symbol of the sacrifice of lives in war, and represented the hope that none had died in vain. The American Legion Auxiliary Poppy has continued to bloom for the casualties of four wars, its petals of paper bound together for veterans, reminding America each year that the men and women who have served and died for their country deserve to be remembered.

Poppy Day has become a familiar tradition in almost every American community. This distribution of the bright red memorial flower to the public is one of the oldest and most widely recognized programs of the American Legion Auxiliary.

This poppy, as a memorial flower to the war dead, can be traced to a single individual, Miss Moina Michael. She was so moved by Col. McCrae's poem that she wrote a response:

...the blood of heroes never dies
But lends a luster to the red
Of the flower that blooms above the dead
In Flanders' Fields.

On impulse, she bought a bouquet of poppies – all that New York City's Wanamaker's Department Store had – and handed them to businessmen meeting at the New York YMCA where she worked. She asked them to wear the poppy as a tribute to the fallen. That was November 1918. World War I was over, but America's sons would rest forever 'in Flanders' Fields.' Later, she would spearhead a campaign that would result in the adoption of the poppy as the national symbol of sacrifice.

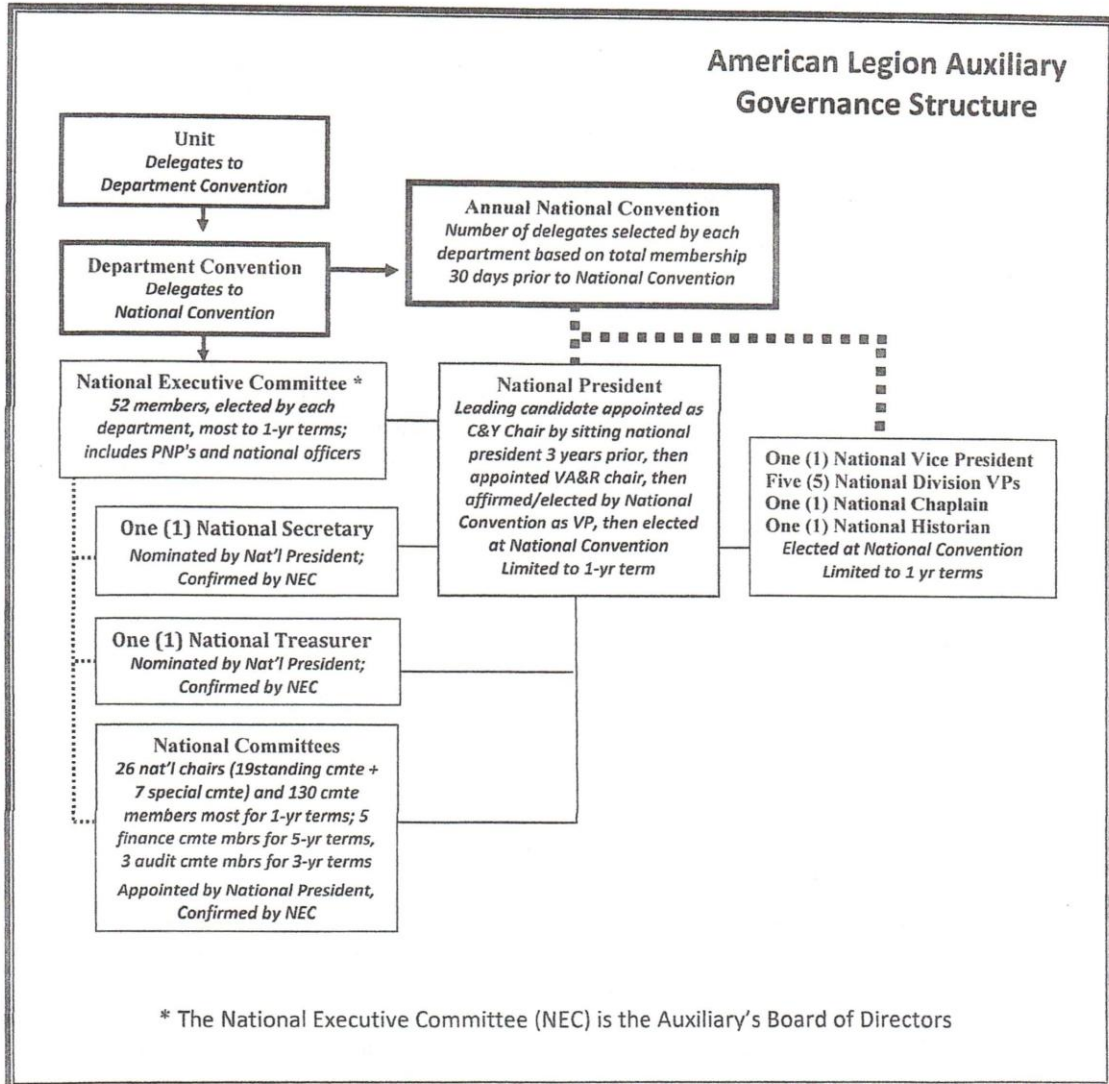


*In Flanders Fields the poppies blow
Between the crosses row on row,
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.*

*We are the Dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved and were loved, and now we lie
In Flanders fields.*

*Take up our quarrel with the foe;
To you from failing hands we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders fields.*

STRUCTURE OF THE AUXILIARY



National

The name “American Legion Auxiliary” and the emblem are nationally owned, registered trademarks. The national organization, the highest level of the American Legion Auxiliary, provides Federal Group Tax Exemption for departments and units, and provides leadership for Auxiliary long-range planning, strategy and mission delivery. At the annual National convention, new National Officers are elected by delegates from each state. Each State has a certain number of delegates/votes based on the number of members in that state. The national leaders of the American Legion Auxiliary consist of the National President, National Vice President, Five (5) National Division Vice Presidents, national Secretary, National treasurer, National Chaplain and National Historian.

Department

The Department (state) level is our leadership for all Auxiliary units in each State. Each year there is a State Convention where the new Department (state) Officers are elected by the units. Each unit has a certain number of votes based upon their membership strength (the reason why membership in a unit is so very important – to have a voice in State section). Department website: www.aladep taz.org

Unit

A unit is where the grassroots work of the Auxiliary takes place. At the local level, The Legion is called a post and our Auxiliary, is called a unit. A unit is attached to a Legion post, taking its name, location and number, but we don't have to meet at the Legion post. If the Post is no longer active, a unit may continue to function as a “widow” unit.

UNIT OFFICER DUTIES

Duties of the Unit President

The Unit president must be an able and qualified leader for she represents the Auxiliary in her community and her Unit's success or failure depends largely upon her. She should act in a leadership capacity, be familiar with the duties of all officers and committee chairmen, and encourage and inspire them in their work. It is the responsibility of the President to see that all officers are supplied with all available information and material from department and national headquarters for efficient promotion of their various activities. The Unit adheres to the Constitution and Bylaws, and rules and regulations established by the unit, National and Department Conventions, and national and department Executive Committees; appoints members of standing committees; and may appoint members to other committees she deems advisable to further the mission of the Auxiliary; appoints non-elected officers and officials; and performs other duties as are usually incident to the office.

Duties of the Unit Vice President

The Unit Vice President is to preside at meetings in the absence of the President and assume such other duties as assigned to her by the Unit President. In our unit, the Vice President has responsibility for assisting the President in developing the Unit's annual program.

Duties of the Unit Secretary

The Unit Secretary occupies a pivotal position around which all activities of the Unit revolve. She should be efficient and well informed on all Unit, Department and National activities and requirements, and be capable of giving authentic information on organization matters. Duties of the Unit Secretary include:

- Makes a record of all business transacted at each meeting, including executive board meetings, and presents her minutes for approval at the next meeting.
- Counts a standing vote when requested by the President.
- Prepares a statement of unfinished business for the presiding officer's use at the next meeting.
- Has for reference at each meeting a list of all standing committee members, a copy of the Unit Bylaws, and correspondence sorted for reading.
- Forwards all name and address changes to Department Headquarters. Receipt of the national magazine by Unit members is dependent upon her efficiency in keeping membership contact information current.

Duties of the Unit Treasurer

An efficient Unit Treasurer is essential to the smooth functioning of the Unit and to ensure that proper accounting practices and internal controls are maintained. The Unit Treasurer is responsible for handling all Unit funds, including the collection of dues from members and donations to special funds. Department and National dues, as well as special fund donations, should be remitted to Department Headquarters at least monthly. The Unit's Constitution and Bylaws should specify that the Treasurer is responsible for providing a monthly financial report to the Unit executive board and others as required. The Treasurer should work with the Finance Committee to engage a professional to conduct an annual financial review or audit. Upon completion of the annual audit, the Finance Committee and/or Treasurer should submit the audited financials to the Unit executive board for acceptance. The Treasurer is also responsible for ensuring that appropriate tax forms are completed and filed in a timely manner.

Duties of the Unit Chaplain

The Unit Chaplain will express, by word and action, our founding principal of service to God and Country. She will encourage the Unit to celebrate the diversity among its members and their faiths. She will respectfully and confidentially provide spiritual and emotional guidance to members and their families as needed or requested. The Unit Chaplain is responsible for the invocation and benediction at Auxiliary meetings, and such other acts as would fall within the realm of spiritual leader for the Unit including, but not limited to: installation of officers and initiation of new members; dedication of halls, monuments or colors; Chaplain Services; POW/MIA recognition programs; and the memorial service of a member, always lending dignity and respect to the occasion. The Chaplain should stay in close contact with the President and other Unit officers and should attend all meetings of the Unit and Unit Executive Committee.

Duties of the Unit Historian

The Unit Historian is charged with recording the activities and accomplishments of her Unit during her term of office. Writing a Unit or Department history is a very important assignment. Through the years the recorded experiences of women who served before us have guided the footsteps of those who followed. Unit Historians are encouraged to present the factual running story of the accomplishments in each program. The description should be simple and concise. The quality and artistic value of the work depends upon the enthusiasm of the individual historian. Upon the Unit records, the history of a Department is written: Department records contribute to the history of the National organization.

Duties of the Sergeant-at-Arms

The Sergeant-at-Arms is responsible for keeping order at Unit meetings, for the advancement and retirement of the Unit colors and their proper care, and for such other duties as may be assigned to her by the Unit President.

AMERICAN LEGION AUXILIARY COMMITTEES / PROGRAMS

The National Organization has the following core standing committees: Veterans Affairs and Rehabilitation; Children and Youth; Americanism; National Security; Membership; Constitution and Bylaws; Finance; and Audit.

Additional national committees are: Auxiliary Emergency Fund; Cavalcade of Memories; Community Service; Education; Girls State; Junior Activities; Leadership; Legislative; Liaison with Child Welfare Foundation; Past Presidents Parley; Poppy; and Public Relations.

Most Departments follow this plan of committee organization. Units are encouraged to follow this plan to facilitate the coordination of Unit programs with Department and National programs. However, some units may find it difficult to fully implement each program well and choose to undertake only the core committees, or the core committees along with one or two of the committees associated with the core committees. For example, a unit may not have the resources to carry out the mission of the Education Committee, but can be successful with Children & Youth and Junior Activities. The key is to conduct mission outreach suitable to the interests, skills and experience of Unit members.

Each year the National Chairman of each standing committee publishes a Plan of Action outlining the mission, goals and "best practices" of each program. The National Plan of Action, along with the Department Plan, should be used as a guideline for the Unit. The national Plan of Action is available for download on the national Auxiliary website at www.ALAforVeterans.org or you can obtain a copy from your Department Headquarters.

Duties of Unit Committees

The Unit President should appoint a chairman and 1-4 members for each committee, recognizing that varying conditions and circumstances will determine which committees best suit the Unit's plan of action. It is the duty of all committee members to become familiar with their respective program/committee and to encourage Unit members to participate in program related activities.

PURPOSE AND MISSION OF COMMITTEES

Veterans Affairs & Rehabilitation: The purpose of the Veterans Affairs & Rehabilitation Committee is to promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives.

Legislative: The mission of the Legislative Committee is to advocate open communication with local, state, and nationally elected officials, to ensure our members are aware of and informed on issues central to the support and well-being of our veterans and their families and to promote grass-roots levels of advocacy and action.

Poppy: The mission of the Poppy Committee is to educate our membership and the public concerning the Poppy's significance and the financial benefit realized by our nation's veterans as a result of its distribution.

Past Presidents Parley: The mission of the Past Presidents Parley Committee is to recognize and honor female veterans and to utilize the experience and knowledge of past Auxiliary leaders for the training and encouragement of future Auxiliary leaders. Through the Past Presidents Parley Committee, the women who have served as Unit, Department, and National President can continue in active service in the Auxiliary.

Children & Youth: The purpose of the Children & Youth Committee is to work collaboratively with The American Legion to promote programs that protect, care for, and support children and youth, especially those of our military and veterans.

Community Service: The mission of the Community Service Committee is to mobilize and work in cooperation with The American Legion family, the veteran and military community, and the general population to provide service to benefit veterans, servicemembers and their families.

Junior Activities: The mission of the Junior Activities Committee is to promote volunteerism through community based programs and services that involve veterans and to teach the principals of loyalty to God and country, justice, freedom and democracy to our young members.

Education: The mission of the Education Committee is to promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion and support of education beyond high school.

Americanism: The purpose of the Americanism program is to promote patriotism and responsible citizenship.

Girls State: The mission of the Girls State Committee is to provide an outstanding, unique and coveted educational opportunity to the young women of our nation that instills the basic ideals and principles of American government through the Girls State and Girls Nation citizenship training programs.

National Security: The mission of the National Security Committee is to maintain and promote a strong national defense by providing the necessary means to strengthen our military families and prepare our citizenry for response to natural and man-made disasters.

Membership: The purpose of the Membership Committee is to promote the benefits of membership and to promote retaining and recruiting a diverse, active membership to carry out the American Legion Auxiliary mission and programs.

Auxiliary Emergency Fund: The mission of the Auxiliary Emergency Fund Committee is to raise funds for and awareness of the Auxiliary Emergency Fund, to promote knowledge about the program, to disseminate information to members about the application process, and to assist members in need.

Cavalcade of Memories: The mission of the Cavalcade of Memories Committee is to collect, chronicle and preserve the history of the American Legion Auxiliary through photographs, documents, personal mementos and other artifacts.

Leadership: The mission of the Leadership Committee is to develop and prepare knowledgeable and capable leaders to carry on the growth and success of the Auxiliary by promoting activities and resources that educate, motivate and mentor members of all ages on all levels and phases of our programs.

Public Relations: The mission of the Public Relations Committee is to work collaboratively with all levels of the organization to create, implement and support a proactive communication network that advances the objectives and programs of the American Legion Auxiliary and positively projects our image and programs to the general public.

Constitution & Bylaws: The purpose of the Constitution & Bylaws is to inform members about having proper governing documents at all levels.

Finance: The mission of the Finance Committee is to oversee the general financial policy of the organization and to prepare and monitor the annual budget and its expenditures.

Audit: The purpose of the Audit Committee is to provide oversight assistance to the National Executive Committee in fulfilling its responsibilities regarding accounting and reporting practices, reliable systems of internal control, the corporate responsibility program, and the quality and integrity of the Auxiliary's financial reporting. Audit Committee members shall be financially literate, and the chairman shall have the necessary background to be considered an "audit committee financial expert" in matters of accounting and auditing.

For more information about Unit Committees/Programs of the American Legion Auxiliary, please consult the American Legion Auxiliary Unit Handbook. A copy may be downloaded from the American Legion Auxiliary for free at: <https://www.alaforveterans.org/resources/>. Bound copies of the Unit Handbook can be ordered from The American Legion Emblem Sales at <http://emblem.legion.org/>

American Legion Auxiliary

Glossary of Terms

A

AEF: Auxiliary Emergency Fund. Created in 1969, the Auxiliary Emergency Fund assists eligible members with food, shelter and utilities. Grants are also disbursed for emergency needs due to weather-related catastrophes and educational training. See the AEF brochure for further information.

ALA: American legion auxiliary, the largest patriotic service organization in the world. Founded in 1919 as an Auxiliary to The American Legion.

ALA Girls Nation: *See Girls State*

ALA Girls State: The American Legion Auxiliary Girls State Program has provided High School Juniors all across the country the opportunity to participate in a hands-on citizenship training program. These young women learn about local, state and federal government by actually creating their own policy through the election of public officials on local, county, and state levels and then by carrying out the duties of these respective offices. A continuation of Girls State is Girls nation where two "senators" from each state are selected to participate in simulated National government program in Washington, D.C.

ALAMIS: American Legion Auxiliary Management Information System. It is currently in use by ALA Departments and many units.

B

Boys State: American Legion Boys State is a participatory program where each participant become a part of the operation of his local, county and state government. At American Legion Boys state participants are exposed to the rights and privileges, the duties and the responsibilities of a franchised citizen. This program coincides with the American Legion Auxiliary's Girls State program.

C

C&Y: Children and Youth Committee

C&B: Constitution and Bylaws Committee

Century Club: The Century Club is an annual giving program in which Auxiliary members and friends of the national organization donate \$100.00 or more to become members of the Century Club. Contributions are used to support the operations and programs of the Auxiliary such as Girls nation, scholarships, Auxiliary Emergency Fund and much more.

Chairman: Members may be selected to serve as a committee chairman on the unit, department or national level. The incoming National President prior to the start of the next administrative year selects national chairmen.

Charter: A Charter is essentially, an application to start a new unit within a department. It also serves as a piece of history. Charters may be cancelled and revoked. *See Unit handbook for more information.*

Consolidated Report Form: Implemented in the 2020-2011 year, this report captures the mission-related outcomes from unit activity so that the Auxiliary and Legion family can demonstrate our impact on the veteran community. The information reported is sent to The American Legion National Headquarters to include in their annual report to Congress.

D

DEC: Department Executive Committee. The Board of Directors for the department.

Department: Within the Auxiliary, each state (as well as Puerto Rico and District of Columbia) is known as a "Department." Each department has their own constitution and is governed by a department executive committee. Department presidents typically change annually; however, each department has a department secretary who typically handles day-to-day business and is usually the first point of contact for the department. There are currently 52 Departments in the ALA.

PDP: Past Department President. Once a department president completes her annual term, she becomes a past department president. Most continue serving, particularly as mentors to future leaders at the unit, district/county and department levels. Many go on to serve on national committees and other national leadership positions.

E

Emblem: The Auxiliary's symbol is referred to as an emblem, not a logo. Permission to use it must be given by the National Secretary.

Emblem Sales: The Emblem Sales Division of The American Legion National Headquarters not only sells Legion merchandise; they also stock many Auxiliary items. Some of these items include pins, jewelry and clothing. Additionally, supply items such as the Unit Handbook are available for purchase. Visit their website at www.emblem.legion.org

G

Gold Star Mothers: This organization of mothers whose sons or daughters served and died that this world might be a better place in which to live. The biological mothers of sons or daughters who died while serving in the Armed Forces of the United States of America or its Allies, or died as a result of injuries sustained in such service, are eligible for membership in the American Gold Star Mothers, Inc. An adoptive mother or stepmother who parented the child, whose biological mother is deceased, from the age of five years is also eligible under the above conditions.

J

Junior: Auxiliary members who have not yet reached the age of 18.

Junior Handbook: A resource for Junior members and Senior members who work with Juniors. Hard copies may be purchased through Emblem Sales.

L

Legion Family: Members of The American Legion, American Legion Auxiliary, Sons of The American Legion and Legion Riders comprise the Legion family.

N

NEC: The national Executive Committee is the governing body for the national organization. The NEC meets preceding National Convention, immediately following National Convention and also at mid-year, typically prior to the Washington, D.C. Conference.

NPAE: National President's Award for Excellence-the the Best of the Best. One Department and Five Units are awarded the national President's Award for Excellence each year at National Convention.

NVCAF: National Veterans Creative Arts Festival. Held annually, the Auxiliary is a national co-sponsor of this event (along with the Department for Veterans Affairs). This program is specifically for veterans in the VA healthcare system who use art as a form of rehabilitative therapy. Departments and Units raise funds to support this annual program at the local and national levels.

P

Poppy: The poppy became a symbol of the sacrifice of lives in war and represented the hopes that none had died in vain. The American Legion Auxiliary poppy has continued to bloom for the casualties of four wars, its petals of paper bound together for veterans, reminding America each year that men and women who have served and died for their country deserve to be remembered.

Poppy Poster Contest: Units in their local schools sponsor the Poppy Poster Contest. Specific requirements and rules guide winner selection. Local winners are judged by national division chairmen and divisional winners are featured in the national auxiliary magazine.

Post: The American Legion's equivalent to an Auxiliary unit. Auxiliary members belong to a unit, not a post.

PNP: Past national President. Once a national president's annual term ends, she is referred to as a past national president. A PNP will typically continue to remain active in the Auxiliary, serving on committees and as a member to future leaders at all levels.

PUFL: Paid Up For Life membership. Members who are current on dues may complete a PUFL application and pay a one-time fee, based upon the member's age and total dues at the time of application, to become a member for life. The one-time payment is placed in a trust to pay the member's dues each year.

Public Spirit Award: Established in 1983, this award recognizes outstanding individuals or organizations for contributions that positively impact our communities, particularly efforts that benefit our military, veterans and their families. The recipient is selected by the American Legion Auxiliary national president and must be present to accept the award.

R

Reps/Depts: Veterans Affairs Voluntary Service (VAVS) representatives and deputy representatives.

Roster: A list of members in a specific department or unit, available via ALAMIS.

S

SAL: Sons of The American Legion. Founded in 1932, SAL members include males of all ages who are dependents of those who served in the U.S. military and eligible for American Legion membership.

Senior: A member age 18 or older.

SOY: Spirit of Youth. Established in 1983, the Spirit of Youth Fund provides scholarships to Junior members of the American Legion Auxiliary; said member to have held Junior membership in the American Legion Auxiliary for the past three years and must hold a membership card for the current year.

Stand Down: In times of war, exhausted combat warriors are removed from the battlefields to a place of relative security and safety to take care of personal hygiene, get clean uniforms, enjoy a warm meal, receive medical care, and receive and send letters. Now refers to grassroots, community-based intervention program to help the nation's homeless veterans "combat" life on the streets. Homeless veterans are brought to one location for one to three days and provided access to community resources to begin addressing individual problems. Homeless veterans are provided with necessities including food, clothing, medical, legal and mental health assistance, job counseling.

T

TAL: The American Legion, also call The Legion. Members often referred to as Legionnaires.

U

Unit: A unit is the grass roots level of membership. Each unit has their own constitution and bylaws and officers.

V

VR&R: Veterans Affairs and Rehabilitation Committee.

MEETINGS

At the beginning of each meeting, the president calls the meeting to order. The Chaplain leads us in prayer; the Pledge is recited; then the Preamble to the Constitution of the American Legion Auxiliary is recited. A copy is in this document and on the back of your membership card.

INFORMATION TO REMEMBER

1. By attending Unit meeting you have a voice in how our unit operates and how you can help deliver our mission. The Executive Board, which consists of unit officers, past unit president and a minimum of 3 Executive board members at large, typically meets prior to the Unit meeting.
2. If you have a question during a Unit meeting, raise your hand and wait to be recognized. Address our unit President as madam President. Please refrain from speaking until other are finished talking and you are recognized by the president. Sarcastic or personal remarks are prohibited in our meeting.
3. When you have a question about the auxiliary and **we are not** in a meeting format, we prefer you discuss outside the lounge area. You can always contact the officers by phone or email to ask your question.
4. Keep cell phones turned off or in silent mode during meetings.
5. Proudly wear your Auxiliary pin at meetings or have it in your possession. (The unit provides an Auxiliary pin to members when they join.)
6. Try to attend conference and district meetings to learn more about the Auxiliary programs and activities and how you can contribute.
7. Don't fret – attendance at meetings is not mandatory (unless you are an officer of the unit) and you could miss out on important information, volunteer opportunities and a good time.
8. The auxiliary Unit handbook is available online to download at www.alaforveterans.org under Member resources. A hard copy of the Unit handbook, along with other Auxiliary merchandise, is available for purchase from emblem Sales of The American Legion at www.legion.org
9. The auxiliary's membership year is from January 1 to December 31. Dues are paid in advance, starting in September; you are considered delinquent if your dues are not paid by December 31 of the year preceding the membership year.

PROGRAM OF THE MONTH

JANUARY: National Security and Legislative

FEBRUARY: Americanism and Auxiliary Emergency Fund

MARCH: Community Service

APRIL: Children and Youth

MAY: Poppy

JUNE: Junior Activities

JULY: Girls State

AUGUST: National Convention

SEPTEMBER: Music

OCTOBER: Education

NOVEMBER: Membership

DECEMBER: Veterans Affairs and Rehabilitation

AMERICAN LEGION AUXILIARY TRACKING WORKSHEET - MEMBER

Use this worksheet to track your monthly service for veterans, military and their families.
Transfer your "Year-End Total" to the Member Year-End Impact Numbers Report for submission to your unit.

	May	June	July	August	September	October	November	December	January	February	March	April	YEAR-END TOTAL	Transfer to Member Year-End Impact Numbers Report
NOTE: Use this worksheet to keep track of your service.														
MY ALA SERVICE FOR VETERANS/ACTIVE-DUTY/RESERVE MILITARY														
Hours I volunteered														Line 1
Dollars I personally spent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 2
Number of veterans/military I assisted														Line 3
Number of "Veterans in Community School" presentations I facilitated														Line 4
MY ALA SERVICE FOR MILITARY FAMILIES														
Hours I volunteered														Line 5
Dollars I spent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 6
Number of military families I served														Line 7
MY ALA SERVICE FOR YOUTH														
Hours I volunteered for Gifts State														Line 8
Hours I volunteered for all other Legion Family youth activities														Line 9
Dollars I personally spent on goods for youth activities (i.e. parties, backpacks)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 10
My direct cash aid to help a needy child	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 11
Number of children/youth I served														Line 12
Dollars I donated to all other child service charities	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 13
MY SERVICE REPRESENTING THE ALA IN MY COMMUNITY														
Number of my hours for any service not included in Sections 1-3 above														Line 14
Dollars I spent for any service not included in Sections 1-3 above	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 15
MILES DRIVEN IN PROVIDING MY ABOVE ALA SERVICE:														
Mileage														Line 16

Find tracking forms for members, units, districts/counties and departments online at www.ALforVeterans.org under Members Only.