

## AMERICAN LEGION AUXILIARY DEPARTMENT OF ARIZONA 2026 DEPARTMENT CONVENTION CROWN PLAZA SAN MARCOS CHANDLER, AZ

This schedule is subject to change. Chairmen, please sit up front prior to speaking.

## Thursday, June 26, 2025

<b>REGISTRATION:</b>	11:00 a.m. to 5:30 p.m.	CROWN PLAZA SAN MARCOS
12:00 p.m.	Finance Committee Meeting	LA VISTA
1:00 p.m.	Executive Committee Meeting	LA VISTA
	All Department Officers, including District	
	Presidents, and Past Department Presiden	its
3:00 p.m.	Girls State Directors Meeting	LA VISTA
3:30 p.m.	Credential Committee Meeting	LA VISTA
	Rules Committee Meeting	
	Resolutions Committee Meeting	
	Courtesy Resolutions Committee Meeting	
6:00 p.m.	Joint Opening	BALLROOM A & B

## Friday, June 27, 2025

REGISTRATION 7:00 a.m. – 3:00 p.m.		CHANDLER COMMUNITY CENTER		
		125 E. COMMONWEALTH		
7:00 a.m.	Sgt @ Arms, Pages, meet wit instruction	h Chairman of Pages for		
7:45 a.m.	Processional Lineup – All Dep Past Department Presidents.	partment Officers, District Presidents, and Don't forget sashes.		

8:15 a.m.	OPENING CEREMONY	CHANDLER COMMUNITY CENTER
		125 E. COMMONWEALTH AVE
Processionna	al	Maggie Montijo,
		Americanism Chairman
Call to Order		Stacey Mayberry, Dept Pres.
Opening Prayer		Stephanie McMullen, Chaplain
Pledge of All	egiance	Maggie Montijo, Americanism
National Ant	hem	Alma Mattingly, Music Chairman
Preamble		Danny Murphy, C&B Chairman
POW/MIA C	hair	Stacey Mayberry, Dept Pres.
		Dolores Chavez, Dept VP and

Welcome and Purpose Response Marge Christianson, Dept 2<sup>nd</sup> VP Stacey Mayberry, Dept Pres. Dolores Chavez, Dept VP

Introductions and Greetings

Johnna Norman – Honorary Junior Department President

Rose Ficklin – ALA National Executive Committeeman

#### Introduction of Convention Appointees

Stacey Mayberry, Dept Pres.

Registration – ALA Unit 35 Chairman of Pages – Anita Ritter Personal Pages – Sara Decker and Rebecca Rocha Sgt-at-Arms – Anita Ritter and Kathy Hampton Color Bearers – Unit 29 Color Guard Credentials Committee – June Moyer Resolution Committee Chairman – Debra Munchbach Rules Committee Chairman – Debra Munchbach Courtesy Resolutions Committee – Viki Jackson & Linda Miller

Roll Call of Units Rules of Convention Partial Credentials Report Constitution & Bylaws 1<sup>st</sup> Reading Rose Ficklin, Dept. Secretary Debra Munchbach, Rules June Moyer, Credentials Debra Munchbach, Rules

## Nominations for Officers & National Convention Delegates SAMPLE BALLOTS

Instructions for Elections of Department Officers,	
Delegates and Alternates to National Convention	Debra Munchbach, Head Teller
Sample Ballots by Roll Call of Units with number of votes announced:	Rose Ficklin, Dept Secretary
Nominations for Department Officers 2025-2026	

Nominations for Department Officers 2025-2026 Nominations for Delegates and Alternates for National Convention August 2025

#### BREAK

<u>10:00 a.m.</u>	PROGRAM	CHAIRMAN
	Legislative	Kathy Amery
	National Security	Barbara White
	Рорру	Kat Sticklin
	Creative Arts	Anita Ritter
	Service to Veterans	Sara Decker

Announcements

11:30 a.m. LUNCH

1:00 p.m. RECONVENE

Rose Ficklin, Dept. Secretary

## CHANDLER COMMUNITY CENTER 125 E. COMMONWEALTH AVE

Call to Order Roll Call of Units Credential Report

1:15p.m. PROGRAM

Americanism Education Cavalcade of Memories Community Service Auxiliary Emergency Fund Children & Youth Junior Activities Girls State Stacey Mayberry Rose Ficklin June Moyer

## CHAIRMAN

Maggie Montijo Julie Vietri Paula Burgess Lisa Young Katherine Pittman Daphne Coleman Patricia Lugo Penny Maklary

## Introduction of 2025-2026 District and Unit Presidents by the 2024-2025 District Presidents

## RECESS

## Saturday, June 28, 2025

#### REGISTRATION: 7:00 a.m. to 11:30 p.m.

## CHANDLER COMMUNITY CENTER 125 E. COMMONWEALTH AVE

## CHANDLER COMMUNITY CENTER

Stacey Mayberry Stephanie McMullen Rose Ficklin June Moyer Debra Munchbach Debra Munchbach

## 8:00 a.m. RECONVENE

Call to Order Invocation Roll Call of Units Credentials Report for Elections Head Teller Introduction of Tellers

## Each candidate is given the opportunity to have a witness present during the ballot counting.

Distribution of Ballots by Roll Call

Rose Ficklin

## Election of 2025-2026 Department Officers 2025-2026 Delegates & Alternates to National Convention

	GRAM	CHAIRMAN
Publi	c Relations	Shannon Mead
Mem	bership	Dolores Chavez
Const	titution & Bylaws	Danny Murphy
Finan	ce	Yolanda Bonilla
Past l	President's Parley	Cindy Queen
Histo	rian	Lynda Griffin
Scrap	book	
Musi	C	Alma Mattingly
Chap	lain	Stephanie McMullen
M	emorial Service for Past Department	President's lost in 2024-2025
11:30 a.m.	LUNCH	
1:00 p.m.	RECONVENE	CHANDLER COMMUNITY CENTER
Call t	o Order	Stacey Mayberry
Roll C	Call of Units	Rose Ficklin
Final	Credentials Report	June Moyer
Leade	ership	Karen Smith
	Units/UD&R	Ginger Cox
Presi P.A.V	dent's Special Project V.S.S.	Chris Rodriguez
Presi	dent's Report	Stacey Mayberry
Mem	bership 101	Dolores Chavez & Rae Hopf
Announceme	ents	Rose Ficklin
RECESS		
	Installation Practice	
3:15 p.m.		
3:15 p.m. 4:30 p.m.	Choir Practice	Alma Mattingly

## Sunday, June 29, 2025

8:00 a.m.

The American Legion American Legion Auxiliary American Legion Family Choir Stephen Larance, Dept Chaplain Stephanie McMullen, Dept Chaplain Alma Mattingly

#### 9:15 a.m. RECONVENE

#### CHANDLER COMMUNITY CENTER 125 E. COMMONWEALTH AVE

Installation of Officers 2025 -2026

Break 15 Minutes

Call To Order Membership Challenges for 2025-2026 Courtesy Resolutions Stacey Mayberry Marge Christianson Viki Jackson and Linda Miller

Introduction of 2025-2026 Department Commander and presentation of the Bieri Award

Final Comments	Stacey Mayberry
Announcements	Rose Ficklin
Benediction	Stephanie McMullen
Retirement of 2024-2025 District Presidents	Maggie Montijo
Retirement of Department Officers	
Retirement of Department Colors	

Adjournment

Stacey Mayberry

#### HAVE A SAFE TRIP HOME!

Immediately following the adjournment of this convention there will be a meeting of the Department Executive Committee. All Department Officers which include the new seated District Presidents and Past Department Presidents are required to attend.

The meeting will be at the Chandler Community Center

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Call to Order	Newly Elected Department President

2025-2026 Department Executive Committee Meeting

**Dolores** Chavez



## AMERICAN LEGION AUXILIARY

**REGISTRATION \$10.00** 

## **REMINDER** AT CONVENTION \$20.00

PLEASE RETURN FORM WITH CHECK MADE OUT TO:

American Legion Auxiliary Dept. of Arizona 4701 N. 19<sup>th</sup> Ave. Suite 100, Phoenix, AZ 85015

UNITNUM	VIBER	AMOUNT ENCLOSED
	NAME (PRINT)	POSITION/TITLE (PRINT)
1		
5		
15		

PRE-REGISTRATION DEADLINE JUNE 17, 2025 NO REFUNDS OR SUBSTITUTIONS



			AMERICAN		UXILIARY					
		DEPARTMENT OF ARIZONA								
		2025-2026 (Fisc	al Year 7/31/2	2025 to 6/3	30/2026) Proposed Budget					
Acct. #				Acct. #						
from QB				from QE			-			
	ESTIMATED INCOME:				ESTIMATED EXPENSES:					
	Proposed Membership 2026			501.00	Proposed Membership 2026					
	Dues from 15355 Senior members @ \$25.00	383,875.00			National Sr. Dues 15355 @ \$18	276,390.00				
	Dues from PUFL	5,700.00			PUFL,Unit Reimbursement	5,700.00				
	Dues from 375 Junior members @ \$4.00	1,500.00			National Jr. Dues 375 @ \$2.50	937.50				
	Dues from 2025 year:	,			Dues from 2025 year					
401.48	80 Sr. members @ \$25.00	1,520.00		501.46	National Sr. Dues 80 @ \$18.00	960.00				
401.49	15 Jr. members @ \$4.00	60.00		501.47		37.50				
	Total Proposed Membership Income		\$392,655.00		Total Proposed Membership Expense		\$284,025.00			
407.00	Proposed Conference and Convention Budget				Proposed Conference and Convention Budget					
407.20	Fall Conference Registration 300 @ \$15.00	4,500.00		628.00	Fall Conference courtesies, decorations, microphones, Pres, NEC & Sec	3,000.00				
407.10	Department Convention Registration 350 @ \$15.00	5,250.00		629.00	Dept Conv courtesies, decorations, microphones, Pres, NEC & Sec/Tre	3,500.00				
	Total Proposed Conference and Convention Income		\$9,750.00		Total Proposed Conference and Convention Expense		\$6,500.00			
403 00	Mandate Programs			500.00	Mandate Programs					
	Delegates Per Capita Seniors (DPC) 15355. @ \$.40	6,142.00		500.10	Sr. DPC to National Travel (3 National Convention Delegates)	6,142.00				
403 20	Delegates Per Capita Juniors (JDPC) 375 @ \$.20	75.00		500.40		75.00				
	Unit Bond Fees (84 Units @ \$5.50)	462.00			Unit Bond Fees (84 Units @ \$5.50)	462.00				
403.60		234.00		500.60		234.00				
403.70		500.00		500.80		500.00				
	Total Mandate Programs Income		\$7,413.00		Total Mandate Programs Expense		\$7,413.00			
415.00	Scholarship Donations			642.00	Scholarships					
415.01	Past President's Parley Scholarship Donations		\$3,000.00	642.01	Past President's Parley Scholarship Expense		\$3,000.00			
415.02	Hoyle-Chilton Memorial Scholarship		\$3,000.00		Hoyle-Chilton Memorial Scholarship		\$3,000.00			
404.00	Auxiliary Programs ( <b>excluding</b> Junior Activities,			550.00						
404.10				550.06						
417.00	Cavalcade of Memories		\$9,000.00	550.07	Cavalcade of Memories		\$9,000.00			
	Scholarships - National				Scholarships - National					
	Non-Traditional	0.00			Non-Traditional Scholarship	25.00				
	National President's Scholarship	0.00			National President's Scholarship	25.00				
	Americanism Essay 7 @ \$10.00	0.00		642.07		70.00				
	Poppy Poster 7 @ \$10.00	0.00		642.08		70.00				
	Total Department Incentive Income		\$0.00		Total Department Incentive Expense		\$190.00			
440.00	Leadership - Mission Training		\$1,000.00	643.00	Leadership - Mission Training		\$1,000.00			
416.00	New Units - Charters		\$20.00	640.00	New Units Committee expenses		\$300.00			
442.00										
	National Leadership Fund		\$10.00	550.10	National Leadership Fund		\$0.00			
	Resale		\$4,000.00	602.00	Resale Expense		\$3,844.00			
412.00										
	Department Office Basic Overhead			600.00	Department Office Basic Overhead					
	Headquarters Office Overhead Donations	1,000.00			Headquarters Office Overhead Expense					
440.00	Rent @ \$400.00 per month to the Legion	0.00		600.01	Rent @ \$600.00 per month to the Legion	7,200.00				

	Directors & Officers Insurance	0.00		600.03	Directors & Officers Insurance	3,200.00	
	Business Liability Insurance from Philadelphia Ins. Co.	0.00				3,200.00	
	Repairs all items except those leased			600.02		,	
		0.00		600.04		700.00	
	Telephone, e-mail, fax (Coz, AT&T)	0.00		600.08		4,200.00	
	Postage (25% to come from Welfare Budget)	0.00		600.07		5,000.00	
	Printing and supplies	0.00		600.05		5,000.00	
	Copier Lease	0.00		600.06		2,000.00	
	Postage Meter and Scale Lease	0.00			Postage Meter and Scale Lease	2,500.00	
	Computer Preventive Maintenance and software	0.00		600.09	Computer Preventive Maintenance	6,000.00	
	Bank Service Charges and Fees	0.00		612.00	Bank Service Charges and Fees	500.00	
	Bulletin Income from Subscriptions 6 @ \$25.00	150.00		600.13	Equipment	1,000.00	
				600.14	Computer Software	2,000.00	
	Total Department Office Basic Overhead Income		\$1,150.00		Total Department Office Basic Overhead Income	,	\$40,600.00
410.00			<i></i>				+ ,
110.00	Officer Expenses			620.00	Officer Expenses		
				020.00	Department President's Reimbursement (to be paid \$ 400.00 per		
	Department President's Reimbursement (to be paid \$ \$300.00 per qua	0.00		620.01	quarter)	1,600.00	
	Department Christmas Cards & Postage	0.00			Department Christmas Cards & Postage	100.00	
	Past Department President's Pin and N.E.C. Sash	0.00		020.03	Past Department President's Pin/ N.E.C. Sash/Name Tags	1,000.00	
	Postage (to be paid half in Aug & half in Dec annually)				Postage upon presentation of receipts		
	Department President	0.00		620.04		100.00	
	Department Vice President	0.00		620.05		100.00	
	Department Chaplain	0.00		620.06		225.00	
	Department Historian supplies & postage	0.00		620.12	Department Historian supplies & postage	100.00	
	Department Scrapbook supplies & postage			620.13	Department Scrapbook supplies & postage	100.00	
	Honorary Dept. Jr. Pres. mileage to the Jr. Convention in April annual	0.00		620.07	Honorary Dept. Jr. President Jr. Convention in April annually	25.00	
	Unit Membership Incentives	0.00			Unit membership incentives - Requires receipts	400.00	
		0.00		020.00	Fall Conference round trip mileage only for Dept. officers,		
	Fall Conference round trip mileage only for all Dept. officers, Parliamer	ntarian		620.09	Parliamentarian, .60 per mile	2,800.00	
	District Presidents. Jr Hon Pres from their Post Home to conf \$.60					_,	
	per mile	0.00		**	District Presidents, Jr Hon Pres from Post Home to conf \$.60 per mile		
	Department Convention round trip mileage for all Dept. Officers, Parliam			620 10	Department Convention round trip mileage for Dept. Officers, Parliame	ntarian	
	District Presidents and Jr Hon Pres from their Post Home to Conven	0.00			District Presidents, Jr Hon Pres from Post Home to Convention \$.60 p	2,800.00	
	Past President's Luncheon for 2025 June Convention (to pay for	0.00			Past President's Luncheon for 2026 June Convention (to pay for	2,000.00	
		0.00		020.11		450.00	
	16 active Past Department Presidents @ \$30.00 per person)	0.00		000.44	15 active Past Department Presidents @ \$30.00 per person)		
				620.14	Department Finance Committee mileage @ \$.60. per mile	2,800.00	
	Total Officer Expenses		\$0.00		Total Officer Expense		\$12,600.00
	National Guest Entertainment Package			667.00	National Guest Entertainment Package		
	Western Division National Vice President (includes gift, room,			667.01	Western Division National Vice President (includes gift, room,		
	luncheon @ fall conference, meals, postage to mail gifts, corsage)	0.00			luncheon @ fall conference, meals, postage to mail gifts, corsage)	1,000.00	
	National President (includes gift, room, meals, postage to mail gifts, co	0.00		667.02		1,500.00	
	N.E.C. or Disting. Guest Chairman expenses (\$400.00 per guest)			667.03		.,	
1							
		0 00			(includes room if needed meals mileage airport parking)	1 000 001	
	(includes room if needed, meals, mileage, airport parking)	0.00	_	667.04	(includes room if needed, meals, mileage, airport parking)	1,000.00	
		0.00 <u>0.00</u>	_	667.04	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners)	1,000.00 <u>300.00</u>	
	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners)		¢0.00	667.04	NP Dinner (Comp Dinners)	,	¢2.000.00
	(includes room if needed, meals, mileage, airport parking)		\$0.00	667.04		,	\$3,800.00
	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners)		\$0.00	667.04	NP Dinner (Comp Dinners)	,	\$3,800.00
	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package		\$0.00	667.04	NP Dinner (Comp Dinners) Total National Guest Entertainment Package	,	\$3,800.00
	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund		\$0.00	667.04	NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund	,	\$3,800.00
	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY	0.00	\$0.00	625.02	NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY	300.00	\$3,800.0
407.30	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Alternates & Guests	0.00	\$0.00	625.02 625.03	NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Delegates & Alternates & Guests	300.00	\$3,800.0
407.30	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY	0.00	\$0.00	625.02 625.03 625.04	NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Delegates & Alternates & Guests Department President's room	300.00	\$3,800.0
407.30	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Alternates & Guests	0.00	\$0.00	625.02 625.03	NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Delegates & Alternates & Guests Department President's room	300.00	\$3,800.0
407.30	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Alternates & Guests Department President's room	0.00 1,280.00 0.00	\$0.00	625.02 625.03 625.04 625.05	NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Delegates & Alternates & Guests Department President's room Incoming President's	<u>300.00</u> 1,280.00 1,200.00 1,200.00	\$3,800.0
407.30	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Alternates & Guests Department President's room Incoming President's Per Diem (6 days @ \$110.00 per day) Secretaries room (8 days)	0.00 1,280.00 0.00 0.00 0.00	\$0.00	625.02 625.03 625.04 625.05 625.06	NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Delegates & Alternates & Guests Department President's room Incoming President's Secretaries room (8 days)	<u>300.00</u> 1,280.00 1,200.00 1,200.00 1,600.00	\$3,800.0
407.30	(includes room if needed, meals, mileage, airport parking) NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Alternates & Guests Department President's room Incoming President's Per Diem (6 days @ \$110.00 per day)	0.00 1,280.00 0.00 0.00	\$0.00	625.02 625.03 625.04 625.05	NP Dinner (Comp Dinners) Total National Guest Entertainment Package National Convention Travel Fund National Convention 2026 Louisville, KY Registration - 32 @ \$40.00 Delegates & Alternates & Guests Department President's room Incoming President's	<u>300.00</u> 1,280.00 1,200.00 1,200.00	\$3,800.00

	Ground for 4 (Pres, Sec, In. Pres, Member of the Year)	0.00		625.10		400.00	
	Other National Convention 2024 Related expenses (flowers, supplies, et	750.00		625.25	Other National Convention 2026	#4.050.00	
	Total National Convention	2,030.00	_		Related expenses (flowers, supplies,PPP Lunch, States Dinner )	\$1,350.00 \$10,830.00	
	luniors Fund (JADC 9, Jr. Donationa)	3,050.00		661.00	luniara Fund (IADC 8, Ir Danatiana)		
	Juniors Fund (JAPC & Jr. Donations)	3,050.00			Juniors Fund (JAPC & Jr. Donations)		
	National Jr. Meeting Las Vegas, NV	0.00			National Jr. Meeting Las Vegas, NV	440.00	
18.00		0.00			Delegate - Air Fare/Mileage	410.00	
	Delegate & Chaperon Ground	0.00			Delegate & Jr. Chairman Ground	0.00	
	Delegate & Chaperon Per Diem (1 days @ \$200.00 each)	0.00		657.30		400.00	
	Delegates Registration (9 @ \$50.00) online	450.00		657.40	Delegates Registration Jrs Reimbursement	400.00	
40.00	Reimbursement JR registration to Units for the JRs that attended Nat			057.50	Reimbursement JR registraton to Units for the JRs that atteneded Na	it Meeting	
18.00		0.00		657.50			
	Total National Jr. Meeting Income	0.00				1.010.00	
	Total Proposed Junior Fund	Err:522	-		Total National Jr. Meeting 2025-2026 Expense	1,210.00	
	Total National Convention		\$4,650.00		Total National Convention		\$12,040.0
	National Travel Fund				National Travel Fund		
	National Travel Fund National Children & Youth Conference Indianapolis, IN				National Travel Fund National Children & Youth Conference Indianapolis, IN		
	Air Fare for Chairman & bag fee	0.00		605.04		900.00	
				625.31			
	Ground for Chairman	0.00		625.32		25.00	
	Per Diem for Chairman	0.00		625.33	Per Diem for Chairman 3 days	600.00	
	Total Children & Youth Conference	0.00				\$1,525.00	
	Department Leadership National Conference Indianapol;is, IN				Department Leadership National Conference Indianapol;is, IN		
	Air Fare & bag fee for President, Secretary & Membeship Chairmar	0.00		625.11	Air Fare & bag fee for Membership Chairman	900.00	
	Ground forPresident, Secretary & Membership Chairman	0.00		625.12	* .	0.00	
	Hotel forPresident, Secretary & Membership Chairman	0.00					
	Per Diem for Presdient, Secretary & Membership Chairman for 4 da	0.00		625.13	Per Diem for Membership - w/ Receipts	400.00	
	Total National President's and Secretaries Conference	0.00			Total National President's and Secretaries Conference	\$1,300.00	
			_	***	THIS BUDGET IS FOR MEMBERSHIP CHAIR		
	National Girls State Directors Meeting (1/2 to come from Girls State Acct): Indianapolis, IN				National Girls State Directors Meeting (1/2 to come from Girls State Acct): Indianapolis, IN		
	Half Air Fare for Department Girls State Director	0.00		625.14	Half Air Fare for Department Girls State Director	600.00	
	Half Ground Fare for Department Girls State Director	0.00		625.15		100.00	
	4 day Per Diem for Department Girls State Director	0.00		625.16		1,000.00	
	Total Girls State Meeting	0.00			Total National Girls State Directors Meeting	\$1,700.00	
	National Mission Training Las Vaga- NV			600.00	National Mission Training Los Vog NV		
	National Mission Training Las Vegas, NV Registration Pres & Dept Sec	0.00		626.00	National Mission Training Las Vegas, NV Registration Pres, VP & Dept Sec- 3 @ 85	255.00	
	Per Diem Pres & Dept Sec	0.00			Per Diem Pres, VP & Dept Sec- 3 @ 85	255.00	
	Per Diem Pres & Dept Sec 2 days	0.00		026.20		600.00	
		0.00				855.00	
	National Chaplains Conference Indianapolis, IN				National Chaplains Conference Indianapolis, IN		
	Air Fare for Chaplain & bag fee	0.00		625.34	Air Fare for Chaplain, bag fee& ground transportation	\$1,000.00	
	Ground for Chaplain	0.00		625.35			
	Per Diem for Chaplain	0.00			Per Diem for Chaplain - 2 days @ \$200	\$400.00	
	Total Chaplain Conference				Total National Chaplains Conference	\$1,400.00	
	NEC Indianaoplis, IN NEC & President				NEC Indianaoplis, IN NEC & President		

N.E.C & President. Per Diem 3 days @ \$110 per day	0.00				1	
	0.00		625.17	N.E.C & President. Per Diem 3 days @ \$200 per day	600.00	
N.E.C.& President Registration and Luncheon	0.00		625.18		150.00	
President & Secretary Air Fare, bag fee & ground	0.00		625.19		1,200.00	
Total NEC Meeting	0.00			Total NEC Meeting	\$1,950.00	
Total National Travel Fund Excluding National Convention		\$0.00		Total National Travel Fund Excluding National Convention		\$8,730.00
Special Project			636.00	Special Project Expense		
Donations for Department President's Special Project 2025-2026		-		Donations for Department President's Special Project 2025-2026		
Unit donations	1,000.00		636.10	Unit donations	\$1,000.00	
Department Donation	500.00			Department Donation	\$500.00	
Total Special Project		\$1,500.00		Total Special Project		\$1,500.00
Department Payroll		\$0.00		Department Payroll		
			601.01	75 % from General Fund \$92,500		
						\$69,375.00
		<b>A2 42</b>				
Employer Share Laxes		\$0.00	603.00	Employer Share Taxes		\$3,600.00
			606.00	Workman's Compensation		\$550.00
Sec./Treas. Car Reimbursement (figured on \$150.00 monthly)		\$0.00	609.00	Sec./Treas. Car Disbursemnt (figured on \$150.00 monthly)		\$1,800.00
			679.00	Medical Insurance Reimbursement		\$1,920.00
Outside Accounting Moore & Giese, Cutting Edge		\$0.00	614.02	Outside accounting check (Moore & Giese) : Annual tax return & Fin S	Sta	\$6,000.00
				Monthly review fee \$350.00 (Winning Edge) X 13		\$4,550.00
Outside payroll service (ADP)		\$0.00	614.03	Outside payroll service (ADP)		\$1,700.00
Corporation Commission annual fee		\$0.00				
		<b>\$100.00</b>				
		\$100.00	613.30		100.00	
						\$110.00
Estimated Investment Income (25% to Welfare)		\$0.00		Estimated Investment Income (25% to Welfare)		\$0.00
Return to Investment Account			607.00	Return to Investment Account		\$0.00
Department Fund Raisers		\$2,000.00	677.00	Department Fund Raisers		\$0.00
						\$487,147.00
Funds to cover deficit		\$47,899.00		Reserve Fund		
TOTAL ESTIMATED INCOME		\$487,147.00		TOTAL ESTIMATED EXPENSES		\$487,147.00
	Donations for Department President's Special Project 2025-2026         Unit donations         Department Donation         Total Special Project         Department Payroll         Employer Share Taxes         Sec./Treas. Car Reimbursement (figured on \$150.00 monthly)         Outside Accounting Moore & Giese, Cutting Edge         Outside payroll service (ADP)         Corporation Commission annual fee         Department         10 Districts @ \$10.00         Estimated Investment Income (25% to Welfare)         Return to Investment Account         Department Fund Raisers         Funds to cover deficit	Special Project Donations for Department President's Special Project 2025-2026 Unit donations 1,000.00 Department Donation Total Special Project Department Payroll Department Payroll Employer Share Taxes Sec./Treas. Car Reimbursement (figured on \$150.00 monthly) Corporation Commission annual fee Department 10 Districts 10 Sec./Treas Sec./Treas. Sec./Tr	Special Project	Special Project       636.00         Donations for Department President's Special Project 2025-2026       636.10         Unit donations       1.000.00         Department Donation       500.00         Total Special Project       \$1,500.00         Department Payroll       \$0.00         Employer Share Taxes       \$0.00         Sec./Treas. Car Reimbursement (figured on \$150.00 monthly)       \$0.00         Sec./Treas. Car Reimbursement (figured on \$150.00 monthly)       \$0.00         Outside Accounting Moore & Giese, Cutting Edge       \$0.00         Outside payroll service (ADP)       \$10.00         Corporation Commission annual fee       \$10.00         Department       613.10         10 Districts @ \$10.00       \$10.00         Estimated Investment Income (25% to Welfare)       \$0.00         Return to Investment Account       607.00         Department Fund Raisers       \$2,000.00         Europeartment Fund Raisers       \$2,000.00	Special Project Donations for Department President's Special Project 2025-2026     638.00     Special Project Expense Donations for Department President's Special Project 2025-2026       Unit donations Department Donation     1,000.00     638.10     Unit donations Department Donation       Total Special Project     500.00     638.10     Unit donations Department Payroll       Department Payroll     601.01     75 % form General Fund     582.500       Employer Share Taxes     500.00     601.01     75 % form General Fund     582.500       Employer Share Taxes     606.00     Forkman's Compensation     582.600       Sac./Treas. Car Reimbursement (figured on \$150.00 monthly)     608.00     680.00     680.00       Sac./Treas. Car Reimbursement (figured on \$150.00 monthly)     600.00     614.02     Outside accounting check (Moore & Gises) ; Annual tax returs & Fin S Monthly review (exp 530.00 (Winning Edge) X13       Outside Accounting Moore & Gises, Cutting Edge     510.00     614.02     Outside accounting check (Moore & Gises) ; Annual tax returs & Fin S Monthly review (exp 530.00 (Winning Edge) X13       Outside payrol service (ADP)     510.00     613.00     Corporation Commission annual fee 613.01     613.00     Outside accounting check (Moore & Gises) ; Annual tax returs & Fin S Monthly review (exp 530.00 (Winning Edge) X13       Outside payrol service (ADP)     510.00     613.00     Corporation Commission annual fee 613.01     Epartment 613.01     Epartm	Special Project         636.0         Special Project Expense         536.0         Special Project Expense         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         51.000         50.

		AMERICAN	LEGIO	I AUXILIARY	
		DEPART	IENT O	F ARIZONA	
Proposed	2025-202	6 (Fiscal Yea	ar 7/31/2	025 to 6/30/2026) Welfare Budget	
• • • •					
Acct. #			Acct.		
from QB			from C		
ESTIMATED INCOME:				ESTIMATED EXPENSES:	
403.00 Income - Mandates from Units	2020 50		500.0	0 Mandatas Europeas	
403.04 Rehab Per Capita	3039.50	¢2,020,50		0 Mandates Expenses	
Total - Income - Mandates from Units		\$3,039.50	500.0		
	-		From	all Total Mandates	
430.00 Welfare Fund from All Sources					
430.010 Welfare Pledges from Units	2000.000		802.0	2 Disbursements- Tucson VAMC	3000.000
430.04 VA& State Christmas Pledges	2000.00		801.0	2 Disbursements- Phoenix VAMC	3000.00
430.20 Phoenix VAMC	3000.00		803.0	2 Disbursements - Prescott VAMC	3000.00
430.21 Prescott VAMC	3000.00		805.0	2 Welfare Donations Expense	2,000.00
430.22 Tucson VAMC	3000.00			2 V.A. & State Facility Christmas Pledges	2,000.00
		\$13,000.00			
Arizona State Veterans Homes				Arizona State Veterans Homes	
430.09 Tucson State Veterans Home	3000.00		804.2	Phoenix State Veterans Home	3000.00
430.05 Phoenix State Veterans Home	3000.00		804.1	Tucson State Veterans Home	3000.00
430.10 Flagtaff State Veterans Home	3000.00		804.3	3 Yuma State Veterans Home	3000.00
430.11 Yuma State Veterans Home	3000.00		804.4	Flagtaff State Veterans Home	3000.00
		12000.00			
				Gift Shop Expense	
Gift Shop Donations			810.2	Phoenix Gift Shop	4000.00
430.031 Phoenix Gift Shop	4000.00			3 Tucson Gift Shop	4000.00
430.032 Tucson Gift Shop	4000.00			Prescott Gift Shop	4000.00
430.034 Prescott Gift Shop	4000.00			·	
		\$12,000.00	809.2	2 Creative Arts National Program Expense	3,000.00
			505.1	Phoenix Creative Arts	3,000.00
430.06 10% Poppy Unit Donations	4000.00		505.2	2 Tucson Creative Arts	3,000.00
			505.3	Prescott Creative Arts	3,000.00
430.07 Creative Arts National Program	3000.00				
425.20 Phoenix Creative Arts	3000.00				
425.30 Tucson Creative Arts	3000.00		808.0	2 Postage & Pay to Veterans	3,000.00
425.40 Prescott Creative Arts	3000.00		815.0	2 Purchase Poppy Materials	4,000.00
		\$12,000.00			
		<b>*</b> 50.000.50			
Total Welfare Fund from All Sources O	tner	\$56,039.50	0.46		
			842.0	2 Department Payroll 25% from Welfare	23,125.00
440.20 Income - Unit Poppy Orders \$15.00 per hundred	5500.00				
Total Poppy Orders	0000.00	\$5,500.00			

450.02	Investment Income - Welfare	0.00					
	Total Investment Income		\$0.00				
430.08	From Reserve Fund		\$0.00		Total Program Expense	79,125.00	\$79,125.00
					To Reserve Fund	34,454.00	
			\$113,579.00		TOTAL EXPENSE		\$113,579.00

## DELEGATE / VOTING STRENGTH 30 DAYS PRIOR TO CONVENTION 5/27/25 paid into Department

5/27/25 paid into Department					
Unit Name	Unit	Membership	# Votes	Additional	
	Number	2025	2025	Votes	
LUKE GREENWAY	1	94	8		
WILLIAM BLOYS	2	101	8		
MARK A. MOORE	3	61	6		
HENRY BERRY	4	40	6		
SOUTHERN MEADOWS	5	61	6		
ERNEST A. LOVE	6	284	15		
MORGAN McDERMOTT	7	42	6		
FRED A. HUMPHREYS	8	26	5		
McCLELLAN-PARSONS	9	167	11		
FRED HILBURN	11	116	9		
KELLIS-DRAPER	12	216	13		
CORDOVA	13	64	7		
SWASKEGAME	14	129	9		
L.A.ENGLE, JR	16	48	6		
H.H. DONKERSLEY	19	181	11		
WALLY FERDINAND	22	140	10		
ROY FOURR	24	432	21		
VERDE VALLEY	25	318	17		
PABLO J. CORTEZ	26	219	13		
APACHE	27	1982	83		
LLOYD C. HILL	28	77	7		
EARL E. MITCHELL	29	228	13		
JOHN H. SLAUGHTER	30	90	8		
SWIFT - MURPHY	32	139	10		
FRANK W. WRIGHT	34	307	16		
MATHEW B. JUAN	35	290	16		
JOHN P BURNS	36	236	13		
NAVAJO	37	36	5		
MERRILL - MITCHELL	39	580	27		
BOBBY BISJAK	40	92	8		
TONY F SOZA/RAY MARTINEZ	41	345	18		
JOHN IVENS	42	40	6		
SIPE - PETERSON	44	306	16		

## DELEGATE / VOTING STRENGTH

Unit Name	Unit	Membership	# Votes	Additional
	Number	2025	2025	Votes
VICENTE MANZO	45	45	6	
CHIC CHISOM	46	60	6	
HASKEL OSIFE ANTONE	51	67	7	
BILL CARMICHAEL	52	179	11	
HAZELTON - BUTLER	53	34	5	
WILLIAM DAVID HOOD	54	80	7	
FLOYD G. JEFFERSON	56	71	7	
ROBERT FULTON	57	62	6	
FOUNTAIN HILLS	58	406	20	
COCIO - ESTRADA	59	125	9	
CRANDALL - PALMER	61	226	13	
JOHN J. MORRIS	62	1063	47	
AHWATUKEE	64	16	5	
TRAVIS L WILLIAMS	65	310	16	
GREEN VALLEY	66	871	39	
WILLIAM D. AVILES SAHUARO	68	56	6	
TONTO RIM	69	76	7	
CASAS ADOBES	73	25	5	
FRED "YAM" CAVALLIERE	78	146	10	
TAYLOR - KEEHNER	79	165	11	
ROBERT A. ECKERT	81	720	33	
IRA H. HAYS	84	56	NO VOTE	
JOHN D. WIBBY	86	430	21	
MOHAVE VALLEY	87	124	9	
DOLAN SPRINGS	88	39	6	
BLACK CANYON CITY	90	62	6	
WAYNE V MCMARTIN	91	288	16	
DAVID C. JOHNSON	93	113	9	
LOPEZ-HERNANDES	95	81	7	
JOE FOSS SAN TAN VALLEY	97	36	5	
MEADVIEW	103	48	6	
CHRISTOPHER J LAPKA	105	268	15	
IRVING B. SELMER	107	209	12	
GARY STREETER	108	31	5	

#### **DELEGATE / VOTING STRENGTH**

Unit Name	Unit	Membership	# Votes	Additional
	Number	2025	2025	Votes
McCULLOCH - WAGNER	109	399	20	
BUSHMASTERS	114	8	4	
DANIEL GUAJARDO FERNANDEZ	115	33	5	
PAT TILLMAN	117	240	14	
FORREST C. LONGWELL	123	34	5	
CONRADO FRANCISCO BILDUCIA	124	26	5	
YOEME	125	15	NO VOTE	
DUANE ELLSWORTH	129	24	5	
MADERA	131	593	28	
ORO VALLEY	132	77	7	
MARICOPA	133	23	NO VOTE	
CORNVILLE	135	42	6	
YUCCA	136	14	5	
JAMES WITKOWSKI	138	100	8	
PRESCOTT VALLEY	140	16	5	
COCHISE STRONGHOLD	141	20	5	
EUGENE C. YOUNT	145	19	5	
TOTALS	84 UNITS			

Dept. officers,Dist.Pres.,PDP's	Total Possible Votes:	33	
Units	Total Possible Votes:	953	
	TOTAL POSSIBLE VOTES	986	

From the call to Convention: "Each Unit shall be entitled to four (4) delegates and four (4) alternates and one (1) additional delegate and (1) alternate for each twenty-five (25) members, or major fraction thereof, whose current Department and National dues have been paid and received by Department Headquarters thirty (30) days prior to Department Convention......

**UNITS NOT HAVING** their current District and Department mandates paid (30) days prior to Department Convention shall not be entitled to vote. Delegates per capita, rehabilitation per capita, junior activities and bond fee must be received by close of business **MAY 27, 2025** 

## EXTRA INFORMATION

---This bulletin is a Real Combo with information that can be labeled both May and June 2025. Check the previous Combo of April-May 2025 for May reports that came out last month.

---THERE WILL BE <u>NO PPP LUNCHEON</u> AT THIS YEAR'S DEPARTMENT CONVENTION— VOTED BY DEPARTMENT EXECUTIVE COMMITTEE MARCH 25, 2025. (due to space and cost limitations)

---THE FOLLOWING RESOLUTIONS HAVE BEEN SUBMITTED FOR DEPARTMENT CONVENTION DURING THE MONTH OF MAY. (Resolutions 1-3 are in the previous bulletin.) \*\*\*PLEASE TURN IN ANY MORE BY EMAIL TO DEPARTMENT HEADQUARTERS ASAP\*\*\*

## **RESOLUTION #4**

Whereas, Current Finance Policy in the Department Policies and Procedures states under **Plastic** and Electronic Payments, "The Department of Arizona acknowledges that debit card or electronic payments can be made from any level of the Department organization. The Department of Arizona still discourages the use of cards with a Line of Credit. Wherever included in the Department Ruling Documents "checks" or "payments" will be understood to include checks, debit cards, and electronic payments."; and

Whereas, Chase Bank offers Business Rewards Line of Credit Programs where \$750 Cash Bonus Rewards are earned after spending \$6,000 within the first 3 months of issuance and thereafter earn 1.5% on every purchase; and

Whereas, Other banking institutions offer similar privileges that benefit holders of accounts linked to a Credit Card; now therefore be it

Resolved, That the Department of Arizona will follow banking procedures to obtain a Credit Card with a Line of Credit attached to the main business checking account from a program that offers purchase incentives on every purchase with reasonable percentage to the Department of Arizona; and be it further

Resolved, That the Department of Arizona will implement safety procedures to ensure that closing balances are paid in full at the end of each banking cycle, ensuring that all payments are made on a timely basis; and be it further

Resolved, To amend the Plastic and Electronic Payments Policy quoted above to the following: "The Department of Arizona acknowledges that debit card or electronic payments can be made from any level of the Department organization. The Department of Arizona still discourages the use of cards with a Line of Credit by Districts and Units.

The Department of Arizona may have a Credit Card with a line of credit attached to their main business

checking account with proper oversight and safety procedures. The credit card will be stored securely

at the Department office and used only by the Key Executives described previously in this policy. Wherever included in the Department Ruling Documents and describing Department banking,

"checks" or "payments" will be understood to include checks, debit cards, credit cards, and electronic payments."; and be it further

Resolved, To amend the Section titled Disbursal of Funds from Department Banking Accounts under

the Finance Policy by adding the following paragraph:

"Any credit card payment issued from the Department office accounts by a Key Executive will be documented in writing with Transaction IDs recorded and receipts or invoices attached. The Department Finance Chairman will review and validate all credit card payments from the office accounts. If the Finance Chairman is the Payer then another Key Executive must validate the transaction."

## **RESOLUTION #5**

**Whereas,** The Department of Arizona has a paid position called the Department Secretary-Treasurer; and

Whereas, In the Department Policies and Procedures it states, "It shall be the duty of the Secretary to record the proceedings of meetings of the Department; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as directed by the Department President; to conduct the correspondence of the Department; to keep on file copies of correspondence sent and received; and perform other duties as shall be required by the Department President, the Department Executive Committee and as outlined in the Office/Employee Manual"; and Whereas, "The Department Treasurer shall receive all funds designated for National and/or the Department and to account for same. All funds must be channeled through the Department Office. The Department Treasurer shall pay all vouchers signed by the Finance Chairman and retain them as receipts. The Department Treasurer shall keep account of the revenues and the expenditure, make annual report thereon, and such other reports as may be deemed necessary by the Department Executive Committee or Department Finance Committee. Accounts shall be audited annually, and a financial statement sent out with the first bulletin after completion of audit"; and

Whereas, "The Department Treasurer shall deliver to a successor all money, vouchers, books, and properties belonging to the Department. The Department Treasurer shall serve as a member of the Department Finance Committee without vote. The Department Treasurer shall serve as a member of the Conference and Convention Committee, (89) the Cavalcade of Memories Committee (92), and the Department Cash Raffle Committee (93). The Department Treasurer is not a Department Officer. The Department Treasurer shall be responsible, in cooperation with the Department President, for the administration of Department Auxiliary affairs"; and

**Whereas,** In the 21<sub>st</sub> century the term Secretary-Treasurer to the "Outside" or "non-Legion Family" world means someone who answers the phone and makes copies; and

Whereas. The increased technological, organizational, and leadership skills required to perform the job of Secretary-Treasurer in the modern setting better fit the definition of an Executive Director of Operations, that definition being: "An executive responsible for overseeing and managing an organization's employees, volunteers, programs, and day-to-day operations. They are part of strategic planning, performance monitoring, process improvement, budget management, team leadership, collaboration, policy and procedure development, risk management, communication and reporting"; now therefore be it

**Resolved,** That the title Secretary-Treasurer shall be changed to Executive Director of Operations, with the same duties and responsibilities currently listed in all Governing Documents and the Employee Manual of the Department of Arizona for Secretary-Treasurer, with the inclusion of the job description of an Executive Director of Operations written immediately above; and be it further

**Resolved,** That this change of title will be applied to all governing documents of the American Legion Auxiliary Department of Arizona and become effective immediately following close of

## NATIONAL Convention 2025; and be it further

**Resolved.** That the immediate supervisor of the Executive Director of Operations is the Department President, and the Department Executive Committee is the final authority through which all paid employees are hired or removed from employment per all Department governing documents and the Office/Employee Manual.

## **RESOLUTION #6**

WHEREAS the administrative power shall be vested in the Department Executive Committee composed of the Department President; Department Vice President, Department Second Vice President, the President from each District or in their absence, the District Vice President, the National Executive Committeeman, Department Historian and Department Chaplain. The Department Secretary-Treasurer shall serve on the Executive Committee without vote. All Arizona Past National Presidents in good standing in the Units shall be members of the Department Executive Committee for life with vote. All Arizona Past Department Presidents in good standing in their Units shall be members of the Department Executive Committee with vote, serving without expense to the Department. And

WHEREAS the Department Executive Committee meets twice a year at the Department Fall Conference and the Department Convention. And

WHEREAS Department Executive Committee members attending Fall Conference and/or Department Convention must register to attend and

WHEREAS due to unforeseen circumstances, the Department Executive Committee member(s) might not be able to attend Fall Conference and/or Department Convention. RESOLVED Department Executive Committee members registered to attend Fall Conference and/or Department Convention and unable to attend due to unforeseen circumstances, may attend the Department Executive Committee meeting telephonic or by a virtual meeting.; and beit further

RESOLVED member(s) must notify the Department President, in writing, they will be unable to attend the meeting due to unforeseen circumstances. And the member is available to attend telephonically or by a virtual meeting.

RESOLVED it will be the responsibility of the Executive Committee member and Department President how the member will attend the meeting, telephonically or by a virtual meeting.; and let it be further

RESOLVED Executive Committee member(s) attending telephonically or virtual meeting will have the right to discuss agenda and vote on agenda items.

## **RESOLUTION #8**

Whereas, in the American Legion Auxiliary Department of Arizona Policy and Procedures it states, Written announcements for candidates for a Department Office may be made by the US Postal Service and/or email only. There will be no announcements made by text, Facebook, or any social media other than emailing. The courtesy of sending the first announcement shall be that of the candidate(s) for Department President and shall not be mailed earlier than February 1. Other announcements of the candidates for Department Officers may be mailed after February 15. (2019) and,

Whereas it has been a long time custom that no one running for office on any level, Unit, District, or Department, may campaign, and

Whereas the reason for this custom has been to ensure fairness and conduct becoming an American Legion Auxiliary member, and to keep elections from becoming disorderly therefore,

be it

Resolved that no member may post or hand out flyers, advertise in newsletters, post on any social media platforms, be it American Legion Auxiliary or Personal platform, call members under the ruse of a buddy check or otherwise campaign for office, with the exception of those running for Department Office who may still send out announcements to Units, Districts, and PDP's by Postal Service and/or email only.

## **RESOLUTION #9**

Whereas, In the American Legion Auxiliary, Department of Arizona Bylaws, Department section, Article V it states,

Sec. 1 For any violation of the State or National Constitution or for conduct improper and detrimental to the welfare of the Auxiliary of The American Legion, any member may be suspended or expelled from membership; or any officer removed from office by a two-thirds vote at a Unit meeting called for this purpose. Said suspension, expulsion, or removal from office shall be binding only in the event said member or officer shall have been given fifteen days' notice in writing by the Unit Executive Committee of the charges and hearing thereon. (2012) Either party may have the right to appeal to the Department Executive Committee and its action thereon shall be final. The expenses of said appeal shall be borne by the appellant.

Sec. 2 A member subject to suspension or membership revocation is no longer a member in good standing and cannot transfer to another unit. (23) and,

Whereas, in the American Legion Auxiliary Unit Guidebook revised October 2024, chapter 8 talks of how to resolve most conflicts with a private conversation and,

Whereas should the individuals and unit exhaust all other avenues of conflict resolution and conversations, the unit may choose to pursue disciplinary action. The unit has the responsibility for the discipline of its members. A department may discipline a Unit for failure to discipline a member. All disciplinary actions must be fundamentally fair, and

Whereas A member disciplined by the unit may appeal the unit's disciplinary action in writing to the Department Executive Committee. Disciplinary actions against members, however, are not appealable to the National Organization, and

Whereas the unit should follow its governing documents on member discipline. It is strongly recommended that a unit consult a professional parliamentarian or an attorney. If a unit has a defined disciplinary process in its governing documents, it should be followed, and

Whereas according to the ALA National Constitution, Bylaws and Standing Rules, a member subject to suspension or membership revocation is no longer a member in good standing and cannot transfer to another unit. In other words, expulsion from a unit of the ALA is expulsion from the organization, and

Whereas only members of the Accused's post home, Unit, Squadron, Post may bring charges against an ALA member,

Resolved, The first step in the process of all actions of suspension or expulsion against a member of the ALA in good standing shall be filing with the Unit Secretary written charges, properly verified by an affidavit of the accuser or accusers, along with any witness statements. It shall be the duty of the Unit Secretary to forward all paperwork to the Unit President, who shall call an executive Committee meeting, expressly for the purpose of moving forward with a trial or a written warning. It shall be the duty of the Unit Executive Committee to determine if the Unit needs to retain legal counsel.

Resolved the Unit Secretary shall deliver to the accused member, by registered mail, process server or in person, one copy of the chargesand a written notice to appear at a specific time and place to show cause why the accused, should not be suspended or expelled. These items shall be delivered to the accused at least fifteen days in advance of the scheduled appearance. The Secretary shall cause note to be made of the delivery of charges and notice.

Resolved the accuser/accusers must be members of the same Unit as the accused, and she/he shall set forth the charges of disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of the American Legion Auxiliary in terms of simplicity and understanding in order that the accused may properly prepare a defense. The accused may defend themselves or employ legal counsel for her/his defense,

Resolved If the accused member fails to answer the charges in the manner and form stated, the charges and matters therein stated shall be taken as confessed, and the suspension or expulsion granted.

Resolved the Unit Counsel/President or President of a different Unit shall preside at the trial, shall have relevency of all evidence presented, and shall have general power to prescribe necessary rules and regulations for the orderly procedure of said trial, except that no rule or regulation in violation of these rules shall be permitted.

Resolved members in good standing (must be prepared to show current membership card, and no renewals or replacement cards will be issued the day of the trial) of the Unit shall act as jurors under the guidance of the presiding officer to ascertain the truth of the charges preferred. Their province is strictly limited to questions of fact, and within the province they are still further restricted to the exclusive consideration of matters that have been proven by the evidence introduced in the course of the trial.

Resolved the Unit Secretary shall take an accurate record of the proceedings and supply the accused with a transcript of the trial no later than twenty days after the trial has ended, Resolved at the conclusion of the evidence, the accused will leave the room and the members of the Unit in attendance so acting as jurors shall determine by ballot(two-thirds vote) whether or not the accused is guilty as charged, and shall produce their decision in writing, signed by one of their number as chairman, and return same to the Unit Secretary who shall enter same into the Unit records.

Resolved neither the Accused or the Accuser, nor their Counsel/Presiding Officer, shall be permitted to sit as jurors.

Resolved, that a member who has been suspended or expelled by a unit will have thirty (30) days to appeal in writing to the Department Executive Committee provided that said appeal must be taken by the preparation of a transcript of the proceedings within twenty days after the judgement of expulsion or suspension, and be it further,

Resolved, that such transcript shall contain a copy of the charges, the notices to the accused, and a record and copies of all other actions or pleadings introduced, together with a statement of the evidence in substance to be prepared by the party appealing, and be it further

Resolved, that when an appeal is taken, as herein provided, to the Department, it shall be the duty of the Department Secretary to notify all parties of the date, exact time, and place of the next Department Executive Committee meeting, or specially called meeting to hear said appeal, provided at least ten days' notice shall be given, and be it further

Resolved, evidence may not be introduced before the Executive Committee, though arguments may be heard, and the evidence as shown by the transcript shall be the only evidence considered by the Executive Committee. The Department President shall preside at the trial, unless the Department Executive Committee unanimously agrees to hire special counsel, the cost of which would be borne by the party appealing, and be it further,

Resolved, the decision of the Department Executive Committee shall be final, and if the decision of the unit is overturned, the suspended/expelled member automatically becomes a member in good standing of said Unit, and it is mandatory that the Unit reinstates the member upon the Unit Membership Roll.

Resolved, this Discipline procedure shall be added to the Department of Arizona Policies and

Procedures Manual under the heading "Discipline of a Member" immediately following "Mediation Guidelines" and before "Past Presidents Parley", and this new "Discipline of a Member" section will be referenced in the Department of Arizona Bylaws, Department section, Article V.

## RESOLUTION #10

Whereas, Members of the American Legion Auxiliary strive to work the mission of our organization; and

Whereas, The ALA believes in peace and goodwill toward others and is saddened that we must include discipline/reprimands action in our Policies and Procedures, and we ask that all members take the time to reflect on their public behavior, and that the actions of a few members can tarnish the good that we do; and

Whereas, Membership is our key to survival of the ALA, we ask our members to be courteous of others, and practice the golden rule of "Do unto others, as you would have others do unto you", some members don't always follow this practice, and

Whereas, Even though a private conversation can be difficult, it should be the first course of action whenever possible to correct a behavior; and

Whereas, Member's actions sometimes must be addressed and discipline/reprimands may be the only course of action; and

Whereas, Incident reports on members can be written by other members of the same Post Home; and

Whereas, Determining appropriate reprimand/discipline requires the same degree of care as is used in the initial inquiry into the offense; and

Whereas, The decision on what reprimand/discipline is appropriate for a particular offense should be made considering the nature of the offense and if it was committed maliciously or frequently repeated, past disciplinary action, consistency of the penalty with those imposed upon other incidents for the same or similar offenses in like or similar circumstances; and

Whereas, If the offense is for violence, threatening or inflicting of bodily harm, sexual assault, or financial malfeasance, a report is filed not only with the Unit but also with local law enforcement; and

Whereas, Members of the American Legion Auxiliary are guests in the Post Home and must follow the rules set forth by the Post with the Unit President working with the Post Commander if necessary; and

Whereas, The following consequences are merely suggestions for Units to follow; now therefore be it

Resolved, Indecent or immoral conduct on Post premises First offense: 60-day suspension of member privileges; Second offense 120-day suspension; Third Offense 1 year suspension; and be it further

Resolved, Loss, damage, unauthorized use of Unit/Post property: First Offense Written Reprimand to 30-day suspension; Second Offense 60-day suspension; Third Offense 1 year suspension; and be it further

Resolved; Financial malfeasance, theft, fighting, threatening or inflicting bodily harm, sexual assault, assault, assault with a deadly weapon: First offense, 1-year suspension to revocation of membership; Second Offense, Revocation of membership; and be it further

Resolved, Abusive/offensive language, horseplay, interference of employees/members rights: First Offense Written Reprimand to 30-day suspension; Second Offense 60 to 120-day suspension; Third Offense, 1-year suspension; and be it further

Resolved, These suggestions for consequences will be added to the Department of Arizona

Policies and Procedures Manual following the section to be titled "Discipline of a Member".

## RESOLUTION #11-1

WHEREAS, The committee for VA&R has grown to include more committee members, and this needs to be reflected in the Department of Arizona Bylaws; now therefore be it

RESOLVED, To amend the Department of Arizona Bylaws, Department Section, Article II, Sec 3(b) as follows (**bold indicates change**):

Article II, Sec 3(b):

By virtue of office, the Department Second Vice President shall serve as Veterans Affairs and Rehabilitation Chairman. This Committee shall be composed of the Chairman, the Service to Veterans Chairman as Vice Chairman (2015), one **Chairman** from each State **Veterans** Home, **one Gift Shop Chairman from each VA Medical Center, Certified VAVS** Representatives **and Deputies**, the **overall** Creative Arts Chairman **and one local Creative Arts Chairman from each VA Medical Center.** 

## RESOLUTION #11-2

Whereas, The VAMC Holiday Gift Shop has become an annual event at each VA Hospital, it should be incorporated into the governing documents of the Department of Arizona; now therefore be it Resolved, The following addition titled "VAMC Christmas Gift Shops" is proposed for the Department of Arizona Policies and Procedures Manual following the "Creative Arts" section on the current page 41: Each VA Medical Center will have a Gift Shop Chairman. Chairmen will work with their hospital to determine appropriate venue and process for providing Hospital approved gifts for veterans and their families during December holidays. Chairmen are responsible for purchasing gifts in compliance with Department Finance policy, recruiting volunteers, promoting event and providing reporting or other activities as requested by VA&R Chair.

## RESOLUTION #11-3

Whereas, It is good to periodically do a deep dive into the more "complicated programs" of the American Legion Auxiliary, like VA&R, to examine compliance across the governing documents and with previous National and Department changes and actual practices; now therefore be it Resolved, To do the following "housekeeping" in the Department of Arizona governing documents.

## Policies and Procedures Manual

Рорру

• Page 37 Remove statement (Also see Poppy Making section in this book in the VA&R section) as the Poppy Making section will be moved to immediately after Poppy. In the Poppy section add the following statement (Refer to National Poppy Program Guide). Veterans Affairs and Rehabilitation

• Page 38 paragraph 2- Update the Committee (subject to approval of attached Resolution 11-1): This Committee shall be composed of the VA&R Chairman, the Service to Veterans Chairman as Vice Chairman (2015), one **Chairman** from each State **Veterans** Home, **one Gift Shop Chairman from each VA Medical Center, Certified VAVS** Representatives **and Deputies**, the **overall** Creative Arts Chairman **and one Creative Arts Chairman from each VA Medical Center.** Veterans Affairs and Rehabilitation-Hospital Representative

• Page 39, Paragraph 1 (also page 41): Remove all references to the VAVS Representative in relation to the State Home in their area.

• Page 39: Paragraph 4: Update to coincide with National policy-Certified VAVS Representatives and Deputies remain in their respective position except for reasons of non-performance or resignation.

• Page 39 Paragraphs 5 and 6: Change verbiage to reflect that Certified VAVS Representatives, Deputies and all other VA&R volunteers should report their hours to their Unit. Units are responsible for submitting hours to the Service to Veterans Chairman for hour bar recognition and impact reporting.

• Page 39 Paragraph 9: Change verbiage to reflect that Certified VAVS Representatives will conduct Annual Joint Reviews with their respective VA Medical Center as outlined by National Policy and provide other reporting as requested by the Department VA&R Chairman. VA&R - Poppy Making

• Page 40: Move to its own section following the description of the Poppy program on the current page 37.

Arizona State Veterans Homes

• Page 41, Arizona State Veterans Home(s), replace section with: State Veteran Home Chairmen will report to the VA&R Chairman. Chairmen will work with their respective State Home to determine needs and work to fulfill those needs in compliance with Department Finance policy. Chairmen will engage Units/members in fulfilling those needs as appropriate. Chairmen and volunteer hours are reported to their Unit.

Add: Gift Shop--(subject to approval of attached Resolution 11-2)

• Each VA Medical Center will have an individual Gift Shop Chairman. Chairmen will work with their hospital to determine appropriate venue and process for providing Hospital approved gifts for veterans and their families during December holidays. Chairmen are responsible for purchasing gifts in compliance with Department Finance policy, recruiting volunteers, promoting event and providing reporting or other activities as requested by VA&R Chair.

## Standing Rules Addendum 3- Finance Rules Poppy Proceeds

Update Poppy Funds Policy to reflect National Policy:

POPPY FUNDS MUST BE USED ONLY IN DIRECT AID TO THE VETERAN AND THEIR IMMEDIATE FAMILY OR AN ACTIVE DUTY MILITARY MEMBER AND THEIR IMMEDIATE FAMILY, INCLUDING ALA-SPONSORED DEPARTMENT OR NATIONAL VETERAN CREATIVE ARTS FESTIVALS.

#### SUBJECT: Names and addresses of elected 2025-2026 UNIT OFFICERS

**NOTE:** Since this mailing will be sent to the OUT-GOING OFFICERS, it is THEIR responsibility to send the requested information to the Headquarters Office. Even if you are REPEATING an office or if you have recently sent a list of officers, *it is necessary to complete and send in this form for the Department Directory*.

**Please TYPE or PRINT** 

UNIT NAME AND NUMBER					
Unit Mailing Address					
Meeting day/s	Time	Place			
PRESIDENT:		ID#			
Phone/Cell					NO
e-mail address			Publish		NO
SECRETARY:		ID#			
Phone/Cell			Publish	YES	NO
e-mail address				YES	NO
MEMBERSHIP CHAIRMAN:		ID#			
Phone/Cell	Work Phone		Publish	YES	NO
e-mail address			Publish	YES	NO
MEMBERSHIP PROCESSING CHAIF MEMBERSHIP PROCESSOR:	•	•	•		
Phone/Cell					NO
e-mail address					NO

Please complete and return this form. We must have this information to prepare the Department Directory and notify National. **Must be into Department no later than June 20, 2025.** 

Mail or email to Department and District: Mail or email to Department and District: Department of Arizona 4701 N. 19<sup>th</sup> Ave., Suite 100 Phoenix, AZ 85015-3727 American Legion Auxiliary Department of Arizona 4701 N. 19<sup>th</sup> Ave., Suite 100 Phoenix, AZ 85015-3727

You can email the information to <u>secretary1@aladeptaz.org</u> instead of mailing the form.

If we cannot read the handwriting your Unit's information will NOT be in the directory.

#### SUBJECT: Names and addresses of elected 2025-2026 DISTRICT OFFICERS

**NOTE:** Since this mailing will be sent to the OUT-GOING OFFICERS, it is THEIR responsibility to send the requested information to the Headquarters Office. Even if you are REPEATING an office or if you have recently sent a list of officers, *it is necessary to complete and send in this form for the Department Directory.* 

Please TYPE or PRINT					
DISTRICT NUMBER					
District Mailing Address					
Meeting day/s		lime			
PRESIDENT:		ID#			
Phone/Cell				YES	NO
e-mail address			Publish	YES	NO
SECRETARY:		ID#			
Phone/Cell	Work Phone		Publish	YES	NO
e-mail address				YES	NO
MEMBERSHIP CHAIRMAN:		ID#			
Phone/Cell				YES	NO
e-mail address			Publish	YES	NO

Please complete and return this form. We must have this information to prepare the Department Directory and notify National. **Must be into Department no later than June 20, 2025** 

Mail or email to Department and District:	American Legion Auxiliary
	Department of Arizona
	4701 N. 19 <sup>th</sup> Ave., Suite 100

You can email the information to <u>secretary1@aladeptaz.org</u> instead of mailing the form.

Phoenix, AZ 85015-3727

If we cannot read the handwriting your District's information will NOT be in the directory.



#### Chaplain Report JUNE 2025

WOW! I am so humbled by each one of you. A great HUGE THANK YOU, for the End-of- the -Year reports I received last month. In your end of the year report several units have made Prayer books for your Unit President, the same prayers you used for your Unit President's Book can also be used for Department President Stacey Mayberry's prayer Book.

This year as your Chaplain it has been very challenging for me personally and Auxiliary wise. As of date, we have lost a total of five Past Department Presidents. I have been told that these unfortunate events are unprecedented. Beginning in October once again, when my clumsy self-fell down the stairs of my house once again. This time breaking almost the entirety of the top of my foot. Several MRIs and three and a half months in a cam boot including Fall Conference, I thought I was on the mend. When in Mid-April, I slipped and fell in a greasy liquid at my local Walmart. In cam boot again through mid-June, due to multiple fractures in left ankle. Geez. Can't win for losing.

## I want to say Thank You, for allowing me to be the Chaplain for the Department of Arizona Auxiliary this past year.

But God has a way of showing me that it's not about me, and I need to get it together and help someone in need. I have had veterans and Auxiliary members come up to me and asked me to pray for them. I strived to not get so caught up in my feelings and stop and focus on them. What a lesson I have learned. I believe I am more humbled.

Thank you, God, for showing me that you have me, and things are going to be all right.

As this will be my last bulletin as your Department Chaplain, I would like for you to remember me by carrying with you these two Quotes:

1. No matter how bad you think you have it, there's always – always somebody who's got it way, way worse, then you.

2. No matter how good or bad you think life is, WAKE Up each day and be thankful for life. Someone somewhere else is fighting to survive. **SO TRUE!** 

#### Dear God.

Thank you for Your amazing power and work in our lives, thank you for Your goodness and for Your blessings over us. Thank you that You can bring hope through even the toughest of times, strengthening us for Your purposes.

Forgive us for when we don't thank You enough, for who You are, for all that You've done and will continue to do, and for all that You've given us. Help us to set our eyes and our hearts on You afresh.

Renew our spirits; fill us with Your peace and joy. We give You praise and thanks, for You alone are worthy! Amen!

#### PLEASE BRING PRAYER FOR PRESIDENT STACEY'S PRAYER BOOK TO CONVENTION! THANK YOU FOR TO THOSE WHO HAVE ALREADY SENT YOURS TO ME.

If you know of someone who could benefit from a card or phone call, please let me know: Stephanie McMullen Chaplain, stephaniemcmullenala62az@gmail.com, (623) 910-4716



Education June 2025



I wish to express my thanks to all the Units who participated in the Education Program this year, especially those who took the time to turn in a report and/or narrative. I look forward to recognizing some of your Units for their hard work at the Department Convention in June.

As the Auxiliary year comes to a close, please continue to keep the Education Program in mind. The future success of our schools and children depends on you.

Hopefully, we have all helped National achieve their goals for this year:

- 1. Enhance respect for the sacrifices of our military heroes among school children by scheduling Veterans in the Classroom programs at local schools.
- 2. Promote American Legion Auxiliary scholarships, and award local scholarships at the department and unit levels.
- 3. Build a relationship with your local schools focus attention on "Give 10 to Education," American Education Week and Teacher Appreciation Week.
- 4. Assist and support veterans pursuing higher education and vocational education.
- 5. Assist and support military children with educational opportunities.

Thank you all for everything you have done to make my year as Chairman of the Education Program a success.

In the Spirit of Service, not for self For Veterans, God and Country,

ulie Vietri

Julie Vietri, Chairman jvietri@msn.com 480-495-1558

# CONGRATULATIONS

## AMERICAN LEGION AUXILIARY SCHOLARSHIP WINNERS!



NATIONAL EDUCATION CHAIR, SUZANNE KNAPP, AND THE EDUCATION COMMITTEE ARE EXCITED TO ANNOUNCE THE WINNERS OF THE 2024-2025 NATIONAL AMERICAN LEGION AUXILIARY SCHOLARSHIPS! THANK YOU TO ALL WHO TOOK PART IN JUDGING!

## CHILDREN OF WARRIORS NATIONAL PRESIDENTS' SCHOLARSHIP (\$5,000)

Layla Cranston	MO
Magdalena Banweg	OH
Eric Andreo	WI
Alisa Billups	MD
Jordyn Casper	DE
Ryan Leonard	NY
Natalia Wiezorek	NE
Reagan Morrell	SD
Nathaniel VanNatter	WY
Gabriella McGarry	VA
Daniel Jackson	GA
Sophia White	SC
Alexis Danes	ID
Elizabeth Delap	HI
Skye Deal	AK



## MEMBER LOYALTY SCHOLARSHIP (\$2500)

Zoe Bucher	IA
Emily Fechner	WI
Madison Freideman	NJ
Rylie Lach	MD
Alyssa Enriquez	CO
Annabelle Schauer	ND
Kathryn Phillips	SC
Tiffany Lowry	ТХ



## NON-TRADITIONAL STUDENT SCHOLARSHIP (\$2000)

Tiffany Orlando	WV
Jessie Haskins	NY
Lucy Lagunas	MN
Melissa Kraye	MS
Rachel Harrison	CA

## SPIRIT OF YOUTH DEPARTMENT SCHOLARSHIP (\$1000)

Amy Dognin	СТ
Caleigh Carter	FL
Jayden Lilly	IL
Madilynn Kromminga	IA
Luella Sikorski	KY
Jenna Dick	MD
Alida Smith	MI
Danica Kerzman	MN
Gabriella Rowen	MO
Cassidy Grabofsky	MT
Kelly Clarke	NY
Annalise Linzey	NC
Melissa Kuhnhenn	ND
Nora Grieshop	OH
Hannah Cross	OK
Morgan Demery	SD
Gabrielle Aponte	TN
Ella Ridgway	VA



Congratulations to all the 2024-2025 American Legion Auxiliary scholarship winners! The ALA is proud to support you in your educational endeavors, and we wish you the best in your future career path.

- Trish Ward, 2024-2025 American Legion Auxiliary National President

## Congratulations to our American Legion Auxiliary scholarship winners!

IN NJ NE AL HI

## SPIRIT OF YOUTH NATIONAL SCHOLARSHIP (\$5000)

Evelyn Hinshaw
Mackenzie Brotherston
Madelyn Loecker
Audrey Perry
Tasanee Cogliandro





THANK YOU FOR YOUR INTEREST IN THE AMERICAN LEGION AUXILIARY AND OUR SCHOLARSHIPS. APPLICATIONS FOR 2026 WILL REOPEN IN SEPTEMBER. TO: Department Secretaries and Department Treasurers

#### **CC: Department Presidents**

#### FROM: Virginia Hobbs, National Treasurer

DATE: May 06, 2025

#### RE: Blanket Fidelity (Dishonesty) Bond for coverage period May 1, 2025 – May 1, 2028

#### Attachments: Billing Invoice for 3-year fidelity bond premium; Blanket Fidelity Bond Information and

**Claim Process** 

National Headquarters has renewed the Fidelity (Dishonesty) Bond for Units with Old Republic Surety Company for another three-year period (May 1, 2025 – May1, 2028). The attached invoice represents the Department's **three-year premium billing** to cover all active Units in your Department.

## This coverage is for the American Legion Auxiliary Units only.

\*\* Please note the maximum coverage is \$10,000 for a Unit. It is advisable to procure an umbrella policy if a Unit handles more funds than the covered amount.

The protection provided by a dishonesty bond indemnifies the American Legion Auxiliary against loss of organization funds under the specified terms; however, ideally, we should work toward preventing such losses from ever occurring. The overall effect on integrity and morale is far more damaging than the loss of money.

Departments will not receive another bond premium invoice from National Headquarters until this coverage is renewed three years from now (in May 2028).

General bond coverage information, including recommended financial controls, and the bond claims process are attached.



American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

## **BLANKET FIDELITY BOND INFORMATION**

The American Legion Auxiliary (ALA) National Organization procures a Fidelity Bond which provides coverage for American Legion Auxiliary Unit members and employees in addition to coverage for national officers, national directors, and National Headquarters employees. ALA Departments and ALA Districts/Counties/Councils are not included in the Fidelity Bond coverage provided by the National Organization. Each Department is billed at the beginning of the three-year policy term for its proportionate share of the bond premium for the coverage of its Units.

For Units, the current limits of coverage for Unit officers, Unit members volunteering for ALA programs and operations, and Unit employees is \$10,000 per claim with a deductible of \$250 for each claim.

The Fidelity Bond covers a Unit's loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication, or any other act of fraud or dishonesty caused by any member/employee of a chartered American Legion Auxiliary Unit if that person's intent is to cause the Auxiliary Unit to sustain a loss and to enrich himself/herself or another person.

The coverage does not apply when the insured has knowledge that a unit member/employee has committed a fraudulent or dishonest act in the service of the insured. The coverage does not cover mysterious disappearance or burglary.

## Blanket Fidelity (Dishonesty) Bond CLAIMS PROCESS

As soon as a loss is discovered, an independent audit should be conducted to substantiate the "proof of loss." Units are strongly encouraged to contact local law enforcement authorities upon confirmation that a loss has occurred.

Notice of a potential claim should be provided in writing with supporting documentation, at the earliest practical time after the loss discovery is confirmed. The Department Secretary should be informed of the potential claim. A carbon copy of the Notification of Potential Bond Claim (see sample below) should be sufficient notification. In order to protect the ALA Unit and the sensitive nature of the circumstance, the unit should only forward a legible copy of the information to the National Headquarters, to the attention of Compliance, via USPS or express delivery.

At the very least, the notification (sample below) should include the name, address and phone number and e-mail address of the responsible party qualified to make the claim on the Unit's behalf.

To expedite processing, the notification should include all relevant information about the loss (see sample notification):

- the name of the person or persons suspected of being involved in the fraudulent or dishonest acts
- the date or dates of each fraudulent or dishonest act
- a brief outline of the events (narrative) of the facts and circumstances, including if the incident had been reported to the police
- a detailed statement of the loss caused by the fraudulent or dishonest acts
- a copy of all substantiating documents and reports that support the loss and validate the claim.

Once the National Headquarters receives the written notification and supporting documentation, this information will be forwarded to the fidelity bond insurance company. The National Headquarters will request acknowledgement of receipt, and the final dispensation of the claim once the process has been completed.

The assigned investigator will contact the Unit approximately one week after receiving the claim notification. The bond company will request the completion of a Proof of Loss form and advise the Unit of additional information needed to comply with the policy provisions and substantiating the claim.

It is important to remember that the burden of proof resides with the Unit making the claim. The bonding company must receive the completed Proof of Loss form <u>within four months of</u> <u>the discovery of the loss</u>.

The notice may be emailed (<u>compliance@ALAforVeterans.org</u>) or faxed (317) 569-4502 to the attention of the Compliance Division. Please exercise caution when transmitting information electronically that is of a sensitive nature. A hardcopy of the notification and supporting documents must also be received by the National Headquarters. Please mail to:

American Legion Auxiliary, National Headquarters Attn: Compliance 3450 Founders Road Indianapolis, IN 46268

Filing a bond claim is nothing more than filing an insurance claim and does not replace any independent legal action necessary on the part of your Unit. It is the Unit's responsibility to report illegal activity to the authorities deemed appropriate.

## SAMPLE (on letterhead)

## NOTIFICATION OF POTENTIAL BOND CLAIM

TO: American Legion Auxiliary, National Headquarters Attn: Compliance 3450 Founders Road Indianapolis, IN 46268

> Facsimile: (317) 569-4502 Electronic mail: <u>compliance@ALAforVeterans.org</u>

FROM: Jane Doe, Unit Title Auxiliary Legion Auxiliary "formal name" Unit #, Department of (State)

DATE:

Subject: Notice of Potential Bond Claim

American Legion Auxiliary (insert formal name) Unit #123 of the Department of (State) has informed us of a potential bond claim. All relevant information is detailed in the attached materials.

Please advise the bonding company to contact:

Name (President of Unit 123) Address City, State Zip Home Phone: Work Phone: Fax: Email:

Note: The correspondence address listed must be a reliable to receive communications.

## RECOMMENDATIONS TO HELP PREVENT LOSS

To help prevent losses, the following are recommended best practices for financial internal controls that can assist with mitigating exposure and risk.

- 1. Bylaws should provide for the requirement of a regular (monthly or quarterly) Financial Report from the Treasurer.
- 2. Bylaws should provide for an Annual Independent External Audit or Annual Independent External Review and specify how such audit or review is to be arranged or conducted (e.g., who has the responsibility for selecting and engaging the independent external auditor.)
- 3. Receipts should be issued for all money received, especially if cash is an acceptable means.
- 4. Involve a second person in cash receipts processing (counting, recording and banking)
- 5. Make certain that your cash receipts are reconciled to the bank statements and ledger entries.
- 6. Countersignatures should be required on all checks.
- 7. All bills should be paid in a form other than cash.
- 8. Blank checks should never be pre-signed.
- 9. Someone independent of Accounts Payables and Receipts (Dues, Donations, Grants) should open and review bank statements.
- 10. Someone independent of Accounts Payables and Receipts (Dues, Donations, Grants) should review the bank reconciliation(s) on a monthly basis.
- 11. Someone independent of Accounts Payables should review the vendor list to authenticate vendor addresses do not match that of an officer/member/employee address.
- 12. Electronic Funds/ACH/Wire Transactions should require a dual authentication system.

## Historian Report June2025 By Lynda Griffin – AZ Department Historian

#### Thank You! Thank You!

From the bottom of my heart, thank you for allowing me to be your Historian for the past year. As I look back on the past year, I'm overwhelmed with emotion and gratitude. We've shared in countless moments of joy and sorrow and through it all; we've formed an unbreakable bond. The loss of five past Presidents this year has left an indelible mark on our hearts, but their legacies will continue to guide us.



Past Department of Arizona President – Centennial Stewart (1993 – 1994) American Legion Auxiliary – Travis L. Williams – Unit 65, Phoenix, AZ Sunset December 27, 2024



Past Department of Arizona President - (2000-2001) / National Historian (2009 – 2010) Joyce Arent American Legion Auxiliary Unit 117, Phoenix, AZ



Past Department of Arizona President – Josie Herrera (2015 – 2016) American Legion Auxiliary Tony F. Soza-Ray Martinez - Unit 41, Phoenix, AZ. Sunset – August 8, 2024



Past Department of Arizona President – Helen Stout (1988 – 1989) American Legion Auxiliary – Morgan McDermott - Unit 07, Tucson, AZ Sunset – October 17, 2024



Past Department of Arizona President – Jennie Molina (2021 – 2022) American Legion Auxiliary – Fred Hilburn Unit 11, Douglas, AZ Sunset – November 1, 2024

Lynda Griffin AZ Department Historian Lynda4ala@gmail.com (623) 349-3979

## **MEMBERSHIP JUNE 6, 2025**

		UNIT	CITY	OBJECTIVE	JUNIOR	SENIOR	TOTAL	PERCENT
		0100	Phoenix	193	5	157	162	83.94%
		Total		193	5	157	162	83.94%
	Total			193	5	157	162	83.94%
01		0019	Yuma	216	7	174	181	83.80%
		0046	Bouse	58	2	58	60	103.45%
		0056	Yuma	80	1	70	71	88.75%
		Total		354	10	302	312	88.14%
	Total			354	10	302	312	88.14%
02		0007	Tucson	45	0	42	42	93.33%
		0036	Tucson	279	4	232	236	84.59%
		0059	Tucson	145	3	122	125	86.21%
		0066	Green Valley	900	0	871	871	96.78%
		0068	Tucson	61	1	55	56	91.80%
		0073	Tucson	35	2	23	25	71.43%
		0109	Vail	390	16	395	411	105.38%
		0125	Tucson	16	1	14	15	93.75%
		0131	Green Valley	580	0	593	593	102.24%
		0132	Oro Valley	85	1	76	77	90.59%
		Total		2536	28	2423	2451	96.65%
	Total			2536	28	2423	2451	96.65%
03		0011	Douglas	145	2	114	116	80.00%
		0016	Bisbee	64	0	48	48	75.00%
		0024	Tombstone	415	10	423	433	104.34%
		0045	Benson	50	5	40	45	90.00%
		0052	Sierra Vista	210	3	176	179	85.24%
		0141	Pearce	22	0	20	20	90.91%
		Total		906	20	821	841	92.83%
	Total			906	20	821	841	92.83%
04		0008	Casa Grande	35	1	25	26	74.29%
		0009	Florence	125	2	165	167	133.60%
		0051	Coolidge	70	8	59	67	95.71%
		0054	Coolidge	93	1	79	80	86.02%
		0097	San Tan Valley	40	2	34	36	90.00%
		0129	Queen Creek	21	1	24	25	119.05%
		0133	Maricopa	35	1	22	23	65.71%
		Total		419	16	408	424	101.19%
	Total			419	16	408	424	101.19%

	Total			1302	34	1246	1280	98.31%
		Total		1302	34	1246	1280	98.31%
		0140	Prescott Valley	23	4	13	17	73.91%
		0135	Cornville	47	8	34	42	89.36%
		0108	Prescott Valley	38	3	28	31	81.58%
		0093	Camp Verde	112	0	113	113	100.89%
		0090	Black Canyon City	75	1	61	62	82.67%
		0079	Yarnell	183	0	168	168	91.80%
		0078	Humboldt	160	2	144	146	91.25%
		0040	Chino Valley	95	0	92	92	96.84%
		0025	Cottonwood	306	9	312	321	104.90%
08		0006	Prescott	263	7	281	288	109.51%
	Total			1446	33	1444	1477	102.14%
		Total		1446	33	1444	1477	102.14%
		0136	Yucca	15	0	14	14	93.33%
		0123	Seligman	40	0	34	34	85.00%
		0103	Meadview	43	0	48	48	111.63%
		0088	Dolan Springs	10	0	39	39	390.00%
		0087	Bullhead City	132	3	121	124	93.94%
		0081	Lake Havasu City	670	7	713	720	107.46%
		0057	Ash Fork	80	2	62	64	80.00%
		0042	Grand Canyon	38	7	33	40	105.26%
		0022	Golden Valley	150	4	136	140	93.33%
		0014	Kingman	145	3	126	129	88.97%
		0013	Williams	50	3	61	64	128.00%
07		0003	Flagstaff	73	4	57	61	83.56%
	Total			660	2	640	642	97.27%
		Total		660	2	640	642	97.27%
		0086	Overgaard	415	2	438	440	106.02%
		0069	Payson	130	0	76	76	58.46%
		0037	Holbrook	25	0	36	36	144.00%
06		0030	Springerville	90	0	90	90	100.00%
	Total			362	8	337	345	95.30%
		Total		362	8	337	345	95.30%
		0095	Solomon	82	5	76	81	98.78%
		0032	Safford	155	0	139	139	89.68%
		0028	Clifton	85	1	84	85	100.00%
05		0004	Globe	40	2	38	40	100.00%

Total	Total			16150	369	15665	16034	99.28%
	Total			5801	148	5697	5845	100.76%
		Total		5801	148	5697	5845	100.76%
		0138	Mesa	54	0	100	100	185.19%
		0124	Guadalupe	30	5	22	27	90.00%
		0117	Phoenix	265	3	238	241	90.94%
		0114	Scottsdale	25	0	8	8	32.00%
		0107	Phoenix	210	2	207	209	99.52%
		0091	Chandler	275	21	270	291	105.82%
		0084	Sacaton	50	9	47	56	112.00%
		0065	Phoenix	350	51	303	354	101.14%
		0064	Phoenix	25	0	16	16	64.00%
		0058	Fountain Hills	405	8	398	406	100.25%
		0044	Scottsdale	340	0	306	306	90.00%
		0041	Phoenix	350	19	328	347	99.14%
		0039	Gilbert	520	13	567	580	111.54%
		0035	Chandler	316	8	282	290	91.77%
		0034	Cave Creek	320	1	307	308	96.25%
		0027	Apache Junction	1920	4	1982	1986	103.44%
		0026	Mesa	235	2	217	219	93.19%
12		0002	Tempe	111	2	99	101	90.99%
	Total			2171	65	2190	2255	103.87%
		Total		2171	65	2190	2255	103.87%
		0145	Peoria	14	0	20	20	142.86%
		0115	Glendale	35	6	27	33	94.29%
		0105	Phoenix	215	7	261	268	124.65%
		0062	Peoria	1000	31	1037	1068	106.80%
		0061	Avondale	215	3	224	227	105.58%
		0053	Buckeye	30	0	34	34	113.33%
		0029	Glendale	250	8	224	232	92.80%
		0012	Wickenburg	220	5	213	218	99.09%
11		0001 0005	Phoenix Phoenix	127 65	1	93 57	94 61	74.02% 93.85%

## Phoenix State Veterans Home Birthdays June- August 2025

Please put the name of the veteran and their birthday on the outside of the card that makes it easier to make sure the right person gets the card!

Send cards to:

Arizona State Veterans Home 4141 S Herrera Way Phoenix, AZ 85012 Attn: Kyleigh Rubis

June: 25- David C. 25- Mark C. July: 4- Ken S. 19- Preston N. 20- Dustin M. 21- Henry S. 22- Bert L. 23- James K. 24- Tom K. 29- David F 31- Jerry D. August: 4- Bruce Br. 6-Lili B. 8- George B. 9-Charles W. 13- Danny H. 15-Dennis L. 25- Gerald M.

29- James D.