



**Annual Supplement
to the
National 5-Year
Programs Action Plan
2018-2019**

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What to Know About the 2017-2022 Programs Action Plan and Annual Supplement

In an effort to ensure consistency and help departments and units focus on serving the mission of the American Legion Auxiliary, the ALA Programs Action Plan has transformed into a five-year plan (2017-2022), with an Annual Supplement published each year containing updates on committee members plus reporting and award deadlines.

Here is what you need to know about the 2017-2022 Programs Action Plan and Annual Supplement:

- The 2017-2022 Programs Action Plan contains program information that will be consistent for the next five years. The full Plan, plus each individual committee's Plans can be found on the National website, in the Members Only Area at www.ALAforVeterans.org/members/programs-action-plan/.
- Information that changes each year, like national committee members and their contact information, award deadlines, and contest themes can be found in the Annual Supplement to the action plan. The full Annual Supplement, can be found on the National website, in the Members Only Area at www.ALAforVeterans.org/members/programs-action-plan/. Please visit each national program's page on the National website for individual program Annual Supplements.
- In an effort to shine a spotlight on some great work by our members, national chairmen may be selecting award winners from among those who report – even if there was no actual award entry. In the past, national chairmen and committee members have lamented the small number of award applicants in spite of the great work being done all across the country that would make other individuals or groups eligible for an award.
- One of the strategic outcomes from the ALA Centennial Strategic Plan was the realization that national end-of-year awards were not consistent from one program to another. You will see more consistency regarding awards from committee to committee.



American Legion Auxiliary 2017-2018 Impact Report

The American Legion Auxiliary is the world's largest women's patriotic service organization, not just based on our membership, but because of the collective impact we make actively serving our timeless mission! For nearly 100 years, our outreach programs have made a difference in neighborhoods across the country. And added together, our projected* volunteer service impact in just one year is worth \$1.1 billion! The ALA statistics on this page present a snapshot of our collective mission outreach to veterans, the military, their families, and our communities.

We selflessly honor the service of our veterans and the valued principles for which they've fought by giving millions of hours of volunteer service and financial contributions to support our mission. According to the Independent Sector, a coalition of charities, foundations, and corporations that publishes research important to the non-profit sector, the 2018 estimated value of one hour of volunteer service is \$24.69.

Total projected* volunteer hours: **12,243,327**

Dollar value of members' service, contributions, & fundraising: **\$1.1 billion**

Veteran/Military Support & Advocacy

- Hours volunteered in service to veterans/military: 6,223,136
- Dollars spent in service to veterans: \$698,666,617
- Veterans assisted: 3,005,482
- Dollars raised from poppy distribution to support veterans: \$4,381,342

Youth Development

- Hours serving Legion Family youth activities: 1,374,739
- Number of ALA Girls State/ALA Girls Nation attendees: 15,599
- Dollars spent to benefit children: \$102,093,261
- Total number of children served: 724,954
- Number of scholarships awarded: 4,055

Family Support

- Hours volunteered for military families: 1,676,476
- Dollars spent for military families: \$132,223,562
- Number of military families served: 356,266

To see the complete ALA Annual Impact Report, visit www.ALAforVeterans.org.

*Projected numbers estimated if all members reported for 12 months with 100 percent participation of members.

**Message from Kathy Dungan, 2018-2019 ALA National President**

We have an exciting year planned so I hope you will take time to review the *Annual Supplement to the Programs Action Plan*. “Serving our heroes” will be my focus this year. Veterans, servicemen and women, their families, and our youth are my heroes – as I am sure they are yours. Here are some important details I think you should know to help make the 2018-2019 administrative year successful:

1) This year, the national president’s special emphasis will be women veterans and the issues and challenges they face. Some of those issues include homelessness, suicide, finding affordable housing and child care, post-traumatic stress disorder, lack of employment opportunities, and military sexual trauma. What better way to focus on our mission than to serve our heroes by helping women veterans?

We will be using the Veterans Projects Fund, a special grant of the American Legion Auxiliary Foundation, to raise money to help women veterans. Funds will also be solicited to provide monetary help for department and unit projects that help veterans. So, if you see a need to serve our heroes, apply for a Veteran Projects Fund grant. Information can be found at ALAFoundation.org.

2) We are excited to have a new award this year – the National Goodwill Ambassador Award. Five deserving members – one from each division – who exhibit goodwill, promote the Auxiliary’s ideals, and volunteer their time, talents, and passions to raise awareness of serving veterans will be selected. The winners will be our guests at the 2019 ALA National Convention.

3) The criteria to receive the National President’s Award for Excellence has been updated! There will be 11 specific unit awards for excellence based on units who work our programs and one department award for excellence in membership. The winners will be recognized and presented the National President’s Award for Excellence on stage at the 2019 ALA National Convention.

4) This year we are planning to offer some one-on-one coaching to departments that are currently, or almost, facing a crisis. This is a limited opportunity, but we are committed to helping those departments who are in dire need of help. All you have to do is ask! Requests will be prioritized based on the number of requests received and the level of commitment a department is willing to make. Assistance will be customized according to your request and provided for the administrative year by a national point of contact.

I look forward to a wonderful and exciting year serving our heroes!

Kathy Dungan
natlpres@ALAforVeterans.org

**Message from Nicole Clapp, 2018-2019 ALA National Vice President**

With the start of each new administrative year as an American Legion Auxiliary member, I am filled with anticipation and excitement for continuing to serve our heroes. Our organizational mission reads “In the spirit of *Service Not Self*, the mission of the American Legion Auxiliary is to support The American Legion and to 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.”

What better way to fulfill that promise than investing your time to review the *2017-2022 National Programs Action Plan* and this companion piece, the *2018-2019 Annual Supplement to the Programs Action Plan*? Think back to your days in school; these plans are like your textbook of success for the ALA to remain the world’s largest women’s patriotic service organization. Each of the mission outreach programs, member support committees, and administrative committees are individually outlined by focusing on “how to” deliver the mission.

I look forward to working the mission alongside every ALA member by following the Programs Action Plan and Annual Supplement under the leadership of 2018-2019 American Legion Auxiliary National President Kathy Dungan.

Best of Luck,

Nicole Clapp
nclapp@chorus.net

Message from Mary “Dubbie” Buckler, ALA Executive Director/National Secretary

Serving our mission is the heart of belonging to the American Legion Auxiliary – with 22 million U.S. veterans, the ALA is needed. We matter!!

Our mission service each year makes a HUGE impact – annually worth over \$1.5 billion! Yes, that’s what it would cost taxpayers if Auxiliary volunteers were paid for all we do to serve the ALA mission – each of us doing something meaningful every year, one service project at a time, guided by plans built on our enduring values and nationwide goals. The ALA is still here because we continue to “do things” to help build America’s greatness through our programs.

Everything ALA volunteer and staff leadership teams do together is aimed at achieving our five critical goals: Goal 5) With The American Legion, Build Brand Loyalty; Goal 4) Strengthen Departments and Units; Goal 3) Develop Leadership at All Levels; Goal 2) Create an Internal Culture of Goodwill; and by succeeding at all of these we can grow membership and achieve Goal 1) Enhance Membership Strength.

The ALA depends on members who believe in this organization. More than 6 million women are eligible for membership in the American Legion Auxiliary. They will join us if we ask. And they will stay if we serve our mission with welcoming attitudes that exemplify our core values.

With every mission outreach service project, let’s make a difference!

Mary “Dubbie” Buckler
natlsecy@ALAforVeterans.org



American Legion Auxiliary Divisions

American Legion Auxiliary departments are grouped into five geographic divisions: Central, Eastern, Northwestern, Southern and Western. One national division vice president is elected from each division for a one-year term. These national officers act as representatives of the national president on all matters assigned by her.

Central Division

Illinois
Indiana
Iowa
Kansas
Michigan
Missouri
Ohio
West Virginia
Wisconsin

Eastern Division

Connecticut
Delaware
District of Columbia
Maine
Maryland
Massachusetts
New Hampshire
New Jersey
New York
Pennsylvania
Rhode Island
Vermont

Northwestern Division

Colorado
Minnesota
Montana
Nebraska
North Dakota
South Dakota
Wyoming

Southern Division

Alabama
Arkansas
Florida
Georgia
Kentucky
Louisiana
Mississippi
North Carolina
Oklahoma
Puerto Rico
South Carolina
Tennessee
Texas
Virginia

Western Division

Alaska
Arizona
California
Hawaii
Idaho
Nevada
New Mexico
Oregon
Utah
Washington



Planning for the Future

- 5-Year Centennial Strategic Plan
- Goodwill Ambassador Award
- ALA Foundation

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2018 - 2019 Annual Supplement to the Programs Action Plan 5-Year ALA Centennial Strategic Plan (2014 – 2019/20)

Committee Contact Information

strategicplan@ALAforVeterans.org



National Chairman

Janet Jefford, Department of Connecticut
Past National President (2014-2015)
19 Leo J Lane, Manchester, CT 06042
(860) 881-6270, jjefford@goodwin.edu

National Vice Chairman

Stephanie Abisi
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4500
sabisi@ALAforVeterans.org

What is the ALA Centennial Strategic Plan, and why do we have it?

Strategic Planning is a process used to make thoughtful decisions about an organization's future in order to ensure success. The process includes defining the organization's direction for the next five years – a roadmap. The plan sets priorities and goals and states where the organization wants our energy and resources focused. Being strategic simply means “being clear about...” The process raises a series of questions that help our members examine and anticipate where the organization is going in the future and a roadmap of ideas and tools that will help us succeed.

American Legion Auxiliary members and National Headquarters staff developed the 2014-2019 ALA Centennial Strategic Plan using input from our members. While working on the plan, we continually used the American Legion Auxiliary mission as a tool to ensure we kept our goals focused on that mission: *“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 our youth, and promote patriotism, good citizenship, peace and security.”*

In March 2014, the National Executive Committee approved the 5-year plan. This plan is focused on assisting departments and units. A copy of the plan is included in this document, where you can also see a series of strategies listed under each goal. The goals, and their champions, are:

Goal 5: With The American Legion, Build Brand Loyalty

Rita Navarrete and Mike Butt

Goal 4: Strengthen Departments and Units

Marybeth Revoir and Tim Bresnahan

Goal 3: Develop Leadership at All Levels

Rosemarie Hauck and Colette Fike

Goal 2: Create an Internal Culture of Goodwill

Joyce Endres and Donna Parrott

Goal 1: Enhance Membership Strength

Anita Biggs and Marta Hedding

Who is Responsible for the Success of this Plan?

You! The national leadership team is here to assist Auxiliary members across the nation to ensure the success of their department's plans. We will provide the tools and training to help you succeed. You and your fellow members will be responsible to use these trainings and tools to achieve your department's goals. Throughout the year, the national organization will host training sessions and send departments information, best practices, and ideas that are working in other departments. The success of this plan will take all of us working together!

The goals are simple and will ensure that the American Legion Auxiliary will be a viable organization through the next five years and that our members will have the tools and training they need to ensure that the mission work they are doing is successful in "*servicing veterans and their families.*" It will increase our membership, ensure that we are working together with a positive and welcoming attitude, and assist in developing leaders at all levels who will share their skills and mentoring to strengthen their units and departments while working in every community. The result will be that "*By 2019, the American Legion Auxiliary's million members will be making a difference for veterans and their families in every neighborhood!*"

Additional Resources You Can Use:

1. 2014-2019 ALA Centennial Strategic Plan (included in the Annual Supplement to the Programs Action Plan)
2. 2014-2019 ALA Centennial Strategic Plan implementation team, goal champions, and strategy captains. Email strategicplan@ALAforVeterans.org for more information
3. www.ALAforVeterans.org: Strategic Planning page, ALA Public Relations Toolkit, *ALA Branding Guide*, governing documents, and other member- and marketing-resource documents
4. ALA Academy: www.ALAforVeterans.org/ALA-Academy/

Vision	Enduring Core Values and Mission
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By 2019, the American Legion Auxiliary's million members will be making a difference for veterans and their families in every neighborhood.

Mission

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 our youth, and promote patriotism, good citizenship, peace and security.

Core Values

Our statement of values is predicated on our founding purposes:

- Commitment to the four founding principles: Justice, Freedom, Democracy, Loyalty
- Service to God, our country, its veterans and their families.
- Tradition of patriotism and citizenship
- Personal integrity and family values
- Respect for the uniqueness of individual members
- Truthful, open communication in dealing with the public and our members
- Adherence to adopted policies and rules

Goal 5	Goal 4	Goal 3	Goal 2	Goal 1
With The American Legion, Build Brand Loyalty	Strengthen Departments and Units	Develop Leadership at All Levels	Create an Internal Culture of Goodwill	Enhance Membership Strength
Strategies	Strategies	Strategies	Strategies	Strategies
A. Define our brand identity and promise	A. Build capacity of all Departments	A. Define expectations and accountability of ALA office holders in order to build trust	A. Enable members at all levels to demonstrate goodwill to internal and external audiences.	A. Invest in opportunities to attract, engage, and retain members
B. Build awareness and preference for the ALA brand	B. Collaborate with Departments in developing innovative ways to improve organizational and financial performance	B. Remove barriers of all kinds that prevent ALA members from contributing fully	B. Cultivate an internal culture of respect and open communications in our membership	B. Engage and strengthen membership that represents the diversity of our U.S. military
C. Recognize brand loyalty and excellence in promotion of The American Legion Family brand	C. Support the Departments in the development of their Strategic Plans	C. Work toward continuous, collaborative planning by leadership.	D. Build trust within the American Legion Auxiliary and with The American Legion	C. Expand Alliances to create multiple pathways to serve <i>Complete & Ongoing</i>
D. Invest in internal and external marketing communications	D. Optimize mission delivery	D. Invest resources in identifying and developing leadership capacity		D. Excel at communication <i>Complete & Ongoing</i>
		E. Reward innovative leadership recruitment and development practices <i>Complete & Ongoing</i>		

Achieving Goals 5, 4, 3, and 2 will lead to success in achieving Goal 1



Narrative for Goodwill Ambassador Award Rules and Entry

Rules for the Goodwill Ambassador Award are set forth to maintain clarity and uniformity of expectations and criteria that support selection based on the nomination and entry forms. An entry form simply organizes pertinent information and provides for units and departments to verify nominee eligibility.

These guidelines will help to make this prestigious award more meaningful and special. The American Legion Auxiliary is comprised of quality individuals who deserve recognition beyond that provided by their units or departments.

A strong narrative is key to determine each year's recipient. Five suggestions are offered on the rules page to prompt writers as they consider how best to showcase their nominees. It also prepares the ALA national president as she makes the announcement at ALA National Convention.



GOODWILL AMBASSADOR AWARD RULES

HOW TO APPLY:

Each unit has a special, hardworking, dedicated Auxiliary member who goes above and beyond expectations to represent her unit well at all events. She is a true example of goodwill to her peers.

Show appreciation by nominating her for the Goodwill Ambassador Award during the current administrative year.

Rules for selection:

1. Member is at least 18 years old and in good standing.
2. Selection is based on the Goodwill Ambassador model.
3. Your nominee may be a new member.
4. Each unit may submit one entry.
5. The unit will submit their unit member's winning narrative of 500 or fewer words. Consider the following:
 - a. How does the nominee exemplify the mission of *Service Not Self*?
 - b. How does she embrace inclusiveness in her service?
 - c. Describe your nominee's purpose-filled actions, accomplishments, and activities that foster a culture of goodwill.
 - d. How does she inspire positive decision-making that grows the organization?
 - e. Include any other pertinent information.
6. Required unit president and secretary signatures appear on the nomination form. If one of those two is the nominee, a past unit president may sign.
7. Complete the Goodwill Ambassador Award Nomination Entry form and attach the narrative. Your department office must receive it by **March 1** of the current administrative year.
8. The department completes the Goodwill Ambassador Award Scorecard to evaluate Goodwill Ambassador nomination entries received from units to make one department selection. The department selection must be received by national division vice president by **May 1** of the current administrative year.
9. The national division vice president selection must be received by ALA National Headquarters by **June 1** of the current administrative year.

The national president will honor the National Goodwill Ambassador Award recipients at ALA National Convention.



GOODWILL AMBASSADOR AWARD NOMINATION ENTRY

See Goodwill Ambassador Award Rules for Further Instructions

(PLEASE TYPE OR PRINT LEGIBLY)

Unit # _____

Dept. _____

Nominee Information:

Print Name: _____

Address: _____

City: _____ State _____ Zip _____

Email: _____

Member ID#: _____ Phone: _____

UNIT AND DEPARTMENT VERIFICATION

I verify that the above is a member in good standing.

Unit Secretary (printed) _____ Signature _____

Unit Secretary Email _____ Phone _____

Unit President (printed) _____ Signature _____

Dept. President (printed) _____ Signature _____

Explain in 500 words or less why this member is nominated for the Goodwill Ambassador Award. Attach separate sheet.

Mail completed entry form with essay to your Department office by **March 1** of the current administrative year.



GOODWILL AMBASSADOR AWARD SCORECARD

100 POINTS TOTAL

MEMBER NAME: _____

UNIT NO: _____

DEPARTMENT: _____

DATE: _____

An American Legion Auxiliary Goodwill Ambassador delivers goodwill, promotes ALA ideals, and volunteers their time, talents, and passions to raise awareness of serving veterans.

Definition of Goodwill: Goodwill is a kind, helpful, and positive attitude toward others.

40 points total - Displays the Characteristics of Ambassadors (10 points per characteristic)

Characteristic Not Included	Characteristic Included	Meets Characteristic	Exceeds Characteristic	Outstanding Characteristic
0	1	2	3	4
5	6	7	8	9
10				

____/10 pts - **Brand Knowledge and Appreciation** Goodwill Ambassadors appreciate the importance of the ALA brand and grasp the role social media plays in today's world.

____/10 pts - **Established Community Presence** Goodwill Ambassadors are needed for word-of-mouth to be successful and reach as many people as possible throughout their communities. The ALA needs a well-established online and social media presence and engaged network.

____/10 pts - **High Level of Professionalism** Goodwill Ambassadors represent the ALA, speak well of the organization, and encourage others to check out the Auxiliary's programs and benefits.

- ____/10 pts - **Passion for Growing Relationships** Goodwill Ambassadors strive to be:
- respected for knowledge in particular areas
 - sought-after for recommendations and opinions
 - builders of strong, loyal relationships among members and our brand
 - passionate about and intimately familiar with where to locate information
 - resourceful
 - skilled at making connections with nonmembers on the Auxiliary's behalf
 - confident and positive—traits that draw you in and make you want to listen

_____ /40 pts - **Total Characteristic points**

60 points total - Qualities of a Goodwill Ambassador (5 points per quality):

Quality Not included	Quality included	Quality met	Quality Exceeds	Outstanding Quality
0	1	2	3	4
				5

An American Legion Auxiliary Goodwill Ambassador represents the organization in a positive manner to foster good relationships with others. She cares about bringing members, nonmembers, businesses, or other service organizations together. A Goodwill Ambassador demonstrates:

___ /5 pts - **PROFESSIONALISM**—represents the ALA in a business-like manner

- presents a neat, clean appearance, and may include ALA or Legion family branded items
- maintains her poise even in difficult situations

___ /5pts - **PASSION / POSITIVE ATTITUDE**—is sincere and enthusiastic

- is excited about what she does and the help it provides
- inspires greater performance in others

___ /5 pts - **KNOWLEDGE**—is well-versed in programs, purpose, and policies

___ /5 pts - **INTEGRITY / ETHICS**—exhibits trustworthiness and honesty

- demonstrates sound moral principles in all her relationships

___ /5 pts - **LEADERSHIP SKILLS**—is able to handle various situations, including training, mediation, and/or negotiation for desired results

- demonstrates the ability to lead
- is perceptive of team needs

___ /5 pts - **LOYALTY**—is true to the cause

___ /5 pts - **DECISION-MAKING**—is making choices through compromise and collaboration

- evaluates different circumstances
- helps collaborators overcome obstacles

___ /5 pts - **OPENMINDEDNESS / FLEXIBILITY**—accepts ideas of others, able to adapt without conflict

- seeks multiple points of view
- ability to grow from new experiences

___ /5 pts - **MENTORING**—shares information and knowledge to increase others' strengths and abilities

___ /5 pts - **COMMITMENT / DEPENDABILITY**—can be counted on to see through to completion

___ /5 pts - **EFFECTIVE COMMUNICATION/GOOD LISTENING**—is easily understood, uses appropriate language and mannerisms

___ /5 pts - **INTEGRATION OF DIVERSE POPULATIONS**—is able to include various cultures, languages, religious affiliations, race, gender, age groups, and education levels

_____ /60 pts - Total Qualities points

GOODWILL AMBASSADOR AWARD SUMMARY SCORECARD

100 POINTS TOTAL

MEMBER NAME: _____

UNIT NO: _____

DEPARTMENT: _____

DATE: _____

_____ /40 pts - Total Characteristic points

_____ /60 pts - Total Qualities points

_____ /100 pts - Grand Total points

Scorer's initials _____



GOODWILL AMBASSADOR MODEL

An American Legion Auxiliary Goodwill Ambassador delivers goodwill, promotes ALA ideals, and volunteers their time, talents, and passions to raise awareness of serving veterans.

Definition of Goodwill: Goodwill is a kind, helpful, and positive attitude toward others.

Characteristics of Ambassadors:

1. **Brand Knowledge and Appreciation** Goodwill Ambassadors appreciate the importance of the ALA brand and grasp the role social media plays in today's world.
2. **Established Community Presence** Goodwill Ambassadors are needed for word-of-mouth to be successful and reach as many people as possible throughout their communities. The ALA needs a well-established online and social media presence and engaged network.
3. **High Level of Professionalism** Goodwill Ambassadors represent the ALA, speak well of the organization, and encourage others to check out the Auxiliary's programs and benefits.
4. **Passion for Growing Relationships** Goodwill Ambassadors strive to be:
 - respected for knowledge in particular areas
 - sought-after for recommendations and opinions
 - builders of strong, loyal relationships among members and our brand
 - passionate about and intimately familiar with where to locate information
 - resourceful
 - skilled at making connections with nonmembers on the Auxiliary's behalf
 - confident and positive—traits that draw you in and make you want to listen

Qualities of a Goodwill Ambassador:

An American Legion Auxiliary Goodwill Ambassador represents the organization in a positive manner to foster good relationships with others. She cares about bringing members, nonmembers, businesses, or other service organizations together. A Goodwill Ambassador demonstrates:

PROFESSIONALISM—represents the ALA in a business-like manner

DECISION-MAKING—is making choices through compromise and collaboration

PASSION / POSITIVE ATTITUDE—is sincere and enthusiastic

OPENMINDEDNESS / FLEXIBILITY—accepts ideas of others, able to adapt without conflict

KNOWLEDGE—is well-versed in programs, purpose, and policies

MENTORING—shares information and knowledge to increase others' strengths and abilities

INTEGRITY / ETHICS—exhibits trustworthiness and honesty

COMMITMENT / DEPENDABILITY—can be counted on to see through to completion

LEADERSHIP SKILLS—is able to handle various situations, including training, mediation, and/or negotiation for desired results

EFFECTIVE COMMUNICATION/GOOD LISTENING—is easily understood, uses appropriate language and mannerisms

LOYALTY—is true to the cause

INTEGRATION OF DIVERSE POPULATIONS—is able to include various cultures, languages, religious affiliations, race, gender, age groups, and education levels

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2018 - 2019 Annual Supplement to the Programs Action Plan ALA Foundation

ALA Foundation Contact Information

www.ALAFoundation.org; ALAFoundation@ALAforVeterans.org



Foundation Board President

Linda Boone, Department of Oregon
Past National President (1992-1993)
5177 Formosa Circle, Vero Beach, FL 32967
(772) 999-3009, cell: (302) 270-2154
lindajboone@yahoo.com

*Board current as of May 23, 2018

Foundation Board Vice President

Doris Hammeke, Department of Kansas
5500 W 163rd Terrace, Stillwell, KS 66085
(913) 209-4623, dehammeke@gmail.com

Foundation Board Secretary

Cathleen MacInnes, Department of New York
272 East Main St. Apt 906, Rochester, NY, 14604
(585) 737-0194, cathemac@earthlink.net

Foundation Board Treasurer

Marybeth Revoir, Department of Illinois
8937 S. 83rd Ct., Hickory Hills, IL 60457
(708) 598-2904, mbrevoir@comcast.net

Elected Director

Coral May Grout, Department of Massachusetts
464 Central St., Winchendon, MA 01475
(978) 297-0329, cmgrout@comcast.net

Elected Director

Shirl Hendley, Department of Maryland
PO Box 1254, Chesapeake Beach, MD 20732
(202) 246-3533, sehendley@gmail.com

Elected Director

Laura Santino, Department of Connecticut
42 Robin Hill Ln., Hamden, CT 06518
(860) 573-5028, ala2@laurasantino.com

Elected Director

Terri Wallace, Department of New York
2278 Olmstead Road, Bloomfield, NY 14469
(585) 739-1863, terrideewallace@gmail.com

Designated Director

Nicole Clapp, Department of Iowa
ALA National Vice President
1674 Highway 96, Gladbrook, IA 50635
(608) 778-0244, nclapp@chorus.net

Designated Director

Mary "Dubbie" Buckler, Department of Indiana
ALA National Secretary
8945 N. Meridian St. Suite 200
Indianapolis, IN 46260
(317) 569-4500, natlsecy@ALAforVeterans.org

Designated Director

ALA National Treasurer
Sara Riegel, Department of Indiana
8945 N. Meridian St. Suite 200
Indianapolis, IN 46260
(317) 569-4500, sriegel@ALAforVeterans.org

Appointed Director – National Finance Comm.

Sharon Conatser, Department of Illinois
Past National President (2015-2016)
709 Richards Lane, Champaign, IL 61820
(217) 359-4211, sconatser44@live.com

Ex-Officio Director

Kathy Dungan, Department of Mississippi
ALA National President
8945 N. Meridian St. Suite 200
Indianapolis, IN 46260
(601) 643-2383, kdungan@hughes.net

Honorary Director

David K. Rehbein, Past National Commander,
The American Legion (2008-2009)
1505 Douglas Avenue, Ames, IA 50010
(515) 232-9299, davidrehbein@msn.com



Established in 2007, the American Legion Auxiliary Foundation (ALAF) is a nonprofit 501(c)3 subsidiary organization of the American Legion Auxiliary. It is comprised of elected, designated, and appointed directors, and founded to assist in carrying out the educational, charitable, and other exempt purposes of the American Legion Auxiliary by raising funds for, assisting in conduct of, and providing support to the Auxiliary's programs.

ALA National President Kathy Dungan's focus for 2018-2019 is on helping women veterans and homeless veterans (with a special emphasis on women veterans). Here are a few ways to help using the ALA Foundation:

On any given night, nearly 40,000 veterans are homeless, according to the U.S. Department of Housing and Urban Development estimates. Homelessness among women veterans is the fastest growing segment of that population, reaching approximately 9%, as a greater number of women transition from the military to civilian life. Women veterans have also been known to have difficulty accessing housing because of safety and security concerns, as well as finding adequate housing for women with children.

Did you know the American Legion Auxiliary Foundation can help your community or state put an end to homelessness among veterans? If your Auxiliary unit, district/county, or department knows of a specific, emergent need for your local veterans or active military, the American Legion Auxiliary Foundation Veteran Projects Fund may be able to lend a helping hand.

Please join us in helping women veterans receive the support they so desperately need and deserve to transition back into society. Visit www.ALAFoundation.org/Grants to learn more about what you can do.



Mission Outreach Programs

- ALA Girls Nation
- Americanism
- Children & Youth
- Community Service
- Education
- Junior Activities
- Legislative
- Liaison to Child Welfare Foundation
- National Security
- Poppy
- Veterans Affairs & Rehabilitation

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2018 - 2019 Annual Supplement to the Programs Action Plan ALA Girls Nation

Committee Contact Information

ALAGirlsNation@ALAforVeterans.org



National Chairman

Norma Tramm, Department of Minnesota
29052 County Rd. 50, Cold Spring, MN 56320
(320) 685-8510
ntramm@juno.com

National Vice Chairman

Ann Rehbein, Department of Iowa
1505 Douglas Ave., Ames, IA 50010
(515) 231-6198
amrehbein@msn.com

Committee Member

Anne Starke, Department of Virginia
3817 Chatham Circle, Norfolk, VA 23513
(757) 855-0016
tannestarke@msn.com

Committee Member

Holly Heatly, Department of Texas
9407 Mixon Drive Apt. #116
Dallas, TX 75220
(214) 263-9442
heatly453@gmail.com

Committee Member

Hailey Mills, Department of Ohio
214 Carrolldale Ave. NE, Canton, OH 44704
(330) 575-1595
haileymills119@gmail.com

Central Division Chairman

Kathy Cisna, Department of Illinois
813 Lincoln Ave., Mattoon, IL 61938
(217) 246-5795
kfcisna@gmail.com

Eastern Division Chairman

Lucille Mozzillo, Department of New York
747 Route 31, Purling, NY 12470
(518) 335-9197
lucille_lkpt@yahoo.com

Northwestern Division Chairman

Jody Schmale, Department of Nebraska
4930 Cleveland Ave, Apt. 1
Lincoln, NE 68504
(402) 464-4154
proudnavysister75@gmail.com

Southern Division Chairman

Dara Oliver, Department of Florida
131 Indigo Cove Pl., Melbourne, FL 32951
(321) 543-1069
alamemberdoliver@yahoo.com

Western Division Chairman

Anita Biggs, Department of California
30 East Market St. Apt. A
Long Beach, CA 90805
(323) 547-3729
acjbiggs@aol.com

National Headquarters Program Manager

Elizabeth Sendelweck
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4557
esendelweck@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the ALA Girls Nation Committee page
at www.ALAforVeterans.org.



What is this program and why do we have it?

American Legion Auxiliary units in all 50 states proudly host ALA Girls State, an amazing week of learning focused on responsible citizenship, leadership, and love for God and Country. Participants are assigned to mock cities and to either the “Federalist Party” or “Nationalist Party.” They are immersed in learning about the political process by electing officials for all levels of state government and actively running a mock government. Assistance from dedicated ALA volunteers ensures the program’s nonpartisan governmental, patriotic, and civic objectives are carried out through interactive learning. Though the week is filled with many learning opportunities, there is always time for fun and the formation of long-term friendships.

Two girls are selected from each ALA Girls State program to attend ALA Girls Nation. ALA Girls Nation “senators” meet for a week in Washington, D.C. where they run for political office, campaign, debate for the passage of legislation, and meet with U.S. Congressmen and Senators from their states. Capping off the week of ALA Girls Nation is a possible meeting with the President of the United States at the White House. This year, ALA Girls Nation will convene July 20-27, 2019.

Please send at least one member of your ALA Girls State staff to the ALA Girls State Leadership Conference in Indianapolis, Ind. held September 28-30, 2018.

ALA Girls Nation and the 2014-2019 ALA Centennial Strategic Plan: As our single most consistent community outreach program, ALA Girls Nation and ALA Girls State help us cast a wider membership net (Goal 1) and raise awareness of our mission (Goal 5) with a population that can have a positive impact on our organization, our mission, and our nation.

The National President’s Award for Excellence (NP AE) will be awarded to those who emphasize the national president’s focus through the American Legion Auxiliary’s programs. See criteria and guidelines in the NP AE cover sheet located under “General Information” in the 2018-2019 Annual Supplement to the Programs Action Plan.

ALA Girls State Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department ALA Girls State chairman is required to submit a narrative report by **January 5, 2019** to the division ALA Girls Nation chairman, plus copy the national ALA Girls Nation chairman.

Annual Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department ALA Girls State chairman is required to submit a narrative report by **May 15, 2019** to the division ALA Girls Nation chairman, plus copy the national ALA Girls Nation chairman. Members and units should follow their department’s protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Americanism

Committee Contact Information

americanism@ALAforVeterans.org



National Chairman

Beth McGinn, Department of Delaware
26276 Cove Dr. Millsboro, DE 19966
beth1011@msn.com
(302) 947-2984

National Vice Chairman

Julia Moore, Department of Illinois
P.O. Box 21 Lina, IL 61048
(815) 369-4684
jamcps54@yahoo.com

Committee Member

Martha Setlock, Department of Ohio
38504 Courtland Dr. Willoughby, OH 44094
(440) 951-2227
mwalunissetlock41@gmail.com

Committee Member

Chris Ronning, Department of Minnesota
9806 Valley Forge Lane N.
Maple Grove, MN 55369
(763) 315-0022
cronning1948@gmail.com

Central Division Chairman

Ann Buchanan, Department of West Virginia
105 Cheyenne Tr. Ona, WV 25545
(304) 654-9932
annbuch@aol.com

Eastern Division Chairman

Carol Hassett, Department of New York
105 Franklin Avenue Malverne, NY 11565
(516) 887-7473
drchassett@optonline.net

Northwestern Division Chairman

Carol Kottom, Department of Minnesota
1909 Goldfinch Dr. Buffalo, MN 55313
(763) 360-6102
ckakottom@gmail.com

Southern Division Chairman

Diane Spencer, Department of Kentucky
1849 B Chatsworth Dr. Lexington, KY 40905
(859) 285-8616
dianes758@yahoo.com

Western Division Chairman

Yolanda Bonilla, Department of Arizona
15606 S. Gilbert Road, Lot 103
Chandler, AZ 85255
(602) 989-3321
yodobo@msn.com

National Headquarters Program Coordinator

Chrystal Daulton
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4500
cdaulton@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Americanism Committee page at
www.ALAforVeterans.org.



What is this program, and why do we have it?

The Americanism program promotes patriotism and responsible citizenship. Americanism and the 2014-2019 ALA Centennial Strategic Plan: Promoting patriotism and responsible citizenship help us fulfill our brand promise (Goal 5) by giving U.S. citizens a chance to participate in our mission by feeling patriotic and demonstrating their support in an active, visible way.

Americanism Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Americanism committee contact information may be found on the Americanism committee page on the national website, www.ALAforVeterans.org.

- A. **Unit Award:** Dorothy Pearl Most Outstanding Unit Americanism Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- B. **Department Award:** Best Department Americanism Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- C. **Americanism Essay Contest**
 - 2018 – 2019 Theme: “How can we address and prevent veteran homelessness in our communities?”
 - All department adjudicated entries must be sent by the department chairman to her national division chairman emailed or postmarked by April 15, 2019.

(Americanism continued...)



The National President's Award for Excellence (NPAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

Americanism Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Americanism chairman is required to submit a narrative report by **January 5, 2019** to the division Americanism chairman, plus copy the national Americanism chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Americanism chairman is required to submit a narrative report by **May 15, 2019** to the division Americanism chairman, plus copy the national Americanism chairman. Members and units should follow their department's protocol and deadlines.



**AMERICANISM ESSAY CONTEST
2019 Cover Sheet**

Each year, the American Legion Auxiliary (ALA) sponsors an Americanism Essay Contest for students in grades 3-12, including students with special needs. Grade levels are divided into six classes. One award in each of the six classes will be presented in each division. Winners will receive \$50 and a \$50 donation in the student's name will be made to the Children of Warriors National Presidents' Scholarship fund. National winners will be posted at www.ALforVeterans.org after convention.

Essay Title: *"How can we address and prevent veteran homelessness in our communities?"*

Essay Classes:

Class	Grade Level	Word Requirement
I	3 and 4	150-250
II	5 and 6	250-300
III	7 and 8	350-400
IV	9 and 10	450-500
V	11 and 12	450-500
VI	Students with special needs	Word count should correspond with student's grade level.

Essay Checklist:

- Class competing in _____
- Sponsoring ALA unit _____
- Typed or neatly written essay conforming to the word requirement for class
- Completed essay coversheet as first page of essay
- Word count of essay _____
- Due date for student to return to ALA unit _____

To Be Completed by the Student/Parent:

Student Name: _____

Address (Street, City, State, Zip): _____

E-mail Address: _____

Phone: _____

School Name: _____

School City/State: _____

Teacher Name and Signature: _____

Auxiliary Use Only (Must be completed for entry to be considered.):

Sponsoring Unit Name/Number: _____

Signature of Unit Americanism Chairman: _____

Unit winner due to Department on: _____ Department: _____

Signature of Department Chairman: _____

Department winner due to National Americanism Division Chairman by April 15, 2019

Americanism



2018 - 2019 Annual Supplement to the Programs Action Plan Children & Youth

Committee Contact Information

children&youth@ALAforVeterans.org



National Chairman

Vickie Koutz, Department of Indiana
211 W. Sycamore Street, Boonville, IN 47601
(812) 305-5498
vkoutz@aol.com

National Vice Chairman

Ann Crawford, Department of Iowa
1307 Iowa Ave., Onawa, IA 51040
H: (712) 423-2096 C: (712) 420-0607
acrawford@longlines.com

Committee Member

Janice MacLeod, Department of North Carolina
8268 Ferrell Place, Harrisburg, NC 28075
(980) 253-0656
jhm1018@aol.com

Central Division Chairman

Lynda Lancaster, Department of West Virginia
PO Box 1511, Mathews, VA 23109
(304) 676-3979
lancasterl@aol.com

Eastern Division Chairman

Karen Franzese, Department of Connecticut
159 E. Farm St FL 2, Waterbury, CT 06704
(475) 689-3769
karenfranzese@gmail.com

Northwestern Division Chairman

Laurie K. Kuntz, Department of Colorado
P. O. Box 782, Hudson, CO 80642
(720) 314-6998
laurie.auxiliary@yahoo.com

Southern Division Chairman

Sallie Rossman, Department of Virginia
110 Forest Court, Danville, VA 24540
H: (434) 836-8101 C: (434) 429-4150
sabrossman@comcast.net

Western Division Chairman

Linda Workman, Department of California
1039 Santa Lucia Dr., Pittsburg, CA 94565
H: (925) 709-9557 C: (650) 400-5738
linda@workmanmail.com

National Headquarters Program Coordinator

Kristin Hinshaw
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4556
khinshaw@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Children and Youth Committee
page at www.ALAforVeterans.org.



What is this program, and why do we have it?

The Children & Youth program emphasizes protecting, caring for and supporting children and youth, particularly those of veterans and military families. Children & Youth and the 2014-2019 ALA Centennial Strategic Plan: By protecting, caring for, and supporting children and youth, particularly those of veterans and military families, ALA members fulfill our brand promise (Goal 5) of being community leaders and responsible American citizens while caring for military families. In doing so, we are building a future membership base (Goal 1) among our target demographic, military families.

Children & Youth Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Children & Youth committee contact information may be found on the Children & Youth committee page on the national website, www.ALAforVeterans.org.

- A. **Unit Award:** Most Outstanding Unit Children & Youth Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- B. **Department Award:** Best Department Children & Youth Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

The National President's Award for Excellence (NPAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.



Children & Youth Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Children & Youth chairman is required to submit a narrative report by **January 5, 2019** to the division Children & Youth chairman, plus copy the national Children & Youth chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Children & Youth chairman is required to submit a narrative report by **May 15, 2019** to the division Children & Youth chairman, plus copy the national Children & Youth chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Community Service

Committee Contact Information

communityservice@ALAforVeterans.org



National Chairman

Elaine Mackenzie, Department of Vermont
P.O. Box 473, Essex Junction, VT 05453
(802) 878-0726
elainemackenzie61@gmail.com

National Vice Chairman

Raleen Tolzmann, Department of Minnesota
46590 Evergreen Ln, Cleveland, MN 56017
(507) 317-3240
raleen44aux@gmail.com

Committee Member

Barbara Johnson, Department of Arkansas
24 John Hancock Cir, Jacksonville, AR 72076
(501) 983-4501
barbara.johnson83@aol.com

Committee Member

Susan Masten, Department of Ohio
419 Young Dr, Fairborn, OH 45234
(937) 878-9343
gclef419@yahoo.com

Committee Member

Anitia Owens, Department of Georgia
3091 N Sharon Church Rd, Loganville, GA 30052
(770) 846-4454
anitia@bellsouth.net

Central Division Chairman

Karen Lowe, Department of Indiana
7108 Westhaven Cir Apt 208, Zionsville, IN 46077
(765) 585-0339
kloweala29@hotmail.com

Eastern Division Chairman

Marrick McDonald, Department of New York
103 Summit Rd Ext, Newport, NY 13416
(315) 868-3812
marrickmcdonald@yahoo.com

Northwestern Division Chairman

Barbara Washburn, Department of Nebraska
455 County Road 7, Ashland, NE 68003
(402) 521-0016
bwashburn827@gmail.com

Southern Division Chairman

Eleanor Amato, Department of Florida
892 Catfish Ave, New Smyrna Beach, FL 32169
(386) 427-1168
amatoellie@aol.com

Western Division Chairman

Barbara Santillanes, Department of New Mexico
2081 Tapia SW, Albuquerque, NM 87105
(505) 610-5665
bsantillanes@centurylink.net

National Headquarters Program Coordinator

Landa Bagley
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4500
lbagley@ALAforVeterans.org

**For the most up-to-date contact information,
please visit the Community Service Committee
page at www.ALAforVeterans.org.



What is this program, and why do we have it?

By being visible in our localities, the Community Service program demonstrates who we are, what we do, and why we matter. Community Service and the 2014-2019 ALA Centennial Strategic Plan: While building community awareness of the ALA and its mission, ALA members serve as brand advocates (Goal 5) through involvement in community activities.

Community Service Program Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Community Service committee contact information may be found on the Community Service committee page on the national website, www.ALAforVeterans.org.

- A. **Unit Award:** Most Outstanding Unit Community Service Program
 - Deadline June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

- B. **Department Award:** Best Department Community Service Program
 - Deadline June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

The National President's Award for Excellence (NP AE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NP AE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.



Community Service Reporting

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Community Service chairman is required to submit a narrative report by **January 5, 2019** to the division Community Service chairman, plus copy the national Community Service chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Community Service chairman is required to submit a narrative report by **May 15, 2019** to the division Community Service chairman, plus copy the national Community Service chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Education

Committee Contact Information

education@ALAforVeterans.org



National Chairman

Lisa Williamson, Department of Alaska
2616 Pacific Place, Fairbanks, AK 99709
(907) 388-3264
williamsonlisad@gmail.com

National Vice Chairman (3rd of 3)

Anselma Obremski, Department of Maryland
14112 Adkins Rd, Laurel, MD 20708
H: (301) 490-4630 C: (301) 367-0758
anselma2@verizon.net

Committee Member (2nd of 3)

Linda Feezer, Department of Wyoming
831 S. McKinley, Casper, WY 82601
H: (307) 234-0246 C: (307) 258-0760
feezerfamily@msn.com

Committee Member (1st of 3)

Susan Lee, Department of Virginia
11201 Mansfield Club Dr., Fredericksburg, VA
22408
H: (540) 373-6248 C: (540) 847-3561
worldt1@verizon.net

Central Division Chairman

Jeanne Haas, Department of Kansas
600 Arrowhead Drive, New Strawn, KS 66839
H: (620) 364-5893 C: (620) 437-6398
debra.j.haas@gmail.com

Eastern Division Chairman

Ree Ann Ross, Department of Pennsylvania
959 Ross Road, Sugar Run, PA 18846
H: (570) 746-1316 C: (570) 250-7614
reeross@frontier.com

Northwestern Division Chairman

Regina Whipple, Department of South Dakota
PO Box 337, Clear Lake, SD 57226
H: (605) 874-4678 C: (605) 695-0138
momwhip@hotmail.com

Southern Division Chairman

Donna Dillard, Department of Texas
105 Pawnee Trail, Lake Kiowa, TX 76240
C: (903) 870-8770
threedtexas@gmail.com

Western Division Chairman

LuAnn Capazzi, Department of California
716 W. Dolphin Ave, Ridgecrest, CA 93555
C: (760) 977-0240
lkcapazzi@mchsi.com

National Headquarters Program Coordinator

Kristin Hinshaw
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4556
khinshaw@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Education Committee page at
www.ALAforVeterans.org.



What is this program, and why do we have it?

The Education Program promotes the American Legion Auxiliary's role in providing quality education for children and adults through classroom activities, literacy programs, scholarship promotion and support of education beyond high school, with a special emphasis on children of veterans and servicemembers. The Education Program and the 2014-2019 ALA Centennial Strategic Plan: Through classroom activities, literacy programs, scholarship promotion and support of education beyond high school, ALA members build brand loyalty and awareness of the ALA's mission (Goal 5) through their education-related community service projects.

Education Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Education committee contact information may be found on the Education committee page on the national website, www.ALAforVeterans.org.

- A. Unit Award: Most Outstanding Unit Education Program**
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

- B. Department Award: Best Department Education Program**
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

Scholarships

Note: Scholarship applications are available for download on the national website, www.ALAforVeterans.org/scholarships.

- A. Children of Warriors National Presidents' Scholarship**
 - Scholarship applications should be sent to your local ALA unit
 - Deadline: March 1, 2019



- B. **The Non-Traditional Student Scholarship**
- Scholarship applications should be sent to your local ALA unit
 - Deadline: March 1, 2019
- C. **Spirit of Youth Scholarship**
- Scholarship applications should be sent to your local ALA unit
 - Deadline: March 1, 2019

The National President's Award for Excellence (NPAAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

Education Reporting

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Education chairman is required to submit a narrative report by **January 5, 2019** to the division Education chairman, plus copy the national Education chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Education chairman is required to submit a narrative report by **May 15, 2019** to the division Education chairman, plus copy the national Education chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Junior Activities

Committee Contact Information

junioractivities@ALAforVeterans.org



National Chairman

Carol T. Robinson, Department of Ohio
8483 Woodgrove Drive Centerville, OH 45458
(937) 436-1983
abernia@aol.com

National Vice Chairman

Gabriele Barnett, Department of Georgia
258 Calloway Court, Evans, GA 30809
(706) 951-3906
barnettgabriele@hotmail.com

Committee Member

Debra Albers, Department of Nebraska
1759 Rd. 5200, Davenport, NE 68335
H: (402) 365-4132 C: (402) 364-3162
dalbers727@gmail.com

Committee Member

Peggy Monroe, Department of Tennessee
102 Poplar Dr., Collinwood, TN 38450
(931) 284-9920
peggymonroe39@gmail.com

Central Division Chairman

Laura Mosby, Department of Missouri
6016 N. Broadway, Gladstone, MO 64118
H: (816) 453-0897 C: (816) 721-3653
lmosby@saint-lukes.org

Eastern Division Chairman

Margaret McMahon, Department of New Jersey
310 Mockingbird Ln, Swedesboro, NJ 08085
(856) 341-0450
mcmahon3210@gmail.com

Northwestern Division Chairman

Ana Ritacco, Department of Colorado
7982 S. Everett St, Littleton, CO 80128
H: (303) 523-5202 C: (303) 996-7837
quiltbearco@hotmail.com

Southern Division Chairman

Vickie Thrower-Mills,
Department of Alabama
925 Pea Ridge Cir.
Union Grove, AL 35175
C: (256) 759-4281
Vickie.thrower@yahoo.com

Western Division Chairman

Maureen O'Brien-Sacco, Department of California
115 W. California Blvd. #248
Pasadena, CA 91105
(626) 340-8421
mighty-mo@usa.net

National Headquarters Program Coordinator

Kristin Hinshaw
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4556
khinshaw@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Juniors Activities Committee page
at www.ALAforVeterans.org.



What is this program, and why do we have it?

The Junior Activities program inspires active participation in members age 17 and under so that they will become engaging, productive members who will want to continue their American Legion Auxiliary membership into adulthood. Junior Activities and the 2014-2019 ALA Centennial Strategic Plan: Inspiring active participation by ALA members age 17 and under, the Junior Activities program builds a strong future for the ALA by engaging productive members to carry on its mission for life. (Goals 1 and 3)

Junior Activities Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Junior Activities committee contact information may be found on the Junior Activities committee page on the national website, www.ALAforVeterans.org.

- A. **Member Award:** Junior Member of the Year
 - Deadline June 1, 2019
 - Unit chairman must send to National Headquarters to the Junior Activities Program Coordinator/Committee Liaison via email
- B. **Unit Award:** Most Outstanding Unit Junior Activities Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- C. **Department Award:** Best Department Junior Activities Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- D. **National Award:** Best Media Coverage of Activity or Project
 - Deadline June 1, 2019
 - Send to national chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.



The National President's Award for Excellence (NPAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

Junior Activities Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Junior Activities chairman is required to submit a narrative report by **January 5, 2019** to the division Junior Activities chairman, plus copy the national Junior Activities chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Junior Activities chairman is required to submit a narrative report by **May 15, 2019** to the division Junior Activities chairman, plus copy the national Junior Activities chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Legislative

Committee Contact Information

legislative@ALAforVeterans.org



National Chairman

Lisa Chaplin, Department of Virginia
8612 Den Bark Dr., North Chesterfield, VA 23235
(804) 641-1400
lisachaplin@lexacom.net

National Vice Chairman

Cathi Goth, Department of Missouri
1800 Strawberry Ln., Clinton, MO 64735
(660) 351-1816
cgoth1@charter.net

Committee Member

Penny Maklary, Department of Arizona
1354 E 12th St., Douglas, AZ 85607
(520) 364-5038
ahhpenny@aol.com

Committee Member

Jane McKnight, Department of Kentucky
305 Goodhope Cemetery, Oak Grove, KY 42262
(270) 498-9692
undrtkr3@aol.com

Central Division Chairman

Joan Chwala, Department of Wisconsin
W13567 Country Rd. M, Gilman, WI 54433
(715) 668-5661
ctr68552@centurytel.net

Eastern Division Chairman

Doreen Gallagher, Department of New Jersey
26 Willow Dr. Apt. 7A, Ocean, NJ 07712
(732) 685-9541
doreengal@hotmail.com

Northwestern Division Chairman

Shirley Frederick, Department of Minnesota
3271 1st St NW, Hackensack, MN 56452
(218) 409-5556
shirley.a.frederick@gmail.com

Southern Division Chairman

Susan Campbell, Department of North Carolina
114 Bayview Dr., Edenton, NC 27932
(252) 340-1058
sweetsue1950@embarqmail.com

Western Division Chairman

Barbara Wadlow, Department of Idaho
843 Tanager Dr., Pocatello, ID 83201
(208) 237-1810
my_way@q.com

National Headquarters Program Coordinator

Carol Harlow
1608 K St NW, Washington DC 20006
(703) 582-8911
legislative@ALAforVeterans.org

**For the most up-to-date contact information,
please visit the Legislative Committee page at
www.ALAforVeterans.org.



What is this program, and why do we have it?

The Legislative Program provides information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of The American Legion. The Legislative Program and the 2014-2019 ALA Centennial Strategic Plan: While advocating for the legislative agenda of The American Legion, Auxiliary members raise awareness for our mission and increase brand loyalty (Goal 5).

Legislative Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Legislative committee contact information may be found on the Legislative committee page on the national website, www.ALAforVeterans.org.

- A. **Unit Award:** Most Outstanding Unit Legislative Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above
- B. **Department Award:** Best Department Legislative Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above

The National President's Award for Excellence (NPAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

(Legislative continued...)



Legislative Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Legislative chairman is required to submit a narrative report by **January 5, 2019** to the division Legislative chairman, plus copy the national Legislative chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Legislative chairman is required to submit a narrative report by **May 15, 2019** to the division Legislative chairman, plus copy the national Legislative chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Liaison to The American Legion Child Welfare Foundation

Committee Contact Information

children&youth@ALAforVeterans.org



National Chairman

Sharon Conatser, Past National President (2015-2016)
Department of Illinois
709 Richards Lane, Champaign, IL 61820
(217) 359-4211
sconatser44@live.com

National Vice Chairman

Kristine S. West, Past National President (2000-2001)
Department of New Hampshire
41 Woodgate Court, Manchester, NH 03103-3069
(603) 622-9221
kriswest2000@msn.com

Committee Member

Vickie Koutz, National Children & Youth Chairman
Department of Indiana
211 W. Sycamore Street, Boonville, IN 47601
(812) 305-5498
vkoutz@aol.com

National Headquarters Program Coordinator

Kristin Hinshaw
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4556
children&youth@ALAforVeterans.org

** For the most up-to-date contact information, please visit the
Children & Youth page at www.ALAforVeterans.org.



What is this program, and why do we have it?

The Liaison to The American Legion Child Welfare Foundation's goal is to educate members and the general public about the Child Welfare Foundation (CWF), its mission, and to provide financial assistance to The American Legion in their efforts to award grants to youth-serving nonprofit organizations. The Liaison to The American Legion Child Welfare Foundation and the 2014-2019 ALA Centennial Strategic Plan: Dedicated to the betterment of all children, Legion Family members who raise funds and award grants through the Child Welfare Foundation build brand loyalty (Goal 5).

American Legion Child Welfare Foundation Awards

- A. **Department Award: U.S. "Udie" Grant Legacy Award**
- Award: Plaque
 - Presented to: One department
 - Materials and guidelines:
 - Presented at ALA National Convention to the top department based on combined total contributions of The American Legion Family during the contribution year (June 1 through May 31).
- B. **Department Award: Garland M. Murphy Jr. Award**
- Award: Plaque
 - Presented to: One department from each organization of The American Legion Family
 - Materials and guidelines:
 - Presented to one department from each organization of the Legion Family with the greatest contributions to The American Legion Child Welfare Foundation during the contribution year (June 1 through May 31).
 - Presented by The American Legion.
- C. **Department Award: Excellence Award**
- Award: Plaque
 - Presented to: Ten departments from each organization of The American Legion Family
 - Materials and guidelines:
 - Presented to one of 10 departments from each organization of the Legion Family with the highest per capita contribution average to the American Legion Child Welfare Foundation during the contribution year (June 1 through May 31).
 - Citations will be mailed to runners-up.
- D. **Department Award: Meritorious Achievement Award**
- Award: Plaque
 - Presented to: One department from each organization of The American Legion Family



- Materials and guidelines:
 - Presented to the top department from each organization of the Legion Family with the highest increase in per capita giving to the American Legion Child Welfare Foundation during the contribution year (June 1 through May 31).
- E. Department Award: “Heritage Circle” Gift Club**
- Award: Plaque
 - Presented to: Departments of The American Legion Family
 - Materials and guidelines:
 - Presented for their cumulative donations to The American Legion Child Welfare Foundation during the contribution year (June 1 through May 31).
 - Plaques will be mailed September 1.
 - Benefactor Level - \$5,000
 - Patron Level - \$2,500
 - Sponsor Level - \$1,000
- F. Unit Award: “Children First” Gift Club**
- Award: Plaque
 - Presented to: Units
 - Materials and guidelines:
 - Presented for their cumulative donations to The American Legion Child Welfare Foundation during the contribution year (June 1 through May 31).
 - Guardian Level - \$1,000
 - Advocate Level - \$750
 - Caretaker Level - \$500
- G. Unit Award: 100% Per Capita Banner Program**
- Award: Banner
 - Presented to: Units
 - Materials and guidelines:
 - Presented to units donating at least one dollar for each member to The American Legion Child Welfare Foundation during the contribution year (June 1 through May 31).
 - Application form can be found at www.cwf-inc.org.
- H. Member Award: “Cornerstone” Gift Club**
- Award: Pin
 - Presented to: Members
 - Materials and guidelines:
 - Presented for their cumulative donations to The American Legion Child Welfare Foundation during the contribution year (June 1 through May 31).
 - Foundation Ambassadors - \$1,000
 - President’s Circle - \$500

Liaison to the Child Welfare Foundation 3



- Foundation Partners - \$250
- Century Club - \$100

Child Welfare Foundation Reporting for the American Legion Auxiliary

An annual report is not required; however, an annual summary and a mid-year progress report are suggested as tools to gauge the direction and effectiveness of department activities. Department Children & Youth and/or Child Welfare Foundation chairmen should forward these reports to the ALA National CWF Chairman by **January 5, 2019** for mid-year and **May 15, 2019** for annual.

Additional Resources You Can Use

1. The American Legion Child Welfare Foundation: www.cwf-inc.org
2. The Liaison to Child Welfare Foundation page at www.ALAforVeterans.org



2018 - 2019 Annual Supplement to the Programs Action Plan National Security

Committee Contact Information

nationalsecurity@ALAforVeterans.org



National Chairman

Pam Ray, Department of Illinois
6410 Wind Hill Drive, Springfield, IL 62711
(217) 741-6849
sparkle1979@hotmail.com

National Vice Chairman

Denise Delaney-Wrolen, Department of Indiana
PO Box 202, Hobart, IN 46342
(219) 771-6887
dad202@aol.com

Committee Member

Carol Campbell, Department of Virginia
7787 Roseberry Farm Dr. Manassas, VA 20111
(703) 389-4702
cacampbell309@gmail.com

Committee Member

Evelyn Espinola, Department of Colorado
12123 Johnson Rd, Lot 6, Alamosa, 81101
(719) 313-1466
whiterain1960@yahoo.com

Committee Member

Carol Westergren, Department of Arkansas
204 Pruitt St, Beebe, AR 72012
(501) 288-2446
cwestergren@earthlink.net

Central Division Chairman

Bev Copple, Department of Iowa
1400 280th St, Salix, IA 51052
(712) 420-0272
sloancafe@aol.com

Eastern Division Chairman

Sandy Seacat, Department of New York
10 Amador Pkwy, Rochester, NY 14623
(585) 622-0972
seacatala2@yahoo.com

Northwestern Division Chairman

Shelley Dragoo, Department of South Dakota
147 Grand Ave, Lead, SD 57754
(605) 920-2237
sdragoo@lawrence.sd.us

Southern Division Chairman

Donna Thurman, Department of Kentucky
86 Hollow Bridge Dr. Elizabethtown, KY 42701
(270) 268-3296
donnathurman113@yahoo.com

Western Division Chairman

Mary Lou Lopez, Department of New Mexico
10901 Hagen NE, Albuquerque, NM 87111
(505) 450-9908
india075@msn.com

National Headquarters Program Coordinator

Chrystal Daulton
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4500
cdaulton@ALAforVeterans.org

**For the most up-to-date contact information,
please visit the National Security Committee page
at www.ALAforVeterans.org.



What is this program, and why do we have it?

The National Security program maintains and promotes a strong national defense by strengthening and supporting military servicemembers and their families. The National Security program and the 2014-2019 ALA Centennial Strategic Plan: Maintaining and promoting a strong national defense by supporting servicemembers and their families helps us build brand loyalty (Goal 5) among a target membership population (Goal 1) while keeping us focused on our mission.

National Security Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and National Security committee contact information may be found on the National Security committee page on the national website, www.ALAforVeterans.org.

- A. **Unit Award:** Most Outstanding Unit National Security Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- B. **Department Award:** Dorothy Pearl Best Department National Security Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- C. **Department Award:** Military Spouse Mentor
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

The National President's Award for Excellence (NPAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.



National Security Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department National Security chairman is required to submit a narrative report by **January 5, 2019** to the division National Security chairman, plus copy the national National Security chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department National Security chairman is required to submit a narrative report by **May 15, 2019** to the division National Security chairman, plus copy the national National Security chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Poppy

Committee Contact Information

poppy@ALAforVeterans.org



National Chairman

Virginia Nelsen, Department of Nebraska
427 N. Main Street, Valentine, NE 69201
(402) 376-2443
dvnelsen@hotmail.com

National Vice Chairman

Sue Verville, Department of Michigan
112 Playground Road
Iron River, MI 49935
(906) 265-9848
sverville11@hotmail.com

Committee Member

Anne Parker, Department of South Carolina
8470A SW 92nd Lane
Ocala, FL 34481
(352) 300-3280
annewparker@yahoo.com

Central Division Chairman

Diana Sirovina, Department of Wisconsin
9428 W. Eden Pl.
Milwaukee, WI 53228
(414) 321-1479
sirovina@att.net

Eastern Division Chairman

Rebecca Dunn, Department of Maryland
P.O. Box 433
Ridgely, MD 21660
(443) 786-4130
bdunn13@verizon.net

Northwestern Division Chairman

Jane Benzal, Department of South Dakota
27949 Horse Camp Road
Hot Springs, SD 57747
(605) 745-6375
jane.sdala@gmail.com

Southern Division Chairman

Sue Gooch, Department of North Carolina
6102 Old Roxboro Road, Oxford, NC 27565
(919) 690-8096
shgoochnc2@aol.com

Western Division Chairman

Margaret Blankenship, Department of Alaska
334 N. Hoyt St. APT 2
Anchorage, AK 99508
(907) 258-3259
carmar4243@gmail.com

National Headquarters Program Coordinator

Chrystal Daulton
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4500
cdaulton@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Poppy Committee page at
www.ALAforVeterans.org.



What is this program, and why do we have it?

Using the image and story of the Flanders Field poppy to educate people about the sacrifices of our military service members helps us raise awareness of The Legion Family and link us to our mission in the eyes of the public, which relates to Goal 5 of the 2014-2019 ALA Centennial Strategic Plan.

Poppy Contest and Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Poppy committee contact information may be found on the Poppy committee page on the national website, www.ALAforVeterans.org.

A. **Poppy Poster Contest**

- Deadline: June 1, 2019
- All department adjudicated entries must be sent by the department chairman to her national division chairman postmarked by 5 p.m. EST on the deadline listed above.

B. **Little Miss Poppy**

- Deadline: June 1, 2019
- Department Poppy chairman submits the name, address, unit, and department of the contestant to her national Poppy chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

C. **Unit Award: Most Outstanding Unit Poppy Program**

- Deadline: June 1, 2019
- Department chairman sends one entry to her respective division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

D. **Department Award: Best Department Poppy Program**

- Deadline: June 1, 2019
- Department chairman sends one entry to her respective division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.



The National President's Award for Excellence (NPAAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

Poppy Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Poppy chairman is required to submit a narrative report by **January 5, 2019** to the division Poppy chairman, plus copy the national Poppy chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Poppy chairman is required to submit a narrative report by **May 15, 2019** to the division Poppy chairman, plus copy the national Poppy chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Veterans Affairs & Rehabilitation (VA&R)

Committee Contact Information

va&r@ALAforVeterans.org



National Chairman

Kathy Daudistel, Department of Kentucky
113 Washington Avenue, Bellevue, KY 41073
(859) 802-6757
kathyd@twc.com

National Vice Chairman (2nd of 3)

Pat Kranzow, VAVS Representative
Department of Illinois
10830 Crestview Rd, Countryside, IL 60525
(708) 246-4372
pkranzow@att.net

Committee Member (3rd of 3)

Sharon Neville, VAVS Deputy Representative
Department of North Carolina
107 Bradford Circle, Clayton, NC 27527
(919) 818-6626
snevillebelieve@gmail.com

Committee Member (1st of 3)

Donna Ray, Department of Ohio
5724 Willnean Dr., Milford, OH 45150
(513) 831-7125
rrayent@aol.com

Central Division Chairman

Bonnie Jakubczyk, Department of Wisconsin
7441 S. Logan Ave Oak Creek, WI 53154
(414) 764-6752
bon6862@yahoo.com

Eastern Division Chairman

Karyl Horn, Department of New Hampshire
20 Bunker Lane Madbury, NH 03823
(603) 343-4369
karylh@comcast.net

Northwestern Division Chairman

Peggy Tesdahl, Department of Minnesota
16892 Yale St. NW Elk River, MN 55313
(612) 715-4489
ranpegt0814@hotmail.com

Southern Division Chairman

Patricia Martinez, Department of Kentucky
1062 Dana Drive Lawrenceburg, KY 40342
(502) 839-7048
ttbuddy@aol.com

Western Division Chairman

Linda Fercho, Department of California
9 Christina Ave Camerillo, CA 93102
(805) 890-4602
dlfercho93011@yahoo.com

National Headquarters Program Coordinator

Chrystal Daulton
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4500
cdaulton@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Veterans Affairs & Rehabilitation
Committee page at www.ALAforVeterans.org.



What is this program, and why do we have it?

The Veterans Affairs & Rehabilitation program promotes our mission to enhance the lives of veterans, military and their families. The Veterans Affairs & Rehabilitation Program and the 2014-2019 ALA Centennial Strategic Plan: Our work to enhance the lives of veterans, military and their families provides our members opportunities to serve in volunteer leadership roles within their local Veterans Affairs hospital (Goal 3), which broadens our membership pool (Goal 1) among a target population and builds brand loyalty (Goal 5) with the veterans themselves.

VA&R Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and VA&R committee contact information may be found on the VA&R committee page on the national website, www.ALAforVeterans.org.

Service to Veterans

- B. **Unit Award:** Most Outstanding Unit VA&R Program
 - Deadline: June 1, 2019
 - Send to national VA&R chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- C. **Department Award:** Best Department VA&R Program
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

National Veterans Creative Arts Festival (NVCAF) support recognition

- A. **NVCAF Award:** NVCAF Support Recognition
 - Deadline: July 31, 2019
 - Send donations to the ALA Foundation to National Headquarters



Veteran Affairs Voluntary Service (VAVS)

- A. **National Award: VAVS Volunteer of the Year /ALA NAC Nominee**
 - Deadline: November 1, 2018
 - Submitted by the chiefs of voluntary service and department chairman to the national VAVS deputy
- B. **Member Award: 10,000 Hour Volunteer Service**
 - Deadline: March 31, 2019
 - Verification of hours must be mailed or emailed to National Headquarters by the first Friday in June
- C. **Member Award: 20,000 Hour Volunteer Service**
 - Deadline: March 31, 2019
 - Verification of hours must be mailed or emailed to National Headquarters by the first Friday in June
- D. **Individual Recognition Award: Volunteer Recruitment & Service Department**
 - Deadline: March 31, 2019
- E. **Individual Recognition Award: 100 Percent VAVS Meeting Attendance**
 - Awarded to each representative and deputy who has 100 percent attendance to VAVS committee meetings at her assigned facility.
- F. **Department Recognition from The American Legion Award: Michael Guty Homeless Veterans Outreach**
 - Deadline: January 15, 2019
 - Entries must be approved by the department adjutant or department employment chairman and sent to The American Legion National Headquarters
- G. **James H. Parke Scholarship**
 - Deadline: November 1, 2018
 - See www.va.gov for information on VAVS, James H. Parke Scholarship

The National President's Award for Excellence (NPAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

Veterans Affairs & Rehabilitation Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department VA&R chairman is required to submit a narrative report by **January 5, 2019** to the division VA&R chairman, plus copy the national VA&R chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department VA&R chairman is required to submit a narrative report by **May 15, 2019** to the division VA&R chairman, plus copy the national VA&R chairman. Members and units should follow their department's protocol and deadlines.



Member Support Committees

- Auxiliary Emergency Fund (AEF)
- History & 100th anniversary
- Constitution & Bylaws
- Leadership
- Membership
- Past Presidents Parley
- Public Relations

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2018 - 2019 Annual Supplement to the Programs Action Plan Auxiliary Emergency Fund (AEF)

Committee Contact Information

aef@ALAforVeterans.org



National Chairman

Suzanne Knapp, Department of Michigan
22625 Arcadia, St. Clair Shores, MI 48082
(586) 596-5494
suzanne.knapp26@gmail.com

National Vice Chairman

Brenda Collins, Department of South Carolina
5 Clingstone Dr., Taylors, SC 29687
(864) 630-9744
brendawcollins@charter.net

Committee Member

Claudia Goodin, Department of Missouri
2411 Yorktown Dr., Jefferson City, MO 65109
(573) 636-4013
ldy4th@embarqmail.com

Central Division Chairman

Denise Conrad, Department of Ohio
1108 Erie Ct., Woodville, OH 43469
(419) 849-2624
dconrad0609@gmail.com

Eastern Division Chairman

Lisa LaCoursiere, Department of Connecticut
28 Laurel Point, Oakdale, CT 06370
(860) 303-7017
lisa.lacoursiere@yahoo.com

Northwestern Division Chairman

Kathleen Mazur, Department of Nebraska
13932 Meadow Ridge Rd., Omaha, NE 68138
(402) 659-6689
mazur_kathy@yahoo.com

Southern Division Chairman

Cheryl Shine, Department of Virginia
2801 Stratton Major Rd., Shacklefords, VA 23156
(804) 785-2512
ishine4jc@yahoo.com

Western Division Chairman

Darlene Allen, Department of New Mexico
P.O. Box 21055, Albuquerque, NM 87154
(505) 321-1974
da_abq@yahoo.com

National Headquarters Committee Liaison

Marti Drake
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4500
mdrake@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Auxiliary Emergency Fund
Committee page at www.ALAforVeterans.org.



What is this program, and why do we have it?

The Auxiliary Emergency Fund provides temporary financial assistance to eligible members during times of financial crises or weather-related emergencies and natural disasters and promotes awareness and knowledge of the program.

Auxiliary Emergency Fund and the 2014-2019 ALA Centennial Strategic Plan: By providing temporary financial assistance to members in need, the AEF increases brand loyalty (Goal 5) and helps us retain members. (Goal 1)

Auxiliary Emergency Fund Awards Deadlines:

- A. **Department Award:** Largest Contribution
 - Deadline: June 1, 2019

- C. **Unit Award:** Unit Contributing the Largest Amount (per capita)
 - Deadline: June 1, 2019

- D. **Department Award:** Department Contributing the Largest Amount (per capita)
 - Deadline: June 1, 2019

Auxiliary Emergency Fund Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department AEF chairman is required to submit a narrative report by **January 5, 2019** to the division AEF chairman, plus copy the national AEF chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department AEF chairman is required to submit a narrative report by **May 15, 2019** to the division AEF chairman, plus copy the national AEF chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan History

Committee Contact Information

history@ALAforVeterans.org



National Chairman

Linda Newsome, Department of Maryland
1204 Marshall Lane, Waldorf, MD 20602
(301) 843-8479
lindanewsome1995@gmail.com

National Vice Chairman

Miriam Junge, Department of Ohio
2408 Ken James Court, Napoleon, OH 43545
(419) 592-8628
mdj27@embarqmail.com

Committee Member

Mary Hendrickson, Department of Minnesota
721 Hantz Road, Cloquet, MN 55720
(218) 348-9098
carmar21@msn.com

National Headquarters Committee Liaison/Committee Member

Cathi Taylor
3450 Founders Rd.
Indianapolis, IN 46268
(317) 569-4500
ctaylor@ALAforVeterans.org

What is this program, and why do we have it?

The heart of any organization's history is in its records – items that officers, members, directors, staff, and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of an organization. History and the 2014-2019 ALA Centennial Strategic Plan: Preservation of the ALA history helps us define our core values through time (Goal 2).

History Reporting:

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department History chairman is required to submit a narrative report by **May 15, 2019** to the national History chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan 100th Anniversary

**National Chairman**

Linda Newsome, Department of Maryland
1204 Marshall Lane, Waldorf, MD 20602
(301) 843-8479
lindanewsome1995@gmail.com

PR Subcommittee Chairman

Lisa Williamson, Department of Alaska
2616 Pacific Pl., Fairbanks, AK 99709
(907) 388-3264
williamsonlisad@gmail.com

Programming Subcommittee Chairman

Betsey Lee Hodges, Department of North Carolina
102 Dogwood Dr., Washington, NC 27889
(252) 975-4790
Blh1480@hotmail.com

History Subcommittee Chairman

Carlene Ashworth, Department of Texas
Past National President (2010-2011)
2619 Norman St., Pasadena, TX 77506
(713) 419-9518
carlene@flash.net

National Headquarters Committee Liaison

Stephanie Holloway
3450 Founders Rd.
Indianapolis, IN 46268
(317) 569-4500
sholloway@ALAforVeterans.org

What is this program, and why do we have it?

The ALA national 100th Anniversary Committee was formed to inform our members and communities of who we are, what we do, and why we matter. As we near the 100th anniversary of our organization, we want every member, every department, and every community to let our story of *Service Not Self* ring out. To that end, the ALA national 100th Anniversary Committee has set up three subcommittees covering history, public relations, and programming. Each department may set up its own committee according to what works best in its own department. Each department is urged to contact its districts and units to encourage them to participate in this exciting anniversary. Encourage your units to dig through its records, find their original officers, and the date the unit was chartered and then share its findings and activities with the community.

In addition to the three major areas noted above, members of this committee have been tasked with contacting each department and offer help, share ideas, and act as a conduit between each department and the National organization.

Communication is a key element to the success of our 100th anniversary celebration. To that end, a Facebook group has been created and all Legion Family members are encouraged to join the group by searching "ALA Centennial" on Facebook. There you can share ideas with members throughout the country. Another resource is *ALA eNews* and *In The Know*



eBulletin. Check these monthly online publications to find articles on the 100th Anniversary. If for some reason you aren't receiving these emails, check your junk/spam mailboxes.

Remember: The American Legion is celebrating its 100th anniversary beginning at the Legion's National Convention in 2018 while the Auxiliary will celebrate our centennial in 2019. Work with your local post on its celebration and use the best ideas for your unit. Let's have 2020 vision for our 2019-2020 celebration!

100th Anniversary Reporting:

While no formal reports are required, each department is encouraged to write up a short narrative and send it to the national 100th Anniversary chairman by **May 15, 2019**.



2018 - 2019 Annual Supplement to the Programs Action Plan Constitution & Bylaws

Committee Contact Information

constitutionbylaws@ALAforVeterans.org



National Chairman

Melanie Taylor, Department of California
457 Muscat Dr., Cloverdale, CA 95425
H: (707) 894-0857 C: (707) 953-7240
mtaylor95425@gmail.com

National Vice Chairman

Debra Noble, Department of New Jersey
600 Avenue E, Bayonne, NJ 07002
(201) 339-8223
newjerseyala1@optimum.net

Committee Member

Ann Flanagan, Department of Illinois
409 E. Oak St., New Baden, IL 62265
H: (618) 588-4522 C: (618) 304-4151
aflanaganaux@gmail.com

Committee Member

Marsha Bible, Department of Minnesota
5602 W. Oakes Dr., Saint Cloud, MN 56303
H: (320) 252-3864 C: (320) 492-8977
marsha.bible@gmail.com

Committee Member

Yvonne Brunner, Department of New York
422 Baldwin Ave., North Baldwin, NY 11510
H: (516) 546-3233 C: (516) 351-0006
ala.yvonnebrunner@gmail.com

National Headquarters Committee Liaison

Cathi Taylor
3450 Founders Rd.
Indianapolis, IN 46268
(317) 569-4500
ctaylor@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Constitution & Bylaws Committee
page at www.ALAforVeterans.org.



What is this program, and why do we have it?

The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of properly written, reviewed and updated documents, policies, and procedures at all levels. Constitution & Bylaws are the basis for governance of your department, district, county, and unit. Preparing and adhering to updated Constitution, Bylaws and Standing Rules will ensure a more successful organizational process and provide the structures to follow at all levels of our organization.

Constitution & Bylaws and the 2014-2019 ALA Centennial Strategic Plan: Properly written, reviewed and updated documents, policies and procedures strengthen our organization at all levels through clarification of roles and responsibilities (Goal 4). This creates an environment that allows goodwill to develop and grow (Goal 2).

Constitution & Bylaws Reporting:

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Constitution & Bylaws chairman is required to submit a narrative report by **May 15, 2019** to the national Constitution & Bylaws chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Leadership

Committee Contact Information

leadership@ALAforVeterans.org



National Chairman

Trish Ward, Department of Kansas
2633 Shasten St., Grove, OK 74344
(918) 786-9156
tbw_ksaux@yahoo.com

National Vice Chairman

Edwina Koman, Department of Pennsylvania
217 Coretz Dr., Washington, PA 15301
(724) 222-1874
dakelk@verizon.net

Committee Member

Mary Casadei, Department of New York
604 Kent Street, Rome, NY 13440
(315) 339-1953
maryanne1247@gmail.com

Committee Member

Karen Boehler, Department of Colorado
1917 Seminole Dr., Fort Collins, CO 80525
(970) 215-6497
karenboehler@msn.com

Central Division Chairman

Pamela Bates, Department of Ohio
2122 Willow Run Circle, Enon, OH 45323
(937) 974-2316
pamelabates9@gmail.com

Eastern Division Chairman

Carole Baldwin, Department of Delaware
269 Del Sol Avenue, Davenport, FL 33837
(863) 353-8791
harryb216@yahoo.com

Northwestern Division Chairman

Melanie Martens, Department of South Dakota
16761 Elk Horn Rd., Piedmont, SD 57769
(605) 484-6728
mmartens@midco.net

Southern Division Chairman

Mary Ann Paul, Department of Texas
401 Palomino Lane, Celina, TX 75009
(214) 629-8529
mapminmol@gmail.com

Western Division Chairman

Cary Fisher, Department of Utah
590 W. 200 S., Clearfield, UT 84015
(801) 773-9312
fisherc98@yahoo.com

National Headquarters Committee Liaison

Marti Drake
3450 Founders Rd.
Indianapolis, IN 46268
(317) 569-4500
mdrake@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Leadership Committee page at
www.ALAforVeterans.org.



What is this program, and why do we have it?

The Leadership program raises awareness of ALA leadership development opportunities. The Leadership program and the 2014-2019 ALA Centennial Strategic Plan: In support of Goal 3 (Develop Leadership at All Levels), the Leadership committee raises awareness of leadership development opportunities through how to sheets and online resources.

Leadership Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Leadership committee contact information may be found on the Leadership committee page on the national website, www.ALAforVeterans.org.

- A. **Unit Award: Most Outstanding Unit Leadership Program**
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

- B. **Department Award: Best Department Leadership Program**
 - Deadline: June 1, 2019
 - Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

The National President's Award for Excellence (NP AE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NP AE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.



Leadership Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Leadership chairman is required to submit a narrative report by **January 5, 2019** to the division Leadership chairman, plus copy the national Leadership chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Leadership chairman is required to submit a narrative report by **May 15, 2019** to the division Leadership chairman, plus copy the national Leadership chairman. Members and units should follow their department's protocol and deadlines.



2018 - 2019 Annual Supplement to the Programs Action Plan Membership

Committee Contact Information

membership@ALAforVeterans.org



National Chairman

Ann King-Smith, Department of Florida
PO Box 101236, Palm Bay, FL 32910
(321) 312-5788
mbrchairann@gmail.com

National Vice Chairman

Barbara Wong, Department of New York
24 Sherry Rd., East Brunswick, NJ 08816
(732) 801-7632
confucius13ala@gmail.com

Committee Member

Debra Tiernan, Department of Vermont
198 The Hill, Proctorsville, VT 05153
(401) 846-6454
dtiernanunit36@gmail.com

Committee Member

Betsey Lee Hodges, Department of North Carolina
102 Dogwood Dr., Washington, NC 27889
(252) 975-4790
hodges1480@gmail.com

Central Division Chairman

Michelle Woodburn, Department of Illinois
201 S. Maple St, El Paso, IL 61738
(812) 305-2164
michellewoodburn@gmail.com

Eastern Division Chairman

Alishia Marasco, Department of Rhode Island
29 King St., North Providence, RI 02911
(401) 365-0668
alishia2377@yahoo.com

Northwestern Division Chairman

Tamara Opland, Department of Minnesota
4111 Meadow Pkwy, Apt D.
Hermantown, MN 55811
(218) 390-7134
tamaraopland@gmail.com

Southern Division Chairman

Valerie Brown-Debro, Department of Georgia
2760 Weatherstone Cir SE, Conyers, GA 30094
(404) 201-5138
valerie.debro@yahoo.com

Western Division Chairman

Liz Foster, Department of New Mexico
P.O. Box 1469, Elephant Butte, NM 87935
(575) 740-4936
westdivmembership@gmail.com

National Headquarters Committee Liaison

Karin Romani
3450 Founders Rd.
Indianapolis, IN 46268
(317) 569-4500
kromani@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Membership Committee page at
www.ALAforVeterans.org.



What is this program and why do we have it?

The role of the national Membership Committee is to encourage and support the nationwide effort to attract and retain a diverse, active membership and to establish new units to ensure the future of the American Legion Auxiliary. Members enable us to carry out our mission to assist veterans, military, and their families.

Membership and the 2014-2019 ALA Centennial Strategic Plan: By living our values, the members of the national Membership Committee encourage and support the nationwide effort to attract, engage and retain a diverse, active membership – person by person – to ensure the future of the American Legion Auxiliary. (Goals 1 – 5)

By honoring our veterans and military through meaningful service, the American Legion Auxiliary will grow membership by our centennial anniversary. In order to grow the organization, we must let members know that they are the Auxiliary's most valuable asset. *Note: Our centennial anniversary will be celebrated during the 2019-2020 administrative year.*

Membership Awards Deadlines and Submission Requirements:

- A. **Member Award: R5 – Recruit/Rejoin**
- Award: Special gift from the national Membership chairman
 - Presented to: Members
 - Deadline: May 1, 2019
 - Materials and guidelines:
 - Award will be presented to members who recruit or rejoin five or more Auxiliary Junior or senior members. Rejoins must not have paid dues after 2016.
 - Send to National Headquarters, Attn: Membership Division.
 - One entry per recruiter.
 - All verified entries will be eligible for \$250 cash drawing.
- B. **Member Award: Silver Brigade**
- Award: Special gift from the national president
 - Presented to: Members
 - Deadline: May 1, 2019
 - Materials and guidelines:
 - Award will be presented to members who recruit 25 or more new senior Auxiliary members.
 - Send to National Headquarters, Attn: Membership Division.
 - All verified entries will be eligible for a \$500 cash drawing.
 - One gift per recruiter
 - *NOTE: Recruiter can earn both the R5 & Silver Brigade Award, and senior members recruited for the R5 can be used towards the Silver Brigade Award.*



- C. **Unit Award: Newly Chartered Units Award**
- Award: \$25 gift card to Emblem Sales
 - Presented to: Each new unit that is chartered between September 1, 2018 and July 1, 2019.
 - Deadline: Unit charter applications must be received at National HQ by July 1, 2019.
 - Materials and guidelines:
 - The department secretary will submit the names of the person(s) most influential in chartering the new unit and she/they will receive a certificate of appreciation from the national president and national membership chairman.
 - All units chartered within the specified dates will be eligible for a \$500 cash drawing.
 - No form is required to apply for this award; entry is automatic with the submission of a charter application (whether it is a brand-new charter or re-charter). Department secretaries will receive instructions on how to submit the additional information regarding the people most influential in organizing the new unit.
- D. **Department Award: Veterans Day Award**
- Award: \$250
 - Presented to: Departments
 - Deadline: November 11, 2018
 - Materials and guidelines:
 - Award will be presented to departments that achieve 2 percent over their previous year's membership total as of Veterans Day (November 11, 2018) compared to their total on the same day last year.
 - To qualify, National Headquarters must receive membership by November 11, 2018. (*Report will be pulled and distributed on Tuesday, November 13, 2018.*)
- E. **Department Award: National Poppy Day® Award**
- Award: \$250
 - Presented to: Departments
 - Deadline: May 24, 2019
 - Materials and guidelines:
 - Award will be presented to departments that achieve 2 percent over their previous year's membership total as of National Poppy Day (May 24, 2019) compared to their total on the same day last year.
 - To qualify, National Headquarters must receive membership by May 24, 2019. (*Report will be pulled and distributed on Sunday, May 25, 2019.*)
 - *NOTE: Departments that received the Veterans Day Award are also eligible for the National Poppy Day Award.*



The National President's Award for Excellence (NPAAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

Membership Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Membership chairman is required to submit a narrative report by **January 5, 2019** to the division Membership chairman, plus copy the national Membership chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Membership chairman is required to submit a narrative report by **May 15, 2019** to the division Membership chairman, plus copy the national Membership chairman. Members and units should follow their department's protocol and deadlines.

Seating at National Convention:

Seating at National Convention will be based on best overall membership performance as of 30 days prior to the 2019 National Convention. I.E.: Departments that gained the most or slid the least compared to the same time the previous year.

Using the updated 2019 membership category groupings*: Departments will be sorted by best overall membership performance within those categories. The top department from each of the six category groups will sit towards the front at National Convention. All other departments will be seated based on overall membership performance (not by category groups).

**The 2019 Membership Category group listing can be found in the Members Only section of the National website by visiting the Membership Committee page.*

Renewal Notice Schedule:

The first renewal notice will be mailed/mailed by September 15, 2018 for the upcoming membership year. A second notice is mailed (no emails for the second/final one) by January 15, 2019 for the current membership year to members who have not paid dues by the beginning of December 2018. Units are encouraged to supplement the national renewal notices with unit generated renewal notices and personal phone calls. The ALA membership year is from January 1 to December 31.



2019

R5 - Recruit & Rejoin

For members who recruit or rejoin five (5) or more Junior or Senior Auxiliary members.
Rejoined members must not have paid dues since 2016. **One entry per recruiter.**

Certification forms must be received in National Headquarters **no later than May 1, 2019.**

CERTIFICATION FORM

Please type or print legibly

Recruiter's Name: _____ Recruiter's Member ID#: _____
Recruiter's Dept: _____ Unit #: _____
Recruiter's Address: _____

Name of New and/or Rejoined members

Member ID (if known)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Certified by:

Dept. Secretary
printed name: _____ Dept: _____

Dept Secretary
Signature (required): _____

Departments – please send certified forms to:

American Legion Auxiliary
National Headquarters
Attn: Membership
3450 Founders Road
Indianapolis, IN 46268-1334

Form must be received in National Headquarters by May 1, 2019 to be eligible
Each recruiter will receive a special gift selected by the 2019 National Membership Chairman
and will be entered in a \$250 cash drawing.

One award per recruiter.
This form may be duplicated.



SILVER BRIGADE

An Auxiliary member who recruits 25 or more new **2019 Senior Auxiliary Members** will qualify for enrollment in the **Silver Brigade** of the American Legion Auxiliary. TAL and SAL members are also eligible to receive this award. Certification forms must be received by National Headquarters no later than **May 1, 2019**.

CERTIFICATION FORM

Please type or print legibly

Recruiter's Name: _____ Recruiter's Member ID#: _____

Recruiter's Dept: _____ Unit #: _____

Recruiter's Address: _____

Names of TWENTY-FIVE New Senior Members recruited:

NOTE: Forms submitted with less than 25 certified names will be disqualified.

- | | |
|-----------|-----------|
| 1. _____ | 14. _____ |
| 2. _____ | 15. _____ |
| 3. _____ | 16. _____ |
| 4. _____ | 17. _____ |
| 5. _____ | 18. _____ |
| 6. _____ | 19. _____ |
| 7. _____ | 20. _____ |
| 8. _____ | 21. _____ |
| 9. _____ | 22. _____ |
| 10. _____ | 23. _____ |
| 11. _____ | 24. _____ |
| 12. _____ | 25. _____ |
| 13. _____ | |

Certified by:

Unit Secretary printed name: _____ Unit # _____

Unit Secretary Signature (*required*): _____

Unit President printed name: _____

Unit President Signature (*required*): _____

Dept. Secretary printed name: _____ Dept: _____

Dept Secretary Signature (*required*): _____

Departments – please send certified forms to:

SILVER BRIGADE AWARD
American Legion Auxiliary
National Headquarters
Attn: Membership
3450 Founders Road
Indianapolis, IN 46268-1334

Forms must be received in National Headquarters by May 1, 2019.

Note: Silver Brigade winners will receive a special gift from the National President. Only one gift per Silver Brigade winner.

This form may be duplicated.



2018 - 2019 Annual Supplement to the Programs Action Plan Past Presidents Parley

Committee Contact Information

pastpresidentsparley@ALAforVeterans.org



National Chairman

Jan Pulvermacher-Ryan, Past National President (2007-2008)

Department of Wisconsin

5400 Blue Bill Park Drive, Madison, WI 53704

(608) 246-9707

jlp004@charter.net

National Vice Chairman

Carlene Ashworth, Past National President (2010-2011)

Department of Texas

2619 Norman Street, Pasadena, TX 77506

(713) 419-9518

carlene@flash.net

Committee Member

Nancy Brown-Park, Past National President (2013-2014)

Department of California

73316 Cabazon Peak Drive, Palm Desert, CA 92260

415-827-5316

brownpark1@me.com

National Headquarters Committee Liaison

Tamara Shumate

3450 Founders Rd., Indianapolis, IN 46268-1334

(317) 569-4500

tshumate@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Past President Parley page at
www.ALAforVeterans.org.



What is this program, and why do we have it?

The purpose of the Past Presidents Parley (PPP) committee is to utilize the experience and knowledge of past Auxiliary leaders for training and encouragement of future Auxiliary leaders. Through the Past Presidents Parley committee, women who have served as unit, department, and national presidents have an opportunity to continue in active service to the Auxiliary, helping ensure strong future leadership for the organization. The Past Presidents Parley also recognizes and honors outstanding unit members through Unit Member of the Year, and female veterans through the Salute to Servicewomen awards. Past Presidents Parley and the 2014-2019 ALA Centennial Strategic Plan: Designed to help Auxiliary women who have served as unit, department, or national presidents, members of this committee model civility, loyalty, and service before self as they actively work to build a strong future for the organization. (Goal 2, Goal 3, Goal 4).

Past Presidents Parley Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and PPP committee contact information may be found on the PPP committee page on the national website, www.ALAforVeterans.org.

- A. **Member Award:** Unit Member of the Year
 - Deadline: June 1, 2019
 - Must submit Unit Member of the Year Award Form available for download on the PPP page on the national website
 - Sent to PPP Committee Member Carlene Ashworth postmarked or emailed by 5 p.m. EST on the deadline listed above.
- B. **National Award:** Salute to Servicewomen
 - Deadline: June 1, 2019
 - Must submit Salute to Servicewomen Award Nomination Form available for download on the PPP page on the national website
 - Send to National Past Presidents Parley Chairman Jan Pulvermacher-Ryan postmarked or emailed by 5 p.m. EST on the deadline listed above.

Past Presidents Parley Reporting:

An annual report is not required; however, an annual summary and a mid-year progress report are suggested as tools to gauge the direction and effectiveness of department activities. Both narratives should be forwarded to National Past Presidents Parley Chairman Jan Pulvermacher-Ryan.



2018 - 2019 Annual Supplement to the Programs Action Plan Public Relations

Committee Contact Information

publicrelations@ALAforVeterans.org



National Chairman

Martha Corriher, Department of North Carolina
950 Daugherty Rd., China Grove, NC 28023
H: (704) 857-8825 C: (704) 798-3625
ncusa1993@hotmail.com

National Vice Chairman

Marty Peters, Department of Texas
1005 N. Main St., Cleburne, TX 76033
(817) 475-2885
marty54@sbcglobal.net

Committee Member

Linda Smiley, Department of South Carolina
1825 Bolin Rd., North Augusta, SC 29841
H: (803) 279-5074 C: (706) 831-9624
lindansmiley@comcast.net

Committee Member

Joyce Brown, Department of Maryland
607 Pennsylvania Ave Apt. 104
Baltimore, MD 21201
(443) 590-7114
jaye0713@gmail.com

Central Division Chairman

Vicky Buck, Department of Ohio
5558 Orville Ave, Columbus, OH 43228
(614) 596-8540
lt248@aol.com

Eastern Division Chairman

Carrie Davenport, Department of New York
340 Franklin Ave., Dunkirk, NY 14048
(716) 640-8695
nyaladavenport@gmail.com

Northwestern Division Chairman

Jennifer Havlick, Department of Minnesota
2367 Hwy 3, Two Harbors, MN 55616
H: (218) 834-4975 C: (218) 206-5796
jennifer.havlick@outlook.com

Southern Division Chairman

Nancy Moses, Department of Kentucky
2188 Treetop Ln., Hebron, KY 41048
H: (859) 817-9237 C: (859) 630-7941
brotherton42us@yahoo.com

Western Division Chairman

Marge Christianson, Department of Arizona
9611 W. Bonita Ct., Sun City, AZ 85373
(763) 234-9852
ALAAunit62az@gmail.com

National Headquarters Committee Liaison

Kristen Geczy
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4566
kgeczy@ALAforVeterans.org

** For the most up-to-date contact information,
please visit the Public Relations Committee page at
www.ALAforVeterans.org.



What is this program, and why do we have it?

Public Relations promotes who we are, what we do, and why we matter. Public Relations and the 2014-2019 ALA Centennial Strategic Plan: promoting who we are strengthens our brand (Goal 5) and makes us appealing to potential members who will recognize our common goal of helping veterans, servicemembers, and their families (Goal 1).

Public Relations Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Public Relations committee contact information may be found on the Public Relations committee page on the national website, www.ALAforVeterans.org.

- A. **Member Award:** ALA Brand Ambassador
 - Deadline: June 1, 2019
 - Sent to National PR National Vice Chairman Marty Peters postmarked or emailed by 5 p.m. EST on the deadline listed above.
- B. **Unit Award:** New Website or Social Media Account Launch
 - Deadline: June 1, 2019
 - Send to National PR Committee Member Linda Smiley postmarked or emailed by 5 p.m. EST on the deadline listed above.
- C. **Unit Award:** Most Outstanding Unit Public Relations Program
 - Deadline June 1, 2019
 - Send to your national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- D. **Department Award:** Best Department Public Relations Program
 - Deadline June 1, 2019
 - Send to your national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.



The National President's Award for Excellence (NPAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

Public Relations Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Public Relations chairman is required to submit a narrative report by **January 5, 2019** to the division Public Relations chairman, plus copy the national Public Relations chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Public Relations chairman is required to submit a narrative report by **May 15, 2019** to the division Public Relations chairman, plus copy the national Public Relations chairman. Members and units should follow their department's protocol and deadlines.

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Administrative Committees

- Audit
- National Finance

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2018 - 2019 Annual Supplement to the Programs Action Plan Audit

The American Legion Auxiliary's national Audit committee meets the governance expectations of the multifaceted IRS Form 990 for nonprofits. The Audit committee serves in a risk management role for the National organization. The committee's foremost responsibility is to ensure that the American Legion Auxiliary, as a corporate entity, has appropriate governance policies and internal and financial reporting controls in place that mitigate the organization's exposure to financial reporting risks and other corporate-level risks.

In keeping with the vision, expectations, and requirements of the IRS Form 990, the Audit committee operates at arm's length from the ALA and reviews, evaluates, and monitors the organization's policies, standards, compliance, and potential for risk. Audit Committee members have a strong background and experience in financial reporting and auditing, risk management, corporate governance or management, and have no conflicts of interest. Audit committee members must be unbiased and do not currently serve in ALA national leadership positions within the organization or serve on other ALA national committees with the exception of the liaisons from the national Finance committee and the ALA Foundation.

Audit and the 2014-2019 ALA Centennial Strategic Plan: The national Audit committee encourages and supports efforts by departments and units to mitigate risks, establish internal controls, ensure fiscal integrity, and comply with Internal Revenue Service regulations in support of Goal 4.

Committee Contact Information

ALAHQ@ALAforVeterans.org



National Chairman (3-year term ending 2021)

Jeri Brooks Greenwell, Department of Maine
P.O. Box 4, Bethel, ME 04217
(207) 890-3542
jbg@megalink.net

Committee Member (3-year term ending 2019)

Paula Means, Department of Indiana
501 Wellington Rd
Indianapolis, IN 46260
(317) 875-1492
ppsindys@aol.com

ALA Foundation Designated Liaison

Marybeth Revoir
8937 S 83rd Court
Hickory Hills, IL 60457-1417
(708) 598-2904
mbrevoir@comcast.net

Committee Member (3-year term ending 2020)

Patty Waltz, Department of Indiana
4108 S 800 E
Edinburgh, IN 46124
(317) 502-7824
waltzpatty@gmail.com

ALA National Finance Committee Designated Liaison

Helen Riedlinger
9485 Astoria Lane
Summerset, SD 57718
(605) 787-5449
driedlinger@rap.midco.net



2018 - 2019 Annual Supplement to the Programs Action Plan Finance

The National Finance Committee is charged with oversight of the general financial policy of the organization, subject to ratification of the National Executive Committee; and, preparation of the annual budget and supervision of the expenditures under the budget. National Finance and the 2014-2019 ALA Centennial Strategic Plan: With the oversight of the general financial policy of the national organization, members of the Finance Committee make Goal 1 possible and strengthen departments and units (Goal 4) through sharing of best practices.

Committee Contact Information

Finance@ALAforVeterans.org



National Chairman (1st term – 5-year term ending 2020)

Peggy Thomas, Department of Virginia
Past National President (2012-2013)
3751 Cliffwood Road, North Chesterfield, VA 23234
(804) 275-6942

National Vice Chairman

(2nd term – term ending 2023)
Virginia Hobbs, Department of Kentucky
Past National President (1998-1999)
297 Terrace Drive, Radcliff, KY 40160
(270) 300-6060
virginiahobbs@yahoo.com

Committee Member

(1st term – 5-year term ending 2019)
Helen Riedlinger, Department of South Dakota
9485 Astoria Lane, Summerset, SD 57718
(605) 787-5449
drriedlinger@rap.midco.net

Committee Member

(1st term – fulfilling term ending 2021)
Sharon Conatser, Department of Illinois
Past National President (2015-2016)
709 Richards Lane, Champaign, IL 61820
(217) 369-6211
sconatser44@live.com

Committee Member

(1st term – 5-year term ending 2022)
Paula Raney
Department of Texas
PO Box 44, New Boston, TX 75570
(512) 791-5852
lapraney@gmail.com

National Headquarters Committee Liaison

Tim Bresnahan, CPA
3450 Founders Rd.
Indianapolis, IN 46268-1334
(317) 569-4500
tbresnahan@ALAforVeterans.org

() = terms served on committee

Members of the National Finance Committee serve a maximum of two 5-year terms.

**** For the most up-to-date contact information, please visit the Finance Committee page at www.ALAforVeterans.org.**



General Information

- National President's Award for Excellence
- National Report and Award Cover Sheet and Instructions
- Annual Impact Report Instructions and Forms

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**AMERICAN LEGION AUXILIARY
NATIONAL PRESIDENT’S AWARD FOR EXCELLENCE
2018-2019**

Total Qty	Recipient	Submitted By	Deadline Date
11 Unit Awards	Unit	Unit President (Collaboration with unit members and chairmen)	June 1, 2019
1 Department Award	Department	Department President (Collaboration with department chairmen)	June 1, 2019
Hard Copy Submitted To:		American Legion Auxiliary NHQ Attn: NPAE 3450 Founders Road Indianapolis, IN 46268-1334	
Electronic Entry Submitted To:		natlpres@ALAforVeterans.org	

Criteria & Details

Your unit or department can win this award simply by working the ALA Programs! One National President’s Award for Excellence winner will be chosen from each program’s five division winners. **BONUS:** Tell us about how you incorporated the National President’s Focus into your mission outreach activities!

National President’s Focus – Women veterans and the specific issues they face, especially homelessness.

Forms: ALA National Award and Report Cover Sheet – this standardized award/report entry sheet can be used for all member, unit, and department awards. Please note the three different sections on the form (members, unit, and department) and use only the unit or department section when applying for the National President’s Award for Excellence.

Tips to Win:

- Tell us your story with words AND photos. Winning submissions have two things in common – a fantastic narrative and great photos!
- Highlight how your unit/department incorporated the national president’s focus into your mission outreach work.
- Correctly complete the ALA National Award and Report Cover Sheet.

Award Description

- The National President’s Award for Excellence will be presented during the ALA National Convention with a spotlight on each winning entry.
- All winners will be featured in ALA national media.

AMERICAN LEGION AUXILIARY
NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE

Outreach Ideas for 2018-2019

Focus: Issues facing women veterans

Americanism - Invite women veterans and their families to participate in Flag Etiquette Awareness Events at posts/units, local schools, or at other public functions. Encourage military children to enter the Americanism Essay Contest by contacting Family Readiness Groups and creating information packets containing deadlines, cover sheets, criteria, etc., for distribution.

Children and Youth - Seek out the children of women veterans through local schools, the VA, or homeless shelters. Be sure to include them in all your C&Y events and programs. Preference will be given to those unit and department award submissions that emphasize helping women veterans.

Community Service - Days of Service have a focus on empowering individuals, strengthening communities, and creating solutions to social problems. Be sure to reach out to local women veterans in your area and include them in your Day of Service Projects. Examples: Ask women veterans to speak in classrooms about their service, clean a facility that serves women veterans, or offer an employment mentoring workshop. ALA members should visit www.ALAforVeterans.org and the ALA Community Service Facebook group to learn more about how to get involved.

Education - Assist veterans and military youth pursuing higher education and vocation educational opportunities, with special emphasis on women veterans. Identify educational gaps that could be filled such as transitioning military, US Guardsman, military spouses, or women veterans' need for childcare at the department and unit levels. Check in regularly on the ALA Education Facebook group and monthly eBulletins for ideas and examples of those we help.

Junior Activities - Include your Juniors in all you do, especially when helping women veterans and homeless women veterans. Juniors can be a big help and often bring fresh ideas and youthful enthusiasm to a project.

Leadership - Mentoring is a great way to provide support and assistance to women veterans who are transitioning back into the civilian community. Offering to assist with job interviewing skills, resume building, and clothing needs will help prepare individuals to succeed and achieve. Search local businesses that are owned and operated by women veterans. Assist these businesses by promoting and financially supporting the products and services they offer. Connect with local homeless shelters and VA outreach programs to discover if women veterans have specific needs to enable them to safely enhance their living conditions and maximize employment opportunities.

Legislative - Focus areas while advocating for the legislative priorities: instituting gender-specific health care for women veterans, defending veteran education benefits, and ending veteran homelessness. Visit www.legion.org/legislative, the ALA Legislative Facebook group, and the *ALA Legislative Advocacy Guide* to learn more about our positions on these topics. Together, we'll work to ensure government funding is available to end veteran homelessness, VA medical centers have increased their access to care for women veterans, and that the GI Bill is protected and its use leads to meaningful employment.

Membership (Department Only) - Follow National's lead and encourage your unit/department to offer our "Honor Our Women Veteran" discounted/free membership by waiving the first

year's dues for all women veterans. Ask ALL women veterans to join our organization. Locate homeless women veterans by contacting local shelters and support groups in your community. Waiving their first year's dues can be a valuable recruiting tool for our organization when recruiting these dedicated veterans. Identify local businesses that are owned, operated, or managed by women veterans and offer the veteran our discounted/free membership, plus request permission to leave a display featuring ALA membership information.

National Security - Ensure male military spouses that are seeking employment have and maintain meaningful employment in order to prevent or reduce financial hardship for our military families. Participate in the career e-mentoring network through Academy Women. Get involved with military spouse job fairs in your community and offer to staff an information booth about the ALA. Deployed servicewomen are often in need of care packages specific to them. Consider preparing women specific care packages or work with an organization like Operation Courage is Beautiful, which provides high quality products for deployed servicewomen. For more information visit www.operationcourage.org and join the ALA National Security Facebook group.

Poppy - Put the face of the woman veteran to the forefront of the Poppy program in Auxiliary activities. Work the poppy program with an active duty or woman veteran – this could be an avenue to new membership! You could ask women veterans to be a part of your National Poppy Day® activities or help judge the Poppy Poster Contest. Think about arranging for a woman veteran and active duty servicewoman to speak to students at your local school for Veterans Day, promote and publicize your events with The American Legion Family, including your Juniors. Invite your active duty or woman veteran to help in an event, and then ask her to your meeting. This way she will also have a glimpse of what we do and an understanding of our mission.

Public Relations - Work with your local U.S. Department of Veterans Affairs (VA) Vet Center Program on ways to utilize their Mobile Vet Center. Vet Centers around the nation provide a broad range of counseling, outreach, and referral services to veterans and their families. The Mobile Vet Center is a special outreach effort capable of bringing specific resources to women veterans including military sexual trauma counseling, post-traumatic stress disorder counseling, disaster relief, services that help veterans transition to civilian life, and more. ALA units should identify ways to utilize the Mobile Vet Center in community outreach efforts. One idea would be to host a women veterans event or retreat and invite the Mobile Vet Center to attend. Your ALA unit could then publicize the collaboration in local media. Learn more about the Mobile Vet Center and view resources and locations at www.vetcenter.va.gov.

VA&R - Work with VA transitional housing coordinators specifically assisting women. Establish a rapport with local coordinators. They need extra assistance when they have female veterans come in because they are harder to place due to having different needs and are more likely to have children with them. The good news is that many states have women veteran only shelters so members can help out by: adopting a shelter, providing meals, providing child-care, donating clothing, providing welcome baskets with female hygiene products, and/or donating baby items and toys/books for younger children. When planning a Stand Down, work with coordinators to provide services specifically for women such as: having a woman healthcare provider on site, provide female hygiene products, and access to mental health resources like crisis counseling.



**American Legion Auxiliary
National Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry.

Complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

Type of Award: Department Unit Member

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section.
Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (circle one) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please see your committee's Annual Supplement to the Programs Action Plan to determine where to send this form.



**American Legion Auxiliary
National Report and Award Cover Sheet**

**PLEASE BE AWARE THE AWARDS AND REPORTING PROCESSES HAVE
CHANGED. READ THE FOLLOWING INFORMATION CLOSELY TO ENSURE
THAT YOU HAVE SUPPLIED ALL NEEDED INFORMATION.**

Member: The National Report and Award Cover Sheet should be attached if you are reporting. Submission may make you or your unit/department eligible for a national award.

Department Chairman and Unit Chairman: This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a department or unit national award.

- Send all award entries/year-end narrative reports to the appropriate program's division chairman unless otherwise noted in the Annual Supplement to the Programs Action Plan.
- All year-end narratives will be judged as award entries.
- Award winners are announced in the respective committee “pre-con” meeting prior to the start of ALA National Convention. All awards will be mailed to the winners’ department headquarters at the close of ALA National Convention.

To all submitting this form:

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted, and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission.

Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at www.ALAforVeterans.org.

For the award for which you wish to be considered, please refer to the 2017-2022 Programs Action Plan at www.ALAforVeterans.org for the specific criteria such as photographs, narrative length, submission deadline, and point of contact. Please include all required documentation along with your submission of the National Report and Award Cover Sheet. All awards will be mailed to the department office after ALA National Convention. Department presidents may wish to recognize award recipients by presenting them with the award at a department function.

American Legion Auxiliary
YEAR-END IMPACT REPORT FORMS
2018-2019

Why report these numbers?

Every hour, every dollar ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride in belonging to the world's largest patriotic women's organization, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers. These numbers proclaim our impact and help make membership in the ALA meaningful.

These numbers are also reported to The American Legion, which includes them in its annual report to Congress. To make this process easier for you, it has been simplified and the form has been condensed to include only essential information. If you aren't sure, giving an estimate is better than not reporting at all.

How to complete the Impact Report Form

1. **Each ALA member** should fill out the Member Form and give it to her unit president. This usually happens in April, but check with your unit.
2. The unit president (or her designee) compiles all of the member data on the Unit Form and adds any additional data not reported individually by unit members. This form then gets forwarded to either the district/county (if applicable) or department which compiles all the records.
3. It is more important that you report information in one section of the form only, rather than worry if you have selected the right category. For example, if you provide a service for children, it should go in either Service for Military Families (for example, camps for military children only) or Service for Children & Youth (Legion Family camps for all children), but not in both places. Just report it somewhere.
4. Please round to whole dollar values (for example, \$149.50 should be \$150).

Report Simplifications

1. All service for all military whether active duty, retired, or reserve is now combined in one section.
2. Each section has better defined examples of the service that should be reported.
3. **For units, districts/counties, and departments:**
“Line numbers” and “Obtain Total From” columns assist in transferring data from form to form. For example, units can find the number of Volunteer Hours for Military Families on Line 5 of the Member Form.

A downloadable fillable monthly tracking worksheet is available on the national website under the Members Only, Annual Report Forms section: www.ALAforVeterans.org.

Thank you for taking the time to REPORT your VALUABLE SERVICE and helping us TELL OTHERS about our INCREDIBLE IMPACT!

MEMBER Year-End Impact Numbers Report

I am a member of Unit # _____ Unit Name _____

Department _____

My name _____

Here is what I did in the 12 months from MAY 1, 2018 TO APRIL 30, 2019.

1. My ALA Service for Veterans/Active Duty/Reserve Military (Examples: shopping for and preparing care packages for deployed troops, helping wounded warriors and elderly veterans at home, providing transportation, military send-off and welcome-home events, parades, projects for homeless veterans, activities related to distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts Festival, fundraising events that benefit veterans (such as Walk, Run & Roll), assisting with veterans hiring fairs, advocating for The American Legion legislative agenda that supports veterans and the military.)

Line 1 Hours I volunteered: _____

Line 2 Dollars I personally spent/donated: \$ _____

Line 3 Number of veterans/military I assisted: _____

Line 4 Number of "Veterans in Community Schools" presentations I facilitated: _____

2. My ALA Service for Military Families: (Examples: programs for military and veterans' children, helping Family Support Groups, supporting adopt-a-military-family projects, military spouse hiring fairs, organizing and delivering hero packs, providing child care for military activities, distributing Blue Star Banners, providing G.I. Josh dogs)

Line 5 Hours I volunteered: _____

Line 6 Dollars I personally spent/donated: \$ _____

Line 7 Number of military families I served: _____

3. My ALA Service for Youth (Examples: Jr. Activities, classroom and patriotic activities for children, camps open to all children, raising funds for or promoting Legion Family activities like ALA Girls State)

Line 8 Hours I volunteered for ALA Girls State: _____

Line 9 Hours I volunteered for all other Legion Family youth activities: _____

Line 10 Dollars I personally spent on goods for youth activities (parties, backpacks): \$ _____

Line 11 My direct cash aid to help a needy child: \$ _____

Line 12 Number of children/youth served: _____

Line 13 Dollars I donated to all other child service charities (ex: Make a Wish, St. Jude's): \$ _____
Do not include donations to American Legion funds—these are reported by the Legion.

4. My Service Representing the ALA in My Community (Examples: blood drives, walks/runs, food pantries)

Line 14 Total number of hours for any service not included in Sections 1 through 3: _____

Line 15 Total dollars spent for any service not included in Sections 1 through 3: \$ _____

5. Mileage

Line 16 Miles driven in providing my above ALA service (not attending regular meetings): _____

When completed, send to: _____ by _____ / _____ / _____
(Get name and date from unit)

CONGRATULATIONS – YOU DID IT!
THANK YOU FOR ALL YOU DO AND FOR REPORTING YOUR SERVICE!

UNIT Year-End Impact Numbers Report

Unit # _____ Unit Name _____

Department _____ Unit President _____

Your Name (if other than president) _____

Your Email _____

Number of Member Impact Reports _____

Here is what our unit did in the 12 months from MAY 1, 2018 TO APRIL 30, 2019.

1. Our ALA Service for Veterans/Active Duty/Reserve Military

	Service for Veterans/Military	Obtain Total From	Member +	Unit =	Total
Line 1	Total hours members volunteered	Member Form Line 1		N/A	
Line 2	Total dollars spent	Member Form Line 2	\$	\$	\$
Line 3	Total number of veterans/military assisted	Member Form Line 3			
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Member Form Line 4			
Line 5	Value of in-kind donations received*	Unit Records	N/A	\$	\$
Line 6	Number of poppies or poppy items distributed	Unit Records	N/A		
Line 7	Dollars raised from poppies	Unit Records	N/A	\$	\$

*Estimated cash value of non-cash donations from NON-MEMBERS of goods (like paper goods, clothing) or services (like pro-bono CPA services from a local firm)

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Total From	Member +	Unit =	Total
Line 8	Total hours members volunteered	Member Form Line 5		N/A	
Line 9	Total dollars spent	Member Form Line 6	\$	\$	\$
Line 10	Number of military families served	Member Form Line 7			

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Member +	Unit =	Total
Line 11	Total hours for ALA Girls State	Member Form Line 8		N/A	
Line 12	Dollars spent for ALA Girls State	Unit Records	N/A	\$	\$
Line 13	Total hours for other Legion Family youth activities	Member Form Line 9		N/A	
Line 14	Dollars spent on goods for youth activities	Member Form Line 10	\$	\$	\$
Line 15	Dollar amount of direct aid to help a needy child	Member Form Line 11	\$	\$	\$
Line 16	All other UNIT expenses (parties, dinners, paper goods, trophies)	Unit Records	N/A	\$	\$
Line 17	Total number of children/youth served	Member Form Line 12			
Line 18	Donations to all other child service charities	Member Form Line 13	\$	\$	\$

4. Our Service Representing the ALA in Our Community

	For any service not included in Sections 1-3	Obtain Total From	Member +	Unit =	Total
Line 19	Total number of hours	Member Form Line 14		N/A	
Line 20	Total dollars spent	Member Form Line 15	\$	\$	\$

5. Mileage

	Obtain Total From	Total
Line 21	Total miles driven in providing ALA service	Member Form Line 16

6. Scholarships Presented/Awarded by Our Unit

	Scholarships	Obtain from	Total
Line 22	Number of unit scholarships presented/awarded	Unit Records	
Line 23	Total dollar amount of unit scholarships	Unit Records	\$
Line 24	Total dollar amount donated to department scholarships	Unit Records	\$

When completed, send to: _____ by _____ / _____ / _____
 (Get name and date from district or county, if applicable, or department)

**CONGRATULATIONS – YOU DID IT!
 THANK YOU FOR ALL YOU DO AND FOR REPORTING
 YOUR UNIT’S IMPACT!**

DISTRICT/COUNTY Year-End Impact Numbers Report

District/County _____ Department _____

Number of Units in District/County _____ Number of Units Reporting _____

Total Number of Members Reporting _____

Your Name _____ Email _____

Here is what our units did in the 12 months from MAY 1, 2018 TO APRIL 30, 2019.

1. Our ALA Service for Veterans/Active Duty/Reserve Military

	Service for Veterans/Military	Obtain Total From	Total
Line 1	Total hours members volunteered	Unit Form Line 1	
Line 2	Total dollars spent	Unit Form Line 2	\$
Line 3	Total number of veterans/military assisted	Unit Form Line 3	
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Unit Form Line 4	
Line 5	Value of in-kind donations received*	Unit Form Line 5	\$
Line 6	Total number of poppies or poppy items distributed	Unit Form Line 6	
Line 7	Total dollars raised from poppies	Unit Form Line 7	\$

*Estimated cash value of non-cash donations from **NON-MEMBERS** of goods (like paper goods, clothing) or services (like pro-bono CPA services from a local firm)

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Total From	Total
Line 8	Total hours members volunteered	Unit Form Line 8	
Line 9	Total dollars spent	Unit Form Line 9	\$
Line 10	Total number of military families served	Unit Form Line 10	

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Total
Line 11	Total hours for ALA Girls State	Unit Form Line 11	
Line 12	Total dollars spent for ALA Girls State	Unit Form Line 12	\$
Line 13	Total hours for other Legion Family youth activities	Unit Form Line 13	
Line 14	Total dollars spent on goods for youth activities	Unit Form Line 14	\$
Line 15	Total dollar amount of direct aid to help a needy child	Unit Form Line 15	\$
Line 16	Total other UNIT expenses (parties, dinners, paper goods, trophies)	Unit Form Line 16	\$
Line 17	Total number of children/youth served	Unit Form Line 17	
Line 18	Total dollars to other child service charities	Unit Form Line 18	\$

4. Our Service Representing the ALA in Our Communities

	For any service not included in Sections 1-3	Obtain Total From	Total
Line 19	Total number of hours	<i>Unit Form Line 19</i>	
Line 20	Total dollars spent	<i>Unit Form Line 20</i>	\$

5. Mileage

		Obtain Total From	Total
Line 21	Total miles driven by members in ALA Service	<i>Unit Form Line 21</i>	

6. Scholarships our Units & District/County Presented/Awarded

	Scholarships	Obtain Total From	Units	+	District or County	=	Total
Line 22	Total number of scholarships presented or awarded	<i>Unit Form Line 22</i>					
Line 23	Total dollar amount of scholarships	<i>Unit Form Line 23</i>	\$		\$		\$
Line 24	Total dollar amount donated to department scholarships	<i>Unit Form Line 24</i>	\$		\$		\$

When completed, send to: _____ *by* _____ / _____ / _____
 (Get name and date from district or county, if applicable, or department)

**CONGRATULATIONS---YOU DID IT! THANK YOU FOR ALL YOU DO
 AND FOR REPORTING YOUR DISTRICT/COUNTY'S IMPACT!**

DEPARTMENT Year-End Impact Numbers Report

Department _____

Number of Units in Department _____ Number of Units Reporting _____

Total Number of Members Reporting _____

Your Name & Title _____ Email _____

Here is what our department did in the 12 months from MAY 1, 2018 TO APRIL 30, 2019:

1. Our ALA Service for Veterans/Active Duty/Reserve Military

	Service for Veterans/Military	Obtain from Unit or District/County Forms	Total
Line 1	Total hours members volunteered	Line 1	
Line 2	Total dollars spent	Line 2	\$
Line 3	Total number of veterans/military assisted	Line 3	
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Line 4	
Line 5	Total value of in-kind donations* received	Line 5	\$
Line 6	Total number of poppies or poppy items distributed	Line 6	
Line 7	Total dollars raised from poppies	Line 7	\$
Line 8	Total number of veterans who made the poppies for distribution <i>(Does not apply to pre-assembled poppies)</i>	Dept. Records	
Line 9	Total amount paid to veterans who made poppies	Dept. Records	\$

*Estimated cash value of non-cash donations from NON-MEMBERS of goods (like paper goods, clothing) or services (pro-bono CPA services from a local firm)

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Totals from Unit or District/County Forms	Total
Line 10	Total hours members volunteered	Line 8	
Line 11	Total dollars spent	Line 9	\$
Line 12	Number of military families served	Line 10	

3. Our ALA Service for Youth

	Service for Children/Youth	Obtain Totals from Unit or District/County Forms	Enter Totals from Units or District/County Forms +	Enter Department Amount =	Total
Line 13	Total hours for ALA Girls State (include non-member volunteers)	Line 11			
Line 14	Total dollars spent for ALA Girls State	Line 12	\$	\$	\$
Line 15	Total hours for other Legion Family youth activities	Line 13		N/A	
Line 16	Total dollars spent on goods for youth activities	Line 14	\$	\$	\$
Line 17	Total dollar amount of direct aid to help a needy child	Line 15	\$	\$	\$
Line 18	All other expenses (parties, dinners, paper goods)	Line 16	\$	\$	\$
Line 19	Total number of children/youth served	Line 17			
Line 20	Total donations to other child service charities	Line 18	\$	\$	\$

4. Our Service Representing the ALA in our Communities

	For any service not included in Sections 1-3	Obtain Totals from Unit or District/County Forms	Total
Line 21	Total number of hours	Line 19	
Line 22	Total dollars spent	Line 20	\$

5. Mileage

		Obtain Totals from Unit or District/County Forms	Total
Line 23	Total miles driven by members in providing ALA service	Line 21	

6. Scholarships Our Units, Districts, Counties, and Department Presented/Awarded

	Scholarships presented by Units, Districts/Counties and Department	Obtain Totals from Unit or District/County Forms	Enter Totals from Units or Districts/Counties	+	Enter Department Amount	=	Total
Line 24	Total number of scholarships presented/awarded	Line 22					
Line 25	Dollar amount of scholarships	Line 23	\$		\$		\$
Line 26	Dollar amount donated to department scholarships	Line 24	\$		\$		\$

CONGRATULATIONS---YOU DID IT! THANK YOU FOR ALL YOU DO AND FOR REPORTING YOUR DEPARTMENT'S IMPACT!

Department Impact Numbers are due to ALAREports@ALAforVeterans.org by June 1, 2019.

Department presidents: Remember - This ALA Impact Numbers Report is separate from your Department President's Report

END OF YEAR IMPACT REPORTING

FAQs

- Question: Where do I report my service for a National Guard “Welcome Home” activity?
Answer: *Service for ALL members of the military, whether they are retired, active-duty or in the reserve component such as the National Guard is now reported in “Section 1: My Service for Veterans, Active-Duty, and Reserve Military.”*
- Question: Do I report my VAVS (Veterans Administration Voluntary Services) on the Impact Form since I already sign in at the VA when I volunteer?
Answer: *No, the ALA receives those hours from the VA on a yearly basis.*
- Question: Does time shopping for care packages for deployed military count as service?
Answer: *Yes, shopping for care packages not only counts as service hours under Section 1, but also mileage associated with shopping for care packages may be reported under the new section “Section 5: Mileage.”*
- Question: So.... does driving my daughter to Junior meetings count as service?
Answer: *Sorry, that falls within your responsibility as a parent. You get kudos for being a great ALA parent though!*
- Question: My unit volunteered at a summer camp for military kids. Where should I report this service?
Answer: *You may report service for summer camps open only to military kids under “Section 2: My ALA Service for Military Families.” If the camp is open to ALL children, then your service would be reported under “Section 3: My ALA Service for Youth.” But don’t worry if you don’t remember. Just report it somewhere.... once!*
- Question: My neighbor is deployed, so I help her husband by babysitting their children once a week. Does this count?
Answer: *Absolutely! Report this under “Section 3: My ALA Service for Military Families.”*
- Question: What if I don’t know exactly where on the form to report my service?
Answer: *You can always report it under “Section 4: My Service Representing the ALA in My Community.”*
- Question: Can I count hours spent taking care of a veteran who lives with me but is not a blood relative?
Answer: *As long as you are not receiving compensation in return for your role as a care-giver (such as when you care for your spouse), you may report it under “Section 1: My ALA Service for Veterans, Active-Duty and Reserve Military.”*
- Question: Can I count hours spent preparing meals for Legion meetings and administrative support for TAL commanders as hours spent in Service to Veterans?
Answer: *Those hours count but should be reported under “Section 4: My Service Representing the ALA in My Community.” Some of our members aptly describe those activities as family chores.*

THANK YOU FOR SERVING AND REPORTING!