



American Legion Auxiliary

Department of Michigan

212 N. Verlinden Ave., Ste. B • Lansing, MI 48915

Phone: 517-267-8809 • Fax: 517-371-3698

info@michalaux.org • www.michalaux.org

Denise –Ext. 21

Heather Ext 19

APRIL, 2017



WHAT'S IN THIS MAILING?

There are three forms in this packet that need to be completed as soon as possible.

The first is the Unit Data Form. It is due April 30, 2017 into Department. This is the information for the coming fiscal year of July 1, 2017 through June 30, 2018 and for the 2018 Membership (Calendar) year. We need to know how much your dues are for Senior and Junior members. We need to know where the members are to mail their dues and where Department is to mail checks for dues paid online through National.

The next form is your Unit Officers list. This is the list of members you elect in May for the coming year. This form is due into Department no later than June 1, 2017. If we don't have your list, you will not be able to pick up your membership cards at Convention.

MANDATORY DUES ARE DUE

If your Unit has not paid its Mandatory Dues, please get them in. If they are not received in Department by May 22, 2017, your Unit will not be able to vote at Convention.

The last form is your Delegates and Alternates form for Department Convention. Your Unit should select who will represent you at Convention and send that information on this form to Department. You need Delegates and you need Alternates who can fill in on the Convention floor when the Delegates need a break or if a Delegate can't come to Convention at the last minute.

For those of you who are new or those who need a refresher course: The number of Delegates a Unit is entitled to is based on its paid membership total 30 days before Convention. Let's say a Unit has 175 members.. If you look at the enclosed Certification form, the chart shows that Unit is entitled to 3 Delegates. That is equivalent to 3 votes.

This Unit would list and pay for 3 Delegates at \$10 each. So its voting strength is 3. The Unit will keep that strength even if only one delegate attends. But remember you must pay for all the Delegates to have your full voting strength

Your Unit should give direction to the Delegates and Alternates so they know how to vote since they are representing the entire Unit at Convention.

District Number _____ Unit # _____

2017-18 UNIT DATA FORM

THIS FORM MUST BE RETURNED TO DEPARTMENT BY APRIL 30, 2017

This information is required for the printing of your Unit's **2018** Membership cards. **Keep in mind the membership per capita paid to department is \$15.00.**

The dues amount you list will be printed on the **2018** Membership Renewal Notices that will be mailed to your Unit members approximately September 15, 2017. If National has an email address for your members, their renewal notice will be sent to them **via e-mail!** Remind your members to watch for it.

The name and address of the member you list below will be printed on each Renewal Notice to show where your members are to send their 2018 dues. This member **MUST** have her current dues paid before you list her.

*If you do not send this form in on time, your Unit's renewal notices
will be incorrect and dues will be sent to the wrong address.*

You MUST complete this form even if there are no changes since last year.

FULL NAME OF UNIT _____

Physical Address of Post/Unit (Physical location, not mailing address):

Street Address _____ City _____ ZIP _____

2018 Senior Dues of this Unit: \$ _____ **2018 Junior Dues of this Unit:** \$ _____

Member to receive our Unit dues:

Name _____ Membership ID #: _____

Street Address _____ PO BOX # _____

City _____ ZIP _____

Member to receive Department payments for dues paid online:

Name _____ Membership ID #: _____

Street Address _____ PO BOX # _____

City _____ ZIP _____

**Return by April 30, 2017 to: American Legion Auxiliary Dept of Michigan
212 N. Verlinden Ave., Suite B -- Lansing, MI 48915**

Submitted by: _____

Signature

Title

Date

Phone (____) _____



2017 – 2018 UNIT OFFICERS LIST (Please write clearly)

NOTE: Please fill in all areas. If you do not have someone currently elected/appointed, please provide name of who is currently serving in that capacity. **PLEASE RETURN EVEN IF THERE ARE NO CHANGES FROM THE PREVIOUS YEAR!!!**

Please mail to Department no later than June 1, 2017—212 N. Verlinden Ave., Ste. B, Lansing, MI 48915

UNIT NAME: _____ DISTRICT # _____ UNIT # _____

UNIT E-MAIL ADDRESS: _____

OUR MEETINGS ARE HELD: _____

(Example: 2nd Wednesday of every month except July)

UNIT PRESIDENT Name: _____ Member ID # _____

Address: _____ City _____, ZIP _____

Unit mailings are sent to the Unit President. If you would like **someone else** to receive them instead, please designate it in the "Unit Mailing" Section:

UNIT MAILING: Name: _____ Member ID # _____

Address: _____ City: _____, ZIP: _____

Phone: _____ E-mail: _____

UNIT SECRETARY Name: _____ Member ID # _____

Address: _____ City: _____, ZIP: _____

Phone: _____ E-mail: _____

UNIT TREASURER Name: _____ Member ID # _____

Address: _____ City: _____, ZIP: _____

Phone: _____ E-mail: _____

MEMBERSHIP CHAIR Name: _____ Member ID# _____

Address: _____ City: _____, ZIP: _____

Phone: _____ E-mail: _____ (required for on-line payments)

ADMINISTRATIVE INFORMATION UNIT CHAIRMAN: (AEF, Con/By-Laws, Historian, Leadership, Membership, PPP, Public Relations)

Name _____ Member ID# _____

Address _____ City _____ Zip _____

Phone _____ E-Mail _____

FAMILY SUPPORT UNIT CHAIRMAN: (Americanism, Chaplain, Community Service, Education, Music)

Name _____ Member ID# _____

Address _____ City _____ Zip _____

Phone _____ E-Mail _____

VETERAN/MILITARY SUPPORT & ADVOCACY UNIT CHAIRMAN: (VA&R, Legislative, Poppy, National Security)

Name _____ Member ID# _____

Address _____ City _____ Zip _____

Phone _____ E-Mail _____

YOUTH DEVELOPMENT UNIT CHAIRMAN: (Children & Youth, Girls State, Junior Activities)

Name _____ Member ID# _____

Address _____ City _____ Zip _____

Phone _____ E-Mail _____

**AMERICAN LEGION AUXILIARY
CERTIFICATION OF UNIT DELEGATES TO ATTEND 2017 DEPARTMENT CONVENTION**

DISTRICT NUMBER _____ UNIT NUMBER _____

I hereby certify that the following delegates and alternates were duly elected to represent

_____ of _____
(Unit Name) (Name of City Unit is in)

at the Department Convention to be held in Flint, Michigan on June 22-June 25, 2017. I further certify that all mandatory funds were paid by May 22, 2017.

(Unit President or Secretary)

NUMBER OF DELEGATES TO BE ALLOWED AS FOLLOWS:

| | | | |
|-----------------|---------------|-----------------|----------------|
| 1-50 members | = 1 delegate | 451-550 members | = 6 delegates |
| 51-150 members | = 2 delegates | 551-650 members | = 7 delegates |
| 151-250 members | = 3 delegates | 651-750 members | = 8 delegates |
| 251-350 members | = 4 delegates | 751-850 members | = 9 delegates |
| 351-450 members | = 5 delegates | 851-950 members | = 10 delegates |

PAID Unit Members on May 22, 2017 _____ Number of delegates allowed _____

DELEGATES

NAME _____ E-mail or phone number _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

ALTERNATES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

\$10.00 for each delegate—no charge for alternates.

Department will snail mail or e-mail to ONE person that this sheet was received.

Please provide the name, and e-mail or address where **confirmation of the credential sheet is sent:**

Name _____

E-mail _____

Address _____

Street

City

ZIP

Mail completed form and payment to: ALA Department of Michigan

212 N. Verlinden Avenue, Ste. B, Lansing, MI 48915

CREDENTIALS DESK WILL OFFICIALLY CLOSE AT 8:30 AM, SATURDAY, JUNE 24th, 2017

September 4, 2016

At a regularly scheduled meeting of the Coldwater American Legion Auxiliary Unit #52, held August 10, 2016, and the Third District Association meeting held September 11, 2016, Deanna (Mrs. Duane) Cortright was endorsed for the office of President of the American Legion Auxiliary, Department of Michigan, for the year 2017-2018.

Deanna is eligible for membership through the service of her father, Robert E. Lentz, a US Navy Veteran. He served 33 years and served during both the Korean and Vietnam conflicts. Mr. Lentz is a member of the American Legion in Orange Park, Florida.

Deanna has been a member for 35 years, and has been active at the Unit and District level for all of them. At the Unit level, Deanna has held all offices, including a total of 5 years as President, with part being while she was a member of Quincy Unit #157. She is currently Treasurer.

On the District level, Deanna has held all offices, including a total of 3 years as President and 2 years as Parliamentarian. She has also held many of the District chairmanships.

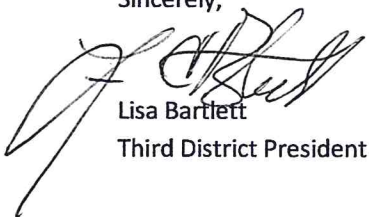
On the Department level, Deanna has been on many committees, many as chairman. She has served as chairman of the Junior Activities and Children and Youth committees, as well as Education. She was VA & R chairman for 3 years, and has also been the Department Membership Chairman. Deanna has served as Department Historian, Chaplain, and 2nd Vice President. She is currently the 1st Vice President for 2016-2017.

Deanna is a member of the 8 and 40 Salon #41 and the La Societe de Femme Cabane #946.

She retired from the State of Michigan after 30 years in December 2009 where she worked for the Department of Community Health for all but one year.

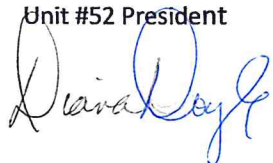
It is with great pleasure that we endorse Deanna for this position. We feel that she is well qualified to serve the American Legion Auxiliary, Department of Michigan, as an officer. We ask for your consideration and endorsement of Deanna for the nomination of Department President for the year 2017-2018.

Sincerely,



Lisa Bartlett
Third District President

Diana Doyle
Unit #52 President



Dee Schraegle
Third District Secretary



Janet Hurst
Unit #52 Secretary



*American Legion Auxiliary
Department of Michigan
Fifth District Association*

RECEIVED OCT 24 2016

At a regularly scheduled meeting of the American Legion Auxiliary, Fifth District Association, held Tuesday, October 18, 2016, in Grandville, MI, Deborah R. Williamson was endorsed for the office of 1st Vice President, American Legion Auxiliary, Department of Michigan, for the year 2017-2018.

Deborah is eligible through the service of her late father, Harvey R. Volkers, who served in the United States Navy during World War II and was a Pearl Harbor survivor. She is also eligible through her brother who served in the United States Marine Corps during the Vietnam Era.

Deborah has been an active American Legion Auxiliary member for 63 years. On the Unit level she served as President for six years. She has served her Unit as 1st and 2nd Vice President, Chaplain, Historian, and Treasurer for 24 years. She has held every Chairmanship at the Unit level with the exception of Americanism and VA & R.

At the District level, Deborah served as 1st and 2nd Vice President and was President in 2006-2007. She served as Publication Chairman and Poppy Chairman for several years.

At the Department level, Deborah has been on the Girls State Committee for 13 years and served two years as Girls State Chairman. She has served as Department Historian, Chaplain, and is currently serving as 2nd Vice President

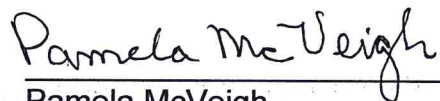
Deborah is a 13 year member of Kent Salon 322 of the 8 et 40, and a Chapeau Passe.

Deborah is a 23 year associate of Michaels Stores Inc. She has four children and has been blessed with sixteen grandchildren and six great-grandchildren.

We ask your consideration and support of our candidate for the office of 1st Vice President for the American Legion Auxiliary, Department of Michigan, for the year 2017-2018.



Christine Merlington
Fifth District President



Pamela McVeigh
Fifth District Secretary



American Legion Auxiliary

FURNITURE CITY UNIT #258

401 N. PARK STREET, NE • GRAND RAPIDS, MICHIGAN 49525-2583

To the members of the American Legion Auxiliary, Fifth District Association:

At a regularly scheduled meeting of the American Legion Auxiliary, Furniture City Unit 258, held Thursday, September 8, 2016, in Grand Rapids MI, Deborah R. Williamson was endorsed for the office of 1st Vice President, American Legion Auxiliary, Department of Michigan for the year 2017-2018.

Deborah is eligible through the service of her late father, Harvey R. Volkers, who served in the United States Navy during World War II and was a Pearl Harbor survivor. She is also eligible through her brother who served in the United States Marine Corps, during the Vietnam Era.

Deborah has been an active American Legion Auxiliary member for sixty three years. On the Unit level, she served as President for six years. She has served her Unit as 1st Vice, 2nd Vice, Chaplain, Historian and has been Treasurer for twenty four years. She has held every Chairmanship on the Unit level with the exception of Americanism and VA & R.

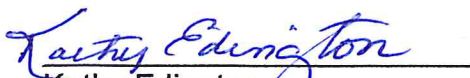
On the District level, Deborah served as First and Second Vice President and was President in 2006-2007. She served as Publication Chairman and Poppy Chairman for several years.

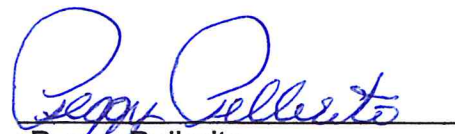
On the Department level Deborah has been on the Girls State Committee for thirteen years and served three years as Girls State Assistant Chairman and two years as Girls State Chairman. She has also served as Department Historian, Department Chaplain and is currently serving as Department 2nd Vice President.

Deborah is a thirteen year member of Kent Salon 322 of the 8 et 40, and a Chapeau Passe.

Deborah is a twenty three year associate of Michaels Stores Inc. She has four children, and blessed with sixteen grandchildren and six great grandchildren.

We, the members of Unit #258, feel that Deborah is well qualified and willing to serve as Department of Michigan 1st Vice President for the year 2017-2018. We ask your consideration and support of our candidate.


Kathy Edington
Unit # 258 President


Peggy Pellerito
Unit #258 Secretary



AMERICAN LEGION AUXILIARY 9TH DISTRICT

October 1, 2016

American Legion Auxiliary Department of Michigan,

At a regularly scheduled meeting of the American Legion Auxiliary, 9th District Association, Department of Michigan, held on October 1, 2016, we endorsed Georgia Downs for the office of Second Vice President of the American Legion Auxiliary Department of Michigan for the year 2017 - 2018.

Georgia became eligible to join the American Legion Auxiliary through the service of her deceased father, Kenneth P. Carlson, who served in World War II. Mr. Carlson enlisted in the Army when he was 16 years old and was one of the few survivors of his platoon while battling in Germany. He was a recipient of several honor ribbons.

While being a member for 19 years, she has held the office of Unit President (3 years) and District President for two terms. She has had the opportunity to chair many committees at the Unit, District level and Department, including but not limited to Poppies, Americanism, Lower Northern Membership Chairman, V.A. & R. and Girls State staff. Currently Georgia is chairing the same committees along with the Family Support Group. She has been the chairman and co-chairman for eleven years for the Veterans Dinners at Post 411.

As District President her project was the Wilwin Lodge, a retreat for our returning Veterans; she raised thousands of dollars by hosting a dinner once a month with all proceeds going to her project. Georgia has successfully raised funds for Girls State Program so no Alternate is left behind.

Georgia is Chaplain for the Department of Michigan and she is part of our Strategic Planning Team to help lead us into the future. She has been a volunteer at Girls State for four years. She is a strong supporter of all of our programs. She is a member of Salon 300 and holds the position of Chairman for the Nurses Scholarship, Departmental de Michigan.

She raised her family in Westerville, Ohio and moved back to Michigan in 1990. She has multiple designations and degrees in insurance and brings strong managerial skills in customer service/sales. She sat on the Boards of her local township for ten years, secretary for the Zoning Board two years and Board of Review for eight years. Georgia retired from Greenridge Real Estate in 2012 after 23 years in the industry. She has been a broker for 15 years and still maintains her own Real Estate brokerage.

We feel Georgia has the skills and our confidence to serve in this position. We ask for your support of our endorsement.

J. Barbara Hoaglund
President

Sharon Reynolds
Second Vice President



American Legion Auxiliary

In the Spirit of Service Not Self for Veterans, God and Country

RECEIVED JAN 30 2017

At a regularly scheduled meeting of Lapeer Unit 16 of The American Legion Auxiliary, Department of Michigan held on January 10, 2017, Jacquelynn (Mrs. Michael) Boughner was endorsed for the office of Second Vice President of the American Legion Auxiliary Department of Michigan for the year 2017 - 2018.

Jacquelynn is eligible for membership through her brother, William L Ward, a Vietnam Veteran who served in the US Army.

She is a dedicated philanthropist who is passionate about veterans, active duty military and children with twenty one years of nonprofit leadership experience serving in various capacities including: officer, board member, committee chairman, committee member, volunteer and donor.

As an active member of the ALA for the past 7 years, Jacquelynn has held offices and chairmanships at all levels including; Unit President, Secretary and several Chairmanships, District Constitution & By Laws Chairman, Membership Chairman, AEF Chairman and Leadership Chairman, Department Area Membership Chairman and Website Chairman and National Central Division Children & Youth Chairman.

Her achievements during her service to the Auxiliary definitely show her dedication to our future. Among her many accomplishments are: advancing awareness of the ALA by solely funding and implementing the Blue Star Banner program at General Motors, increasing the number of units reporting each year by leading the effort to revamp the Department of Michigan year-end report, expanding leadership and knowledge of members by creating and facilitating a workshop style of district training which continues today, increasing understanding of parliamentary procedure by teaching members of the Legion Family about Roberts Rules of Order, improving knowledge of the Department financial position by analyzing the department financial documents and providing recommendations to strengthen the financial outlook through decreasing expenses, reducing risk and increasing revenues, enriching membership communication by leading the reengineering of the ALA Department of Michigan website and finally reinforcing the ALA Centennial Strategic Plan Goal 2 by creating, producing and distributing "Let's Be Kind to Each Other" buttons and bracelets to approximately 2,000 members.

Jacquelynn is currently serving as the 7th District Association First Vice President and National Central Division Membership Chairman.

It is with great pleasure that we endorse Jacquelynn Boughner for 2nd Vice President. We feel that she is well qualified to serve the American Legion Auxiliary, Department of Michigan, as an officer. We ask for your consideration and support of Jacquelynn for the nomination of Department 2nd Vice President for the year 2017-2018.

Anita L. Mennel

Anita L Mennel

Anna E. Lossing

Anna E. Lossing

Unit President

Unit Secretary



The American Legion Auxiliary
Seventh District Association

At a regularly scheduled meeting of the Seventh District Association of the American Legion Auxiliary, Department of Michigan held on August 21, 2016 and at a regularly scheduled meeting of Harry Ollrich Unit #4 of the American Legion Auxiliary, Department of Michigan held on July 25, 2016, Mary (Mrs. Richard) Dubay was endorsed for the office of Department Chaplain.

Mary is eligible for membership through her husband, Richard T. Dubay, a Vietnam Veteran who served in the Air Force from 1966 to 1969. She is also eligible through the service of her late father, Charles Desmet, who served in World War II.

Mary has been a member of Harry Ollrich Unit #4 for 27 years. During this time she has held most offices and chairmanships. She served as Unit President for 2 years and, is currently serving as Chaplain.

On the District level, Mary has held many chairmanships and offices and served as District President in 1999-2000. She is currently serving her seventh consecutive term as District Treasurer.

On the Department level, Mary has served as Americanism, Poppy, Public Relations, Auxiliary Emergency Fund, Resolutions, Education, Eastern Area Membership and Community Service Chairman. Mary has also served on the following as a committee member: Americanism, Poppy, and Public Relations. During the time that she was Americanism chairman, she won the Best Overall program in Americanism for the Central Division. As Education Chairman, she was awarded the American Legion Education Award. Mary is currently serving the Department as Historian. On the National level, Mary has served as Central Division Chairman for National Security. At the close of National Convention, Mary will be serving on the Auxiliary Emergency Fund as Vice Chairman.

Mary is currently employed as a Medical Secretary by Michigan Healthcare Professionals, where she has worked for the last 16 years. She and her husband, Richard, have been married for 46 years, and have 4 children and 7 grandchildren, all of which are members of the Legion family. Mary and her family are members of St. Peters Catholic Church in Mt. Clemens. Mary has been a member of Macomb County Salon #396 of the 8 & 40 for 13 years.

We, the members of the Seventh District and Harry Ollrich Unit #4 ask for your support of our candidate, Mary Dubay, for the office of Chaplain for the Department of Michigan for the 2017-2018 year.

Anita Mennel

Anita Mennel
Seventh District President

Alicia Minster

Alicia Minster
Unit #4 President

Susan Svacha

Susan Svacha
Seventh District Secretary

Kathleen Copeland

Kathleen Copeland
Unit #4 Secretary



September 18, 2016

At a regularly scheduled meeting of the Edwin T. Stiles American Legion Auxiliary Unit 153 held September 12, 2016 and the 8th District Association meeting held September 18, 2016, Marcy (Mrs. Steve) Jorae was endorsed for the office of Department Historian of the American Legion Auxiliary Department of Michigan for the Auxiliary year 2017-2018.

Marcy is eligible for membership through the service of her late husband, Stephen C. Jorae, a U S Marine Corps Veteran. He served for 6 years in the Marine Corps Reserve during the Vietnam conflict. Mr. Jorae was a 30 year member of Edwin T. Stiles Post 153 in St. Johns, MI at the time of his passing.

Marcy has been an active member of the American Legion Auxiliary since 2006. At the Unit level, she has served as Unit President for 8 years, a position she currently holds. She has served as Chairman of most committees at the Unit level. During this time, Marcy has greatly broadened the scope of programs that Unit 153 participates in, has encouraged members to learn more about the American Legion Auxiliary through discussions at meetings and working new programs for the Unit, and has spearheaded work at the Post to make the American Legion Family more visible in the community through Americanism awards, the Girls State Program, more visibility at community events, and newspaper articles.

At the District level, Marcy served as First Vice President for 2009-2011; as District President 2011 - 2013; and as District Secretary 2013 to the present, mentoring District and Unit Presidents when possible. Marcy has served as the District Chairman for the following committees : Americanism, Community Service, Constitution and Bylaws, Education, Leadership, Membership, Past President's Parley, and Public Relations. Marcy has encouraged members to live a Culture of Goodwill as she has led by example, leading the District meetings with civility and respect for others.

On the Department level, Marcy has served on the Americanism Committee and chaired the Public Relations Committee. As Chairman of the Public Relations Committee, Marcy conducted the first Michigan "Ring Your Bell" campaign in an effort to spark enthusiasm amongst members and to encourage them to make the ALA brand visible in their communities. She is currently serving as the Leadership Committee Chairman for a second year, focusing on training, mentorship, improving the Culture of Goodwill within the Department, and increasing the participation in the annual reporting process. At the 2016 National Convention, the Department of Michigan received the National award for the Best Overall Leadership Program for the 2015-2016 year. Marcy is also on the Michigan Long Range Strategic Planning Committee, currently serving as the Goal 3 Champion - *Developing Leadership at All Levels* and has recently been appointed Chairman of the Michigan Strategic Planning Committee .

Marcy has been a Registered Pharmacist since 1977. She has worked for Meijer Pharmacy as a pharmacist for 31 years in the greater Lansing, MI area. She has been a Pharmacy Team Leader for 10 of those years. Her management experience will be an invaluable asset as an officer for

the Department of Michigan. Prior to working for Meijer, Marcy worked for SuperX Drugs for 14 years. Marcy recently retired after 46 years of working in the pharmaceutical retail industry.

Additional community work has included chairing Clinton County Friends of Hospice for several years. Marcy was the Chairman of the Sparrow Foundation "Hike for Hospice" the first three years of its existence - Hike for Hospice is the major annual fundraiser for the Hospice Program of the Sparrow Foundation. Marcy also served on the committee for the development of the Hospice House of Mid-Michigan in Lansing, Michigan and on other Foundation Committees.

It is with great pleasure that we endorse Marcy for this position. We feel that she is well qualified to serve the American Legion Auxiliary Department of Michigan as an officer. We ask for your consideration and endorsement of Marcy for the nomination of Department Historian for the 2017-2018 Auxiliary year.

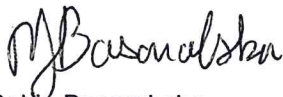
Sincerely,



Lynne Priester
Unit 153 Second Vice President



Karen Vanderlin
Unit 153 Secretary-Treasurer



Robin Basarabska
Eighth District President



Laurie Sweet
Eighth District First Vice President



Kay Mishler
Past Central Division National Vice President
Past Department President
Past 8th District President
Past Unit 153 President

AMERICAN LEGION AUXILIARY
DEPARTMENT OF MICHIGAN

TO: UNIT and DISTRICT VETERANS AFFAIRS AND REHABILITATION CHAIRMEN
IN THE FIFTH AND NINTH DISTRICTS

RE: **MOTHER'S DAY PROGRAM FOR 2017**

The Mother's Day program is for the residents of the Grand Rapids Home for Veterans. EACH UNIT is requested to send TEN (10) cards, with postage for mailing, or the money to purchase ten cards and stamps. (See options below.)

PLEASE READ VERY CAREFULLY

IF SENDING MONEY (Preferred Method):

For the convenience of the Units, you have the option of sending money, and the cards and stamps will be purchased for you. If you wish to use this method, please send \$1.50 to cover each card with postage (payable to Sarah Brooks) and mail to Sarah at the address below.

IF PURCHASING CARDS

- Purchase GENERAL Mother's Day Cards that say "Happy Mother's Day." Do not send cards that mention a relative, such as Mother, Grandmother, Aunt, Sister, etc.
- DO NOT PUT THE POSTAGE ON THE ENVELOPES. Send the stamps loose and we will put the postage on the cards when they are distributed to the residents.

Send your donations to Sarah Brooks no later than April 1, 2017. If you want acknowledgement of the receipt of the cards or donations, you **MUST** enclose a self-addressed, stamped postcard. Please include your Unit name and number, as well as District.

WE DO NOT HAVE A FATHER'S DAY PROGRAM AT THE GR HOME FOR VETERANS.
PLEASE DO NOT SEND FATHER'S DAY CARDS.

Sarah Brooks, Hospital Representative
Grand Rapids Home for Veterans
701 Prince St. S.E.,
Grand Rapids, MI 49507-1241
(616) 243-3520

American Legion Auxiliary

Department of Michigan

ALA MIS Training – March 11, 2017

Questions & Answers



Q - Can we get an ALA MIS report that the units can use to show updates that individual members have made to their profile via the login portal?

A - No, all changes are grouped together they are not split, so this would cause system issues with rendering given our database is almost 200GB

Q - Is there any plan in the future for Units to be able to process their own payouts?

A - No, due to the structure of dues, IRS implications and dataflow processes.

Q - Is there any plan in the future for Units to be able to print their own cards?

A - No, but there are plans to set the website up so members can login and print a copy of their own card, similar to how the Legion does it.

Q - Can we make the Expired Members and Former Member reports available to the Units? (Instead of having to request from department)

A - Yes, this can definitely be done. **Now available at the Unit level.**



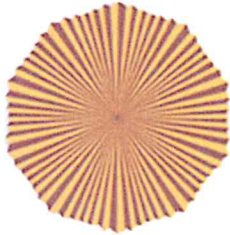
Emblem Usage Guide

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| Emblem in Print & Online | 5 |
| Emblem Specifications | 6 |
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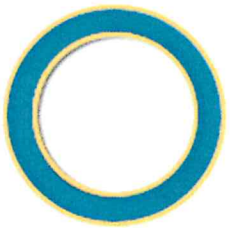
Emblem Significance

(pg.6, *American Legion Auxiliary Unit Handbook*)



The rays of the sun

The rays of the sun form the background of our proud emblem and suggests the American Legion Auxiliary's principles of Loyalty, Justice, Freedom and Democracy will dispel the darkness of violence, strife and evil.



Outer rings

The larger of two outer rings stands for the rehabilitation of our sick and disabled veterans. The smaller inside ring denotes the welfare of America's children. The unbroken circle of blue represents Unity and Loyalty.



The star

The star, victory symbol of World War I and the emblem of service in war, no less the emblem of service in time of peace, also symbolizes honor, glory and constancy. The field of white behind the star exemplifies the hope of Freedom.



American Legion Auxiliary

The words American Legion Auxiliary tie the whole together for truth, remembrance, constancy, honor, service, veterans' affairs and rehabilitation, children and youth, loyalty, and Americanism.

Emblem Usage

The word “emblem” used hereafter shall mean insignia, badge, medal, emblem, or any colorable imitation thereof of the reproduction thereof, of the American Legion Auxiliary. The name and emblem of the American Legion Auxiliary are registered service marks in the U.S. Trademark Office (Original 1920 Patent No. 55398, renewed by Acts of Congress, Aug. 1935, June 1949, June 1962 and April 1976) and are protected by criminal and civil enforcement provisions of federal law. The official emblem of the American Legion Auxiliary is on file at National Emblem Sales, The American Legion National Headquarters, Indianapolis, Ind. (<http://emblem.legion.org/>).

The National Organization may grant permission to use the name and emblem in accordance with that resolution, other resolutions and U.S. Trademark law. The national officers are charged with resisting and restraining any unauthorized use of the name “American Legion Auxiliary” or the emblem.

A resolution, passed January 13, 1948, states that the manufacture, sale, or purchase for resale, either separately or appended to, or to be appended to, or the reproduction on any article of merchandise manufactured or sold, of the badge, medal, emblem, or other insignia or any colorable imitation thereof, of the reproduction thereof for commercial purposes of the American Legion Auxiliary, or the printing, lithographing, engraving, or other like reproduction of such badge, medal, emblem, or other insignia or colorable imitation thereof the American Legion Auxiliary shall be in accordance with the rules and regulations declaring the policy of the American Legion Auxiliary.

The use of the emblem by the individual unit member shall be limited to the wearing of the official insignia and to the possessions of authorized jewelry or merchandise bearing the emblem, using the imprint of the emblem upon stationary and official supplies, upon unit publications, and to the use of authorized regalia or merchandise bearing the emblem.

The use of the emblem by departments shall be the same as by use of units, except that convention committees in several departments are privileged to use the emblem for decoration and souvenir purposes, subject in each instance to the approval of the national secretary.

Any other use of the name “American Legion Auxiliary” or the emblem shall be subject to the approval of the national secretary, provided, however, (a) that any requests for such other use of the emblem by units shall first be subject to department approval before submission to the national secretary, and (b) that any other such use by the departments, when approved by the national secretary, shall be confined within the territorial limits of the department.

No unit, county, district, state or other department of the American Legion Auxiliary, and no officer or member thereof, has authority to grant the right to manufacture, reproduce or deal in items bearing the name and/or emblem of the American Legion Auxiliary.

Use of the American Legion Auxiliary Emblem is controlled by the National Headquarters. All requests for approval to use the emblem must first be sent to the department secretary. The request letter must state who will perform the duplicating (manufacturer), the name of the product, its intended use and the exact amount being ordered. Products must be of U.S. manufacture. Additional quantities require new authority. The department secretary indicates her approval and affixes her signature before forwarding the request to the national secretary.

The letter authorizing use of the emblem by the national secretary must be issued to the manufacturer and will be sent directly to the manufacturer. Copies of the authorization letter will be sent to the department secretary and the person making the request if that information has been provided. For more information on permission to use the emblem see The American Legion Web site: <http://www.legion.org/emblem/faq>.

Any other use of the name "American Legion Auxiliary" or the emblem shall be subject to the approval of National Headquarters. These restrictions apply equally to the emblems of The American Legion and the Sons of The American Legion.

Emblem Use on Grave Markers

Purchases of grave markers from National Emblem Sales do not require approval of the national secretary. The use of the American Legion Auxiliary emblem on grave markers purchased from outside sources requires approval from both the department secretary and the national secretary. All requests must first be sent to the department secretary. After approval there, it will be forwarded to the national secretary for consideration.

For a deceased member the following information is required:

- Full name and address of the member.
- Name and number of the unit to which she belonged.
- Verification that she was a member in good standing at the time of death.
- Name and address of the manufacturer of the grave marker. If the manufacturer is unknown, the name and address of interment must be sent.

To receive approval for the use of the American Legion Auxiliary Emblem on a grave marker on a pre-need basis, one of two conditions must be met:

1. She must have been a member of the American Legion Auxiliary for at least twenty (20) consecutive years, or
2. She must be a VIM (paid-up-for-life) member, regardless of the length of her consecutive membership.

If the member is deceased and the request is made by her family, the member must have been a paid-up member at the time of her death.

Emblem in Print & Online

Use of the emblem in print and online is governed by National Headquarters. The use of the emblem in the electronic medium does not constitute permission to reproduce it. Permission to reproduce the emblem is confined to those activities listed in "Emblem Usage." If a local unit, post, or department wishes to use the emblem on a newly designed graphic, a letter of request for approval must be sent to the national secretary.

Units are confined to using the emblem or reproduction of the emblem on stationary, unit publications, notices, posters, place cards, or matters of similar character used in the ordinary routine and conduct of legitimate unit business. Departments are similarly limited. Any other use of the name "American Legion Auxiliary" or the emblem shall be subject to the approval of the national secretary.

Emblem Specifications

Each emblem consists of an accurate reproduction of the patented American Legion Auxiliary Emblem in four colors- gold, dark gold, Reflex blue and white. The emblem must be displayed on a background of a diameter slightly larger than the emblem. No other objects or lines shall be directly imposed upon the emblem. The American Legion Auxiliary Emblem may be used in different color variations, including a **4 color process**, a **3 color process**, **grayscale**, and **black & white** (see below). The primary and most preferable is the 4 color process. The second most common is the black & white.

4 Color Process



3 Color (spot colors)



PMS 129 - Yellow
PMS 477 - Brown
REFLEX - Blue

Grayscale



1 Color - B&W



Logotype and Font

AMERICAN LEGION AUXILIARY

Trajan Pro is the preferred font for “American Legion Auxiliary.”



AMERICAN LEGION AUXILIARY

Serving veterans, their families and their communities

This type treatment in conjunction with the emblem is called a **logotype**. A common treatment (*above*) is a stacked vertical treatment or a color bar placed with the emblem. The emblem may also be placed on top of **complex graphics and photography**, as in the example (*below*).



Please observe **Flag Code** when using the flag in print. Note the left position of the American Flag in relation to the American Legion Auxiliary flag (*below*). In addition, note that the flag poles are not in any way disrupting the shape of the emblem.



Children & Youth April 2017

“The Children & Youth Program emphasizes protecting, caring for and supporting children and youth, particularly those of veterans’ and military families”.

By now all of your reports (narratives and pictures) are in for 2016 - 2017, but do not stop what you are doing for our children. Continue to reach out to and support children especially those of our Veterans and military families. Please continue the work you do for our children and youth, and report what you have done. **This month your year - end reports are due to me by April 15th 2017**

Start compiling your 2017 - 2018 reports tracking the events, all the hours involved (planning, shopping, calling) and money spent.

April Is the American Legion’s Children & Youth Month

April has been celebrated as “Children & Youth Month” since 1938. I hope you have April jammed packed with events, finalizing your Girls/Boys state candidates, student troopers and family fun bunny hops or other such events. Remember to track these events for next year’s report. Use the Auxiliary tracking form and you will not miss anything. Please wear red on April 15th for Children & Youth Day.

“Children represent the future of our nation. It is up to us to equip them with knowledge, leadership skills and a commitment to service that they will use as productive adult citizens of the United States”. (Quoted from The American Legion C&Y program booklet.)

Remember the eyes of our youth are watching what we do, how we behave and they will absorb what we are willing to take the time to support, nurture and teach them.

Kathleen Copeland
Children and Youth Chairman
Unit Mailing

Department of Michigan American Legion Auxiliary
Education Program, 2016-2017
Unit Mailing April
Chairman: Susan Svacha

Year-End Reports

Annual reports reflect the program work of units in the department. Each department Education chairman is required to submit a narrative report by **May 15, 2017**, to the division Education chairman at her address found on the front page of this program Plan, and copy the national Education chairman. Members and units should follow their department's protocol and deadlines.

As part of your Narrative Report, please include answers to the following questions:

- Did member/units participate in Teacher Appreciation Week? How?
- How was Give 10 participation recognized in your department?
- Describe how Veterans in Community Schools programs were presented?
- If units actively support veteran's associations on campus, describe their activities?
- What types of help did units give a needy student?
- How did units/department recognize scholarship winners?
- How many scholarship applications were received for national scholarships?

This is my last Unit Mailing. Please remember to report everything you have accomplished this year for Education.

Leadership

Have you ever thought of April as a month of “**New Beginnings**”? This is no April Fool’s joke. It really is a time of new beginnings in the American Legion Auxiliary for Leadership.

New Beginning #1 – Reporting – Our Auxiliary year of reporting runs from April 1st of one year through March 31st of the following year. This is the time of year to start your new Department of Michigan Annual Tracking Form for Reporting. This form is an excellent tool to make your annual reporting more efficient. If you attended a Leadership Workshop during this past year, you received a copy of the form in your packet of handouts. If you did not attend a Workshop, you can find this form on the Department website (www.michalaux.org/resources/forms). Whether you give each member a copy to record their own activities, keep a notebook at the Post for members to record their own activities, or you delegate someone to record hours reported at each meeting, please consider using this tool so that more of the good things your Unit does for our Veterans and our communities get recorded. Also, remember to write a short narrative after a special event or project so that it will be ready for you next March when you do your annual reporting.

New Beginning #2 – Leaders – Many Units will be electing their officers for the next Auxiliary year in April. Each Unit should try to elect a team of leaders that will focus on the mission of the American Legion Auxiliary. Do your officers promote the programs of the Auxiliary? Do your projects help our Veterans, our active military and their families, our children and youth, and our communities? Are your officers willing to work with the Legion Family of your Post to carry out our Missions? Do your officers promote the American Legion Family in your community in a way that will attract new members? Do your officers understand the value and expectations of participating in meetings and activities beyond the Unit level? The officers you elect each year are key to making this type of leadership happen.

New Beginning #3 – Department Convention – Look ahead to June and Convention. While it is true that our Department Convention is the culmination of the Department Auxiliary year, work, and events, will this be a new beginning for your Unit? Does your Unit already send Delegates to the Department Convention? If not, why not make this the year that your Unit starts becoming involved at Department Convention. Not only are reports given and award winners announced, but changes to our governing documents take place at this time. New

Department Officers are elected for the following year. If your Unit would like to have a say in these things, you must send a Delegate(s) from your Unit to participate. No Delegate from your Unit means your Unit has no representation – your voice cannot be heard. Last year at Department Convention, our membership totals allowed for 516 Delegates and a possible 97 Delegates-at-Large giving a total voting strength of 613. (Delegates-at-Large are the current officers, District Presidents, members of Department Standing Committees, Past Department Presidents, VA Representatives for the hospitals and homes and their 1st Deputies.) Of the possible 613 votes allowed, the total voting strength registered was 194. In other words, less than 1 out of every 3 potential votes was cast. Less than 1 out of every 3 voices were heard on matters that affect every member within the Department of Michigan. Watch for more information on choosing your Delegates for Department Convention in the May Unit Mailing.

As we wrap things up for the 2016-2017 year, let's think about the “**New Beginnings**” we can make for our next Auxiliary year.

Marcy Jorae

Leadership Chairman

April 2017

Past Presidents Parley: Obligation to Mentor Future Leaders
Mary Anne Yuncker, 2016-17 Chairman

As we continue to “keep our promise” by fulfilling the mission of the American Legion Auxiliary, we must look forward to the fulfillment of our Centennial Strategic Plan to lead us into the future. Our Past Presidents Parley program is a perfect way to accomplish this.

The word “parley” comes from the French word “parler” which means to talk. Parleys provide means for creative thinkers and leaders to come together to talk, discuss and deliberate about how to raise awareness and propose solutions or compromises to strengthen and grow their units and departments. They can be an opportunity to develop meaningful strategies to accomplish goal 4 of the Centennial Strategic Plan, i.e. to develop leadership at all levels. Past Presidents have an obligation to carry out these important tasks.

Leadership is a skill that must be learned and cultivated. Past Presidents can help develop new leaders through mentoring. The word “mentor” itself was inspired by the character of Mentor in Greek mythology, the friend who Odysseus left in charge of the household while he was in Troy and who was the teacher and protector of Odysseus’s son. Today we define mentor as a wise and trusted leader, counselor, tutor, or supporter who advises and guides a less experienced person. Past Presidents Parley provides a place where past leaders who are knowledgeable about our mission, values, traditions and goals can give clarity and advice when needed.

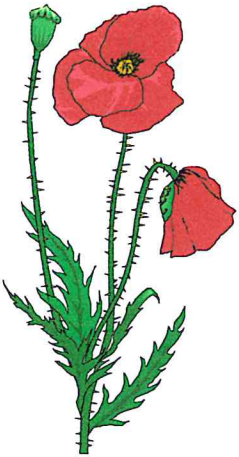
By helping members understand what we do and how we do it, we can help them gain the confidence they need to take on new leadership roles and responsibilities.

As past presidents meet to discuss problems and solutions, and as we continue to mentor membership we need to remember to cultivate a culture of good will. Goodwill can be described as a kind, helpful, and positive attitude toward others. We need to be that example of goodwill. We need to demonstrate the Auxiliary’s core values of personal integrity, respect for the uniqueness of individual members, and truthful open communication with our members. Keep the promise you made when you took the oath of office as President. Stay involved, lead by example, and help the American Legion Auxiliary move toward its second century of Service, not Self.

Spread the word about our scholarships and awards we have available annually. Sadly, there are many that are unaware of what the American Legion Auxiliary has to offer.

*excerpts taken from the Auxiliary magazine August 2016

THE AMERICAN LEGION AND AUXILIARY POPPY PROGRAM



**Have you ever wondered how poppies are made?
Now is your chance to find out !**

Join us at the
Grand Rapids Home for Veterans
3000 Monroe N.W., Grand Rapids
for a

POPPY BONANZA

Saturday, May 6, 2017

10:00 a.m. in the All Purpose Room

Veterans will demonstrate how poppies are made and also give you an opportunity to do some hands-on assembly of your own.

All Legion, Auxiliary, SAL, and any interested individuals are welcome to attend.

Please call no later than May 1 if you will be attending so we have a count for planning purposes.
(Program will last approximately one hour.)

Sarah Brooks, Hospital Representative (616) 243-3520



American Legion Auxiliary

“Let's Talk About It” Public Relations Apr '17

May is fast approaching. Are you ready for the summer kick off? Ready for a busy month of promoting the American Legion Auxiliary programs??

Armed Forces Day 5/5

Poppy Days

Are you ready with your volunteers to offer the poppy for donations? Do you have the pick up and drop off set up? Let's make it a success and raise awareness for our veterans and our mission. Make contact with your local stores and see if you can offer the poppy for donations or, if you can leave a display at there business.

Memorial Day

Let us celebrate! Take the time and get into the schools and promote Americanism. Invite the community out for a picnic. Plan an after the parade party. Have you signed up for the local parade? Whatever you are going to do, you should be finalizing your plans to make it a huge success.

June is coming quickly

Are you planning for any parades? Have you found a candidate for Girls State and Boys State? Student Trooper?

Flag Day 6/14 -- Have you collected worn flags? Contact you schools and see if you can present the folds of the flag at an assembly, teach the proper way of disposal, etc.

Army Birthday 6/14

July is not that far off!!

When is a better time to promote Americanism and Patriotism





other than on the fourth of July?

Independence Day 7/4 --

Are you participating in the parade? Have you got all of your volunteers to make the event a success? Have you invited other groups to participate with you?

All of the above planning, volunteering and success is up to you. Have you contacted all of your local media? Take a look at the National American Legion Auxiliary website. Under Members Only, you can find an abundance of information, templates, suggestions and how to sheets. Under Public Relations you will find all of the templates that you have seen in these unit mailings, power point, sample press releases, public service announcements and much, much more.

Start planning earlier to make sure you have a successful turn out for your event.

And, as always -- PROMOTE PROMOTE PROMOTE!!

Remember our organizations mission statement as you plan your events. We are here for a purpose and, let's make our communities understand why we are here!

MISSION STATEMENT:

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.

Talk about having busy months ahead...with the warmer weather, the nearing end of the school year and getting ready for the upcoming events...WOW!

Public Relations needs to be constantly on your mind to have successful events. Are you and your Unit ready for the challenge??

Suzanne Knapp
Public Relations Chairman