

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF MICHIGAN  
2017 - 2018 PLAN OF ACTION**

**LEGISLATIVE**

**COMMITTEE CONTACT INFORMATION**

**CHAIRMAN:**

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**COMMITTEE MEMBERS:**

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**NATIONAL CHAIRMAN:**

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**CENTRAL DIVISION CHAIRMAN:**

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## **OBJECTIVE: WHAT CAN WE DO?**

1. Encourage our members to attend meetings and debates in their areas and learn what their elected officials on the local, state and national levels stand for on Veteran's issues. Remember to go and vote when elections are held.
2. Distribute the American Legion Advocacy Guide within Units in order to provide members with information needed to contact leaders and give them guidelines in dealing with their officials.
3. Ask members to email, call and or write letters to their elected officials on the local, state and national levels concerning the current affairs affecting our Veterans and their families. **(SEND COPIES OF LETTERS AND RESPONSES TO YOUR DISTRICT CHAIRMAN)**
4. Ask members to write letters to the editors of the newspapers in their areas explaining the views of Veterans and their family's needs. **(SEND COPIES OF LETTERS TO DISTRICT CHAIRMAN)**
5. Encourage members to utilize The American Legion Legislative Action system in order to keep updated via THE DISPATCH and The American Legion website at [www.legion.org/legislative](http://www.legion.org/legislative) to find the latest information.
6. Encourage members to grow their membership in order to increase the base of support needed to continually inform the local, state and national leadership of The American Legion support of Veteran's programs.
7. Inform our Junior members of the Congress for Kids, an interactive website for Grades 4-12 to learn about our Federal Government and how it affects them. The website is available at [www.congressforkids.net/index.htm](http://www.congressforkids.net/index.htm).
8. Complete the Legion's Congressional Meeting Report Form following all meetings with US Representatives, US Senators and/or their staff members. **(SEND COPY TO DISTRICT CHAIRMAN)**
9. Subscribe to e-newsletters of elected officials to monitor what they consider to be their priorities on Veterans and National Security issues. (See each elected official's Website for details on how to sign-up)
10. Subscribe to the Legion's Weekly Legislative Update to stay informed about current legislative activities on Capitol Hill. Visit [www.legion.org/enewsletters](http://www.legion.org/enewsletters) to subscribe.

## **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](http://www.ALAforVeterans.org).

## **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 Unit is to report to their District Chairmen by December 1, 2017 and District Chairmen are to report to the Department Chairman by December 15, 2017. All in narrative form.

### 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.

# **AWARDS**

## **NATIONAL AWARDS**

**All entries must include cover sheet found in this guide and your narrative must include questions 1 thru 6 that you answered from the Unit Annual report form.**

**Unit Legislative Award** – A citation presented to the Unit Chairman in each division reporting the most outstanding overall legislative program. Entry must have cover sheet, be typewritten in narrative form, not exceed 500 words, and must tell the story of legislative activism and how it made a difference in the lives of Veterans and their families. Pictures and newspaper articles can be included. All entries must be sent to **Department Chairman, Deborah Williamson by April 15, 2018.**

## **DEPARTMENT AWARDS**

### **THE ALICE THOMAS CITATION**

One winner to the District with the most Legislative Bulletin subscriptions ordered.

### **THE ROMAINE ROETHEL CITATION**

A citation presented to a Legislative Chairman for the best narrative year-round report in 1,000 words or less. This award was named for Past Department President Romaine Roethel from Unit #190 in Detroit, who served as Department President in 1969-1970. Romaine went on to become National President, serving in 1981-1982.

### **UNIT LEGISLATIVE AWARD**

A citation presented to the Unit Chairman reporting the most outstanding overall legislative program. Entry must be typewritten in narrative form, not to exceed 500 words. Pictures and newspaper article may be included. **All entries must be sent to Department Chairman by April 15, 2018.**



**American Legion Auxiliary  
2017-2018 National Award Cover Sheet**

**This cover sheet should be attached to each narrative submitted for a national award. 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 write carefully. All awards will be mailed to the department office after national convention. Department presidents may wish to recognize award recipients by presenting them at a department function.**

National committee sponsoring award: \_\_\_\_\_

Type of Award:         Department         Unit         Member

Name of the award you are applying for: \_\_\_\_\_

**Complete the following if you are applying for a department award:**

Name of department: \_\_\_\_\_

Name of department chairman: \_\_\_\_\_

Chairman's phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Chairman's email address: \_\_\_\_\_

**Please complete the following if you are applying for a unit award.** 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: \_\_\_\_\_

Unit president/chairman (circle one) name: \_\_\_\_\_

Phone number: (\_\_\_\_), \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Email address: \_\_\_\_\_

**Please 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: \_\_\_\_\_

Member Name: \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Nominating Member (if different from above): \_\_\_\_\_

Nominator's Phone number: (\_\_\_\_), \_\_\_\_\_

Nominator's Email address: \_\_\_\_\_

*Please see your committee Plan of Action to determine where to send this form.*

## LEGISLATIVE RESOURCES

1. **AMERICAN LEGION AUXILIARY ADVOCACY GUIDE:** an informative tool discussing advocacy, relationship building and communication with your legislators; a list of key legislative websites and sample letters are also-included. Available for free download at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).
2. **ALA e-NEWS:** The American Legion Auxiliary's monthly newsletter. Sign up with your e-mail address on the Auxiliary's website to receive legislative updates.
3. **THE DISPATCH:** A monthly publication of the American Legion describing current legislative issues and other news pertinent to the American Legion Family. To subscribe, at a cost of \$15.00 a year, call the American Legion at 317-630-1298 or on line at [www.legion.org/dispatch](http://www.legion.org/dispatch).
4. **CONGRESS FOR KIDS:** Interactive, fun-filled experiences designed to help grades 4- 12 learn about the foundation of our federal government and how it actions affect them. [www.congressforkids.net/index.htm](http://www.congressforkids.net/index.htm).
5. **MEMBERS OF CONGRESS:** Can be found at [www.senate.gov](http://www.senate.gov) and [www.house.gov](http://www.house.gov) .
6. **ADDITIONAL RESOURCES:** Can be found at [www.legion.org/legislative/resources](http://www.legion.org/legislative/resources) and [www.ALAforVeterans.org](http://www.ALAforVeterans.org).