

**American Legion Auxiliary
Department of Michigan
2019-2020 PLAN OF ACTION**

Community Service

Peggy Nolff, Chairman
10436 High St., Erie, MI 48133

734-755-3156

pegnolff1956@gmail.com

Committee Members

Sarah Walker

231-922-3489

justsarah@charter.net

Sabrina Townes

616-835-8113

National Committee Contact Information:

Communityservice@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 2017-2022 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.

The Auxiliary's Community Service program is based on the premise that no organization has a right to exist within the community without giving something to that community in return. Community service helps to make our communities better places for us to live. Auxiliary members study community needs, recommend projects, raise funds and donate their time to accomplish their specific objectives. Special attention is given to the selection of each project to ensure the work of other organizations is not duplicated. Auxiliary units also aid on Community Service projects sponsored by the American Legion and work with other service organizations to implement practical, worthwhile projects for the benefit of the community. Some examples include blood drives, first aid and CPR training, child safety programs, support for women in shelters, donations for shelters for the homeless, tree planting, recycling programs, disaster and emergency preparedness programs, Adopt a Highway.

Please keep in mind there are many, many, many, activities and programs that qualify for community service hours. The list is far too long to include with this guide.

The community service hour reporting sheet is an important part of the Community Service report. Included is only an example and your unit can use whatever form works for you. Be sure to report monthly or after the event as it will make for an easier reporting of Mid-Year and Annual reports.

Our National website has many links and support tools for Community Service. Log into the members only section

Remember it is not only what we do as a unit, as a member we should also report our community service hours for what we do in our communities as an individual.

If your unit submits a report for an award, please remember you must include the hour sheets for verification purposes.

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, 2020

- 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, 2020

- 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 (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 2019-2020 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, 2020** 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, 2020** to the division Community Service chairman, plus copy the national Community Service chairman.

Members and units should follow their department's protocol and deadlines.

2017-2022 American Legion Auxiliary Programs Action Plan

Community Service

The Community Service program promotes the American Legion Auxiliary's visibility within our localities through our commitment to community, state and nation.

Committee Contact Information

communityservice@ALAforVeterans.org

What can you do?

1. Become visible within your community as a link to the veteran community. Get involved in community service projects to bring awareness of our mission to support veterans, servicemembers, their families and the community.

Ideas:

Member

- Always wear your American Legion Auxiliary apparel or pin while volunteering in the community; it reinforces our brand promise by telling people who we are, what we do, and why we matter.
 - o **Note:** If you are ordering anything with the ALA name or emblem from a source other than Emblem Sales, remember that a request first must be submitted through your department headquarters to National Headquarters for approval by the national secretary. Contact your unit for more information on this process.
- Reach out to local ministers and first responders to indicate your willingness to be a designated responder for veteran families in need. Be sure to keep a list of veteran resources handy so you will be ready.
- Get involved with your neighbors and those outside our Legion family by volunteering at your local library, food pantry, domestic violence shelter, senior citizen centers, assisted living centers, nursing homes.
- Represent the Auxiliary as a member of local community boards and committees.
- Volunteer with your local Meals on Wheels to deliver meals on days when they are typically closed (i.e. Christmas and Thanksgiving).

Unit

- Volunteer to organize or assist with your community's Veterans Day observance.
- Organize and participate in service projects for veterans, servicemembers, their families and local community programs on ALA suggested days of service.
- Register service projects on websites, community forums and social media to attract other community members to participate in your service projects.
- Volunteer for local service projects and causes (walks, special events, etc.). Work with your post home to offer space and their participation in local service projects and causes.
- Sponsor and participate in activities at local libraries, senior citizen centers, assisted living centers, nursing homes, service projects and causes (walks, special events, etc.).

Attend and represent the Auxiliary at special celebration events in the community such as holiday parades, grand openings of community facilities and community leader recognition ceremonies.

Department

Assist units and members with specific idea plans outlined above.

Encourage members of your department to be leaders in their communities by including photos and stories from unit events in your department newsletter.

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 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 to the division Community Service chairman, plus copy the national Community Service chairman. Members and units should follow their department's protocol and deadlines.

**For deadlines and contact information, please consult the Annual Supplement to the 2017-2022 Programs Action Plan or visit the Community Service Committee page on the national website, www.ALAforVeterans.org.*

As part of your narrative report, please include answers to the following questions:

Did members volunteer for or organize service projects for any of the ALA suggested days of service? If so, which days were most successful for offering service projects? Did you have any challenges?

What types of community service activities and/or projects were done in your department?

Community Service Awards

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

- Award: Citation Plaque
- Presented to: One unit in each division (5)
- Materials and Guidelines:
 - o Include pictures and newspaper articles.

B. Department Award: Best Department Community Service Program

- Award: Citation
- Presented to: One department in each division (5)
- Materials and Guidelines:
 - o Each entry must be typewritten in narrative form.
 - o Include pictures and newspaper articles.

Additional Resources You Can Use

1. See your national Community Service Committee page of the national website:

- ALA Service Not Self Volunteer Toolbox*
- How to Partner with Organizations for Community Outreach
- How to Mobilize Community Support for Those Who Serve
- How to Serve on National Days of Service

2. ALA suggested days of service:

- 9-11 National Day of Service and Remembrance (observed annually on Sept. 11)
- Make a Difference Day (observed on the fourth Saturday of Oct.)
- Veterans Day (observed annually on Nov. 11)
- Martin Luther King Jr. Day of Service (observed on the third Monday of Jan.)
- National Volunteer Week (usually the third week in April)

3. Your national Community Service committee members (see Community Service program page on the national website or Annual Supplement for contact information)

4. The national Community Service Committee Facebook group, search "ALA Community Service"

DEPARTMENT OF MICHIGAN COMMUNITY SERVICE AWARDS

1. **The Wilber M. Brucker Cup:** to the Unit with the best all round report. Remember the hour sheets for verification.

2. **The Lida Murphy Cup:** for the greatest number of hours reported on these programs. Remember the hour sheets for verification.

Named for Past Department President Lida Murphy, Northville Unit 14 1937-1938

3. **The Earl L. Stewart Cup:** to the Unit with less than 50 members for the most outstanding Community Service report remember the hour sheets for verification.

4. **The Betty Cline Community Service Citation:** to a Unit with over 200 members for a single program that has benefited or assisted their community during the year. Remember the hour sheets for verification.

Named for Past Department President Betty Cline, Port Huron Unit 8 -1980-1981

5. **The Patricia Jewell Award:** For the Units under 200 members. For the Most Outstanding Single Program that has benefitted the Community.

**UNIT CHAIRMAN SEND YOUR ENTRY AND REPORT TO THE
DISTRICT CHAIRMAN BY MARCH 31, 2020**

**DISTRICT CHAIRMAN SEND THE WINNING ENTRY WITH GREEN SLIP TO THE
DEPARTMENT CHAIRMAN BY APRIL 15, 2020**



**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
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.