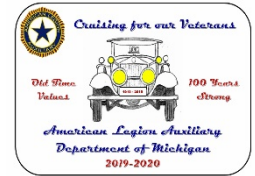




American Legion Auxiliary Department of Michigan

212 North Verlinden Avenue, Ste. B • Lansing, Michigan 48915
Phone 517-267-8809 • Fax 517-371-3698
www.michalaux.org



It is a new year and some new beginnings for some. I hope everyone is having a wonderful beginning for our New Year.

We are in the middle of our winter season and I believe I found every icy road in our Great State, while traveling to our Veterans' Christmas gift shops. I would like to take this opportunity to thank our Representatives at Grand Rapids, Marquette, Detroit, Saginaw and Ann Arbor. With their labor of love, they make Christmas special for Veterans.

I will be visiting Springfield, Illinois, to pay tribute to our great President Abraham Lincoln.

Department has been sending out Unit mail via snail mail which is very costly. At one point in time we had discussed using email as a way of sending out the Unit mail. We realize that there are a few who do not have email and prefer to have it sent snail mail. Most of our membership can access the Unit mail on our website. If a Unit does not have internet access please advise Department. Many of our Units and Districts have not provided department with their Unit and District Officers List, please send one to department as soon as possible.

My year as Auxiliary President is going by so very fast, it is hard to believe that it is more than half over. I would like for us to have fun at Winter Conference with having a Sock-Hop and root-beer floats, we need to have fun and celebrate our 100 years of service. My favorite quote, "To care for him who shall have borne the battle and for his widow, and his orphan." Abraham Lincoln, second inaugural address, March 4, 1865.

When a Unit or District sends Department a donation to Madame President's project, clearly mark in the memo portion that it is a donation to her project.

Wishing all a safe and prosperous year.

Keep our warriors and their families in your prayers.

Georgia Downs
American Legion Auxiliary President
Department of Michigan

Winter Meeting Poppy Orders

Please have your order to Department no later than January 31st if you would like to pick up your order at Winter Meeting.

Please indicate on the order form that you wish to pick up your poppy order at Winter Meeting!



POPPY ORDER FORM



Orders placed **AFTER April 1, 2020**
may not reach you by Poppy Days. Please order early.

TRADITIONAL POPPY DAYS – MAY 22, 23, 24, 2020
NATIONAL POPPY DAY – Friday before observed Memorial Day

(Units and Posts may distribute Poppies at other times to coincide with VFW dates or local ordinances)

DIRECTIONS FOR POPPY ORDERS:

1. Please PRINT the name and address of where you want the order shipped. **Orders cannot be shipped to a Post Office box.** They are shipped UPS. Make sure there is someone to receive them.
2. Write the quantity for each item you wish to purchase and the price of that quantity.
3. Fill in the total amount of your order.
4. Enclose a check for full amount, payable to: *American Legion Auxiliary Dept of Michigan.* **Orders cannot be placed without pre-payment.**
5. When your poppies arrive, CHECK ORDER IMMEDIATELY for accuracy. **You have 30 days to report any inaccuracies!** Poppy materials may be sent separately and may not be received at the same time.
6. **DO NOT store in a basement, on cement floors, or in outdoor buildings. NOTE: ORDER CAREFULLY: UNUSED POPPIES CANNOT BE RETURNED.**

SHIP TO: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

PHONE (_____) _____

E-MAIL _____

District _____ Legion Post No. _____ Auxiliary Unit No. _____

QUANTITY (PER 1,000)	<u>ITEM</u>	<u>PRICE</u>
_____	POPPIES \$135.00/thousand	\$ _____
_____	POPPIES \$70.00 per five hundred	\$ _____
_____	POPPIES \$33.00 for one hundred	\$ _____
_____	COIN CONTAINERS \$2.00 each (Includes one label per container)	\$ _____

Check # _____ TOTAL \$ _____

Mail order and payment to: A.L.A. Dept of Michigan, 212 N. Verlinden Ave., Ste. B, Lansing, MI 48915

Keep a copy for your records

Revised 2019

For Office Use Only	
Order Sent _____	
Order Number _____	

MEMBERSHIP - Greetings and welcome to 2020!

Wow can you believe we are in a new decade!!! Time is flying, deadlines are quickly approaching. How are you doing with reaching out in our membership drive? Remember, 'the more the merrier'- 'many hands make light work'.

The R/R5: Member Award: R/R5 – Recruit/Rejoin 5 • Award: Special gift from the National Membership chairman • Presented to: Members who recruit or rejoin five or more Auxiliary Junior or Senior members into the 2020 membership year. Note: Rejoins must not have paid dues after the 2017 membership year • **First Deadline: President's Day, February 17, 2020 (this is just after our mid-winter so get busy now)**

"One Week of Caring & Sharing for the Next Century of the ALA"

For one week this spring, April 1-7, 2020, we are asking Units members and leaders to work together to contact all members of their Unit. One entry per unit.

As always, your membership team is available for questions or assistance. Contact your area membership team member, or myself with anything we can be of assistance with.

More details about this will be covered at Mid-Winter Conference. Hope to see you there!

Anita L. Mennel, Membership Chairman 2019-20

100th Anniversary Committee

November 10, 2019 has come and gone. Units celebrated in a variety of ways anywhere from having celebratory banquets to small celebrations with cake and ice cream. Many Units requested proclamations from their local governments. Whatever your Unit did to celebrate, Thank You for bringing awareness to the American Legion Auxiliary's 100th Anniversary and to the American Legion Auxiliary. Please don't make that the end of your celebration. The ALA will continue to celebrate the National 100th Anniversary through the 2020 National Convention to be held in Louisville, Kentucky August 28th to September 3rd.

Get your period clothing ready for Winter Meeting. President Georgia will again be having a contest for the best dressed from the different eras of ALA history. Watch for news of this in the Unit Mailings prior to Winter Meeting and on the website.

At Winter Meeting, the 100th Anniversary Committee will be requesting from the DEC approval for two items:

- 1) Permission to purchase and prepare a Time Capsule to be buried at Department Headquarters in the Fall of 2020 after the 100th Anniversary Celebrations have been completed. (Once the Auxiliary gives approval for this project, the request will then need to go to the Legion DEC for final approval.) If approval is not granted by the Legion, we can prepare a Time Capsule that will be housed in our Auxiliary office space.
- 2) Permission to sell at Winter Meeting Birthday candles off a "fake cake" to raise money for the purchase of materials for the Time Capsule.

I now have the answer to the question – "What is the Department of Michigan's official Charter Date?" This is the response from the National History Committee:

According to the information we have, the Department of Michigan held its first caucus on January 25, 1921. The department's charter date is August 29, 1922. The information your staff Legionnaires provided you is correct in that the department could not be chartered until after the national organization was organized in November 1921 and we had a national president.

The American Legion started from the top down. They held a couple caucuses and organized the national organization. Posts and departments had begun forming, but the national organization was being organized at the same time.

The Auxiliary started from the bottom and went up, meaning that when the posts started forming, women were creating their own "units" as well because they wanted to continue the work they had done during the war. The Legion realized what was happening so they appointed a committee in May 1919 to determine whether these

women's groups were fly-by-night organizations or if they would last, and to report at TAL's first national convention. The committee reported that the women were not going away. It wasn't until TAL's 2nd national convention that they decided to create their own Auxiliary. It was at that point they hired Pauline Curnick to organize the departments so that a national convention could be held, which is when the national organization was created, in November 1921. And that is why no department was chartered before 1922.

As a side note, The American Legion declared that once a Legion Department had acquired half as many Units as they had Posts in their Department, a State Department of the Auxiliary could be formed. Michigan had organized a Department structure prior to the 1st National Convention of the Auxiliary in November of 1921 and sent 12 delegates to that Convention, including Ada Sangster, the first President in Michigan (1921-1922). It was at this Convention that Edith Hobart was elected as the first National President. During her year of service to the Auxiliary, much work was done structuring the organization and setting about getting the Departments organized and chartered.

Thank you to all who have sent me pictures and narratives of their 100th Anniversary Celebration. Please continue sending this information as you continue to celebrate.

Marcy Jorae, Chairman
Department of Michigan 100th Anniversary Celebration Committee

National Security

What is your Unit doing as part of the National Security Program?

1. How many members wear “RED” on Fridays? Do your Unit members know the significance of wearing red on Fridays (Remember Everyone Deployed). Wearing any red shirt will do, but wearing an American Legion Auxiliary shirt might cause someone to ask why you have that shirt on if you are not at an ALA event or at a Post. The Flag & Emblem Catalog/website currently has red Legion shirts that have the Legion emblem on the left side and embroidered “Remember Everyone Deployed” on the right side. I have sent an inquiry to them asking if they will be offering Auxiliary shirts in the same manner and will keep members updated when I get a response. Perhaps if more members inquire about the availability of such a shirt, it will happen. If you Google “remember Everyone Deployed”, you can find several shirts currently available by vendors not affiliated with the American Legion Family – and those certainly show your support of our troops. But wouldn’t it be great to have a shirt with a dual purpose? Supporting our troops and branding the ALA logo to let people know about our organization? If you agree, please take the time to send an inquiry to emblem@legion.org. It just might get their attention.
2. How many Units have held Blood Drives, either as your Auxiliary Unit or as a Legion Family event at your Post? If you have, don’t forget to report it on your Annual Unit Report Form under National Security **and please shoot me a quick email ASAP with the details so that I can include it in our Department Mid-Year Report to National**. Please report the number of donations, the hours worked, collection totals, and any other details you think may be pertinent. If you have pictures of your signage and set-up, please include them as well. If you have anything else to report in the National Security Program, please do so now.
3. On November 7, 2019, the President signed into law Bill S.693 the National POW/MIA Flag Act that requires various federal agencies/sites to fly the POW/MIA flag 24/7/365 days a year! The US Post Offices is one of those federal sites! There are 81,964 MIA Service Members! Family & friends are waiting praying for their return! “Till they all come home.”

Marcy Jorae

National Security Chairman

(517) 230-1024 marcyjorae1952@gmail.com

“How To Support Troops and their Families on Military Installations”

Joan Chwala, Central Division National Security Chairman

Does your Auxiliary wish to help support troops and their families on military installations?

If this applies to your organization, I will give you some clues “How To” do this.

Did you know? The U. S. Department of Defense issued a historic policy emphasizing the importance of nonprofit organizations, military service organizations and Veterans service organizations in providing additional support to service members and their families on military installations. This happened in 2015. The American Legion Family is encouraged to take advantage of this opportunity to bring our mission outreach programs to service members and their families on military installations.

Please check the :AMERICAN LEGION AUXILIARY SUPPORT TOOLS A collection of resources from National Headquarters to assist and guide members and volunteers in serving veterans, service members and their families. Last Updated 02/04/2016.

Installation commanders are authorized to inform servicemembers and their families about the availability of services and support provided by nonprofits at their installations. Remember the following do’s and don’ts while on a military installation:

- a. Carry the ALA brand with you when hosting an activity or event at the installation. Be sure to wear a shirt with the ALA emblem or some other identifier. Please do feel free to mention why you value association with The American Legion Family as appropriate.
- b.. Fundraising for ALA is not allowed on military installations.
- c.. ALA members will not be granted access to installation services such as the Post Exchange (PX) or Commissary.
- d.. Space on the military installation is made available as is. Installation commanders retain the authority to revoke access or withdraw the approval of available space and associated services when warranted.
- e.. Run the program!

Report Your Impact

Please be sure to report your volunteer activities and hours to your unit’s National Security chairman.

This is a fairly new policy, so we want to know your feedback about this how-to as well! Let the National Security national committee know if this was helpful, as well as any additional tools or clarification that would have been beneficial as you made your request(s). Email NationalSecurity@ALAforVeterans.org.

HOSPITAL REPORT

Hello everyone, I'm a veteran in one of the great facilities that is offered to our veterans in the state of Michigan.

I need you to volunteer so I will be able to do some of the things that is offered to me, such as going to bingo, visiting the Cantina's to do some shopping for things I might need that is not offered by the V.A. going to different Posts for dinner and a party (when invited), baby showers for us veterans that might be pregnant, blanket drives for those of us who might be cold and you may think this is all easy but myself and others in the Medical Centers, Nursing Homes or other facilities that accommodates us veterans sometimes have to rely on you.

The Representatives of all the V.A.'s and Nursing Homes in the Great State of Michigan have regular scheduled parties that have been set up for them over the years and when she becomes a Rep. especially a new one she already has obligations that she has to meet, she also has to be endorsed at the National level before she can become a Rep. and she holds a great responsibility to make myself and others similar to me comfortable and have the means of getting to places where entertainment, parties and other outings might be held in these facilities, and at other places. We sometimes have to rely on all of you volunteers to do things for us.

The Rep's have to make sure she has the volunteers, monies and all support that is needed to make life easier for me and my fellow veterans. She has to go through training same as you if you are a regular scheduled volunteer, hopefully you are, she has to have a year-end review with the Voluntary Services Chief and then her report is sent on to National for evaluation on what kind of job she is doing through out the year, she needs regular scheduled and regular volunteers to make her report good. These are some great responsibilities that they take on when they become leaders for you to volunteer under them. She has to keep track of the running hours that you and others volunteer for, so when it comes time you will get your hour bars and pin, the pins are paid for by The American Legion Auxiliary Department of Michigan thanking you for your volunteering services and the bars are compliments of The American Legion Auxiliary National for volunteering. She has to make reports, and take care of the bank statements and balance the check book of the facility they are representing, she has to account for all the monies she spends and on all of the miles she accumulates making sure what is expected of her is done.

Have you ever wanted a Christmas present or gift and there is no one

that brings you gifts, well I can rely on you because I know you have a great Christmas Gift Shop through out the state and get many volunteers for this, but there is always room for more, and I want to THANK YOU for bringing me a gift because for some of us this is the only gift that we might be getting for Christmas or this might be the only gift we get for our Birthday.

Do you know you can use your Poppy monies for parties, Christmas Gifts, bingos and for needs of veterans that are in a facility? Yes, this is true and when you do use your monies make sure you get credit for them on your year-end report, remember report, report, report.

I want to THANK YOU again for all of the time and monies that your Unit, District or even yourself spend on us veterans.

I have heard that when you do volunteer work it gives you a sense of purpose, and a sense of obligation. Volunteering should be important to you because it helps you get involved and active in important community issues while helping to make the quality of life better for us veterans.

I'd like to say that today's volunteers are an essential part of an organization that needs their energy, expertise and time.

In closing volunteering is often its own reward. Helping others can be just as beneficial to the people doing the helping as it is for the people being helped. Though it can sometimes be hard to find time to volunteer, a close look at some of the various health benefits of volunteering may compel people to find the time they need to volunteer.

A last THANK YOU from all of us veterans that rely on you volunteers for always being there, taking care of us, supporting us and understanding our needs in the many different facilities that help take care of us.

Department of MI
Hospital Director
Janette Brockway

2019-2020 Annual Reporting Instructions

In preparation for the Annual Reporting process, all **District Presidents** should provide each of the Units in their Districts with the names and contact information for every District Program Chairman. District Presidents will receive copies of the 2019-2020 Annual Reporting Form for Districts to distribute to all **District Program Chairmen**.

Units should fill out the 2019-2020 Annual Reporting Form (sent out in a Unit Mailing and also available on the Department website) in its entirety and send a copy to the **District President** and to each **District Program Chairman**. This may be done by email if an email address has been provided and should be completed by March 30, 2020.

District Presidents should contact any Units that do not send in reports and have them do so by the March 30th deadline. The information included in these reports will assist you in writing your year-end District President report.

District Program Chairmen should compile the information from each of the Units and use the 2019-2020 Annual Reporting Form for Districts to create their reports. They should include narratives explaining any of the activities being reported by the Units. Once completed, the District Program Chairmen will send this report to the **Department Program Chairman by April 15, 2020** and to their District President for verification of submission purposes. Again, this may be done by email.

District Presidents should contact any District Program Chairmen that do not send their reports to the Department Program Chairman and have them do so by the April 15th deadline.

(Please note – we are asking District Presidents to take a more active role in the reporting process this year by verifying that both Units and District Program Chairmen complete their reports and submit by the appropriate deadlines. This will also allow District Presidents to receive information that will assist them in their year-end reporting.)

2019 – 2020 Annual Reporting Form for UNITS

Name of Unit _____ # _____ District _____

Number of members in Unit _____ Number who participate _____

Submitter Name _____

Address _____

City/State/Zip _____

Phone # (____) _____ email _____

Please attach a brief narrative, when requested, explaining the activity/event you are reporting. Include in your report the number of members who participated in the event (both ALA members and people participating in the event), the hours of donated time, the money spent to hold the event and/or the money raised at the event, and in-kind donation values. A brief narrative need not be more than a short paragraph of two or three sentences.

Please indicate if you have a member applying or if your Unit is applying for any Department or National awards.

Please send your Unit report to the District President AND to the District Chairman (Chairmen) for the program(s) you are reporting. Your District President should provide that contact info for you prior to Annual Reporting time.

Americanism:

- 1) The Flag: What was done to bring awareness about flag history, etiquette, respect or flag disposal methods? How many flag programs were conducted in schools? _____ For how many students? _____ # hours? _____ What materials were used to promote this? _____ Did you distribute flags _____ How many? _____ Value of in kind or monies spent? _____ Did you participate in a pocket flag program? If so, how many flags were folded? _____ # hours _____ \$ spent _____ How many times did your Unit post flag etiquette tips on social media or publish in local press? _____
- 2) What was done to bring awareness about the Pledge of Allegiance or the National Anthem?
- 3) Was there participation in the ALA National Americanism Essay Contest? How many schools/teachers were contacted? _____ How many essays did you receive? _____ Did you promote in the community/ to youth organizations? _____ If so, How? Describe how your Unit acknowledges your winning students.
- 4) Was voting encouraged, host a candidate or participation in Get Out the Vote?
- 5) Were any American Legion Americanism programs promoted? (Legion baseball, Oratorical Contest, Jr. Shooting Sports)
- 6) Please write a brief narrative about how your members promote Americanism in your community. How many members fly the flag at home? _____ How many total hours annually? _____ Do you recognize businesses that fly the flag? _____ How many this year? _____ Did you donate flags to local schools? Yes/No If so, how many? _____ Do members wear patriotic clothing when working community events? How many times? _____ # hours _____

- 7) How many members promoted the Flag Protection Amendment Act? ____ Did you publish articles in local papers or on your website/other social media? Did you contact your State and Federal legislators regarding this Act?
- 8) Did you submit for any Department or National Awards?

Auxiliary Emergency Fund (AEF):

- 1) What was done to inform members about the AEF, what it can do & how to apply?
- 2) Did any members apply for assistance? Receive assistance?
- 3) Was there support for the AEF thru donations or fundraisers? How much was donated?
- 4) Were there any special projects used to raise funds?

Chaplain:

- 1) Was there a Memorial Service held? Any other service like Four Chaplains? How many members attended?
- 2) Were there any Memorial Donations? If so, how many and how much was donated?
- 3) Does your Unit drape your Charter for deceased members? Yes/No How long? ____
- 4) Did your Chaplain prepare and submit a Book of Prayers? Yes/No

Children & Youth:

- 1) How many activities for children and youth did your Unit hold? ____ Please explain in a narrative what these activities were including the criteria listed above for narratives.
- 2) How many children did your Unit serve this year, including any joint activities as a Legion Family? ____ Please provide more info in a narrative.
- 3) Did your Unit promote KDH2? ____ Please provide a narrative to explain how and your results.
- 4) How many Youth Hero or Good Deed Awards did your Unit issue? ____ Please give details in a brief narrative
- 5) How many hours did your members donate to your Youth Activities, including planning, shopping and the activities themselves? ____
- 6) How much money did your Unit donate to benefit Veterans/Military children? ____ Please attach a brief narrative to explain how your donations were given and received.
- 7) What is the value of in-kind donations that you received to benefit your Children and Youth Program? ____ Please write a brief narrative of what these items were and how they were used.
- 8) Did your Unit donate to other child service charities? ____ If so, what was the value in money and time spent? ____ Please write a brief narrative to explain.
- 9) Please write and attach a narrative for any activities not reported above to support this program. Remember to use the narrative criteria listed at the beginning of this report form.

Community Service:

- 1) What kind of projects/events do your members and does your Unit participate in to benefit your community? (examples – blood drives, Scouting, community beautification) – please attach a brief narrative describing these efforts including hours volunteered, money spent/donated.
- 2) Did your members or Unit assist any homeless shelters, food banks, domestic violence shelters, senior centers, nursing homes, etc. Please attach a brief narrative describing these efforts including hours, money spent/donated.
- 3) Does your Unit or members volunteer and work with other organizations in your community? – please attach a brief narrative describing these efforts including hours volunteered, money spent/donated.

- 4) Did your Unit adopt a special project in your community? Please attach a narrative with details.
- 5) Did your Unit participate in the Department Special Project – “One pair of shoes can make a difference”? If so, please attach a brief narrative including how many shoes collected and their value, how many members participated and their hours volunteered, how many shelters benefited from your project?
- 6) Did your Unit do any special projects to supporting veterans, servicemembers & their families?

Remember to supply narratives on what you have done including pictures. If you are applying for an award, include hour sheets and a cover sheet.

Constitution & Bylaws:

- 1) Did your Unit update your Standing Rules this year? Yes/No If not, when was the last time your Standing Rules were updated and approved? _____
- 2) Are your Standing Rules gender neutral according to the new directive from National? Yes/No
- 3) Do your members have a copy of the Unit Constitution? Yes/No the Unit Bylaws? Yes/No the Unit Standing Rules? Yes/No
- 4) Do you have a copy of Robert’s Rules of Order, Newly Revised, 11th Edition at your Unit meetings?

Education:

Scholarships:

- 1) What is the total number of scholarships your Unit presented/awarded?
- 2) What is the total dollar amount of the scholarships from Question #1? _____
- 3) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to children of Veterans? _____
- 4) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to children of active military? _____
- 5) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to Student Veterans? _____
- 6) What dollar amount did your Unit donate to Department scholarships? _____

Veterans in Community Schools:

Did your Unit sponsor (co-sponsor with your Post) a presentation? Yes/No Please include a brief narrative describing the age group and topic presented

Give 10 to Education:

- 1) What was the approximate number of school supplies given? _____
- 2) What was the approximate dollar value of school supplies? _____

Did your Unit participate in:

National Educations Week Yes/No

Teacher Appreciation Week Yes/No

Read Across America Day and promoting literacy Yes/No

If so, please attach a brief narrative describing how you participated.

Other Educational Support:

If your Unit supported the Education Program by some other means, please attach a brief narrative with details of this activity.

ALA Girls State:

- 1) What methods does your Unit utilize to recruit ALA Girls State delegates? Are they effective? Please attach a narrative with the details.
- 2) Did your Unit successfully solicit funds from outside of the Legion Family to sponsor delegates to ALA Girls State? Yes/No If yes, please provide details in a brief narrative.
- 3) How many delegates did your Unit sponsor for the 2019 session? ____ Do you plan on increasing that number for the 2020 session? Yes/No
- 4) Did your Unit donate additional funds or purchase an item on our wish list? Yes/No If yes, indicate the amount of the monetary donation, and/or list the donated items in a brief narrative.
- 5) Did you invite your delegate(s) to a Unit meeting or special event to report on their ALA Girls State experience? Yes/No If yes, attach a brief narrative with what the delegate(s) expressed was the most rewarding part of their experience.

Historian:

- 1) Does your Unit have a Historian that actively keeps your history?
- 2) Is your Unit submitting a History Book? History Scrapbook?
- 3) Does your Unit celebrate your Charter anniversary?
- 4) What did your Historian do differently this year to commemorate the 100th Anniversary celebration?

Junior Activities:

- 1) How many Juniors in your Unit worked towards patches in the Patch Program? _____ Did you remember to submit to Department Chairman to get them ordered to be presented at Department Convention? Yes/No
- 2) Did you encourage younger SAL members to do the patches as well? Yes/No If so, how many SAL members participated? _____
- 3) How many of your Junior members attended the Junior Conference/Convention for National (held at the same time as Mission Training)? _____
- 4) How many Juniors in your Unit were involved in activities connected with our Auxiliary Programs (ie. Americanism, Community Service, Poppy, VA & R etc.) _____ If so, please attach a list of those included
- 5) Did any of your Junior members submit for or have been submitted for any awards this year for Junior Programs? Yes/No If so, which one(s) – please attach details.
- 6) Do you have regular Junior meetings for your Unit? Yes/No If so, how often do they meet?

- 7) Did your Juniors raise funds for a charity or special organization? Yes/No If so, please attach a brief narrative with details as to how much was raised and who these funds were donated to.
- 8) How many Juniors do you have graduating to Senior members this year? _____ Did you/will you have a ceremony for them? Yes/No Would you like them included in the Department Ceremony at Department Convention in Kalamazoo this June? Yes/No If so, please attach their information.
- 9) Does your Unit have a mentoring program for Juniors? Yes/No If so, please attach a brief description of how they are mentored.

Leadership:

- 1) Did your Unit provide a Leadership Workshop for your members? Yes/No If so, how many members attended? _____
- 2) How do you guide your Unit members to be better leaders? Please attach a brief narrative
- 3) Attach a brief narrative explaining how your Unit mentors new members
- 4) Please explain in narrative form how you encourage the chairmen of your programs to write narratives for reporting.

Legislative:

- 1) Did you communicate with your legislators? Yes/No If so, how many? _____
- 2) Did you receive responses from your legislators? Yes/No How many _____

Please describe in your narrative, giving number of members who participated as well as answering the following questions :

- 3) Did you participate in Town Halls? _____ Rallies? _____ Legislative receptions? _____
- 4) Did you hold Unit Legislative Meetings? _____ # held _____ # of Legislators who participated _____
- 5) Did you subscribe to Legion's weekly updates? _____ Legislative Action Center? _____ Dispatch? _____ E-newsletters from officials? _____
- 6) Number of members that promoted the priorities of the American Legion? _____
- 7) What methods were used to develop relationships with elected officials? _____
- 8) Did you promote military absentee voting or voting? _____ If so, how did you promote it?

Membership:

- 1) How many members in your Unit earned the 5 x 5 award? _____
- 2) How many members in your Unit earned the 10 x 10 award? _____
- 3) Did your Unit participate in "One Week of Caring & Sharing"? Yes/No If so, how many members did your Unit contact?
- 4) Did your Unit reach goal? Yes/No If so, when? _____
- 5) Did you promote the new eligibility through the Legion Act? Yes/No If so, how many new members did you gain through this new eligibility? _____
- 6) Did you promote the change to include "spouses" rather than "wives" in the change in ALA eligibility? Yes/No If so, how many new members did you gain? _____
- 7) Did your Unit hold a Membership Rally? Yes/No If so, how many new members did you gain? _____
- 8) What Department Awards is your Unit applying for? Chloe O'Neil Cup _____ Doyle Cup _____ Gladys Taylor Citation _____ Orlene Pennington Citation _____ Patricia Donald Citation _____
- 9) Please write a brief narrative with recommendations for the membership team.

Music:

Please write a brief narrative answering the following questions:

What role does music play in your meetings? What songs do you incorporate? If music does not play a role, why not?

- 1) If you do a Memorial Service, how do you incorporate music?
- 2) How do you incorporate music into your holiday celebrations?

- 3) Do you have members that contribute their musical talents to the community (church choir, community band, etc.)?

National Security:

- 1) Did your Unit support the American Legion National Security Program (CERT Training)?
- 2) Did your Unit purchase/present any Blue or Gold Star banners? Yes/No How many of each?
- 3) Did your Unit participate in any Welcome Home activities? Yes/No If so, please give details.
- 4) How many members donated blood? _____ Worked at a blood drive? _____ How many donated food for those donating blood? _____ What was the monetary value? _____
- 5) Does your Unit observe the POW/MIA Empty Chair at official meetings? Yes/No Does your Post Home have a POW/MIA table display? Yes/No
- 6) Did your Unit address emotional & social needs of active, reserve & transitioning military servicemembers & their families?
- 7) Does your Unit assist military spouses in getting & maintaining employment? Yes/No Promote Job Fairs?
- 8) Do your Unit members know about RED Fridays? (Remember Everyone Deported) How many members participate? _____

Past Presidents Parley:

- 1) Does your Unit promote mentor opportunities for your members?
- 2) Do you have Past Presidents that support/assist your Unit?
- 3) Does your Unit promote and submit nominations for Unit Member of the Year?
- 4) Does your Unit promote & submit nominations for the Salute to Servicewomen Award?
- 5) Does your Unit donate to our Department Medical Scholarship Award? Host a fundraiser? How much was raised or donated?

Poppy:

- 1) How did your Unit bring awareness of the poppies to your members and to the public?
- 2) How many poppies did your Unit order this year? Was this an increase or a decrease from last year? _____ How many did your distribute? _____ How many did you use in displays, decorations, etc. _____ What was your most creative use of the poppy? _____
- 3) When does your Unit distribute poppies? _____ How many times a year? _____
- 4) Does your Unit thank businesses who assist in poppy distribution (allow you to display poppies/allow you to set up a table in front of their business for distribution, etc.)?
- 5) How does your Unit use the restricted funds raised during your poppy distribution? _____
- 6) What publicity or advertising does your Unit use for the poppy program?
- 7) Do you promote the poppy poster contest? Yes/No If so, how and where? How many poppy posters did your Unit receive? _____
- 8) Did your Unit have a Miss Poppy? How was she selected?
- 9) Did your Unit participate in National Poppy Day?

Public Relations:

- 1) How did your Unit promote a positive image in your community?
- 2) How did your Unit promote your events? (Flyers, email, signage, etc.)
- 3) Did your Unit encourage/promote members wearing officially branded ALA apparel or pins, etc. in public?
- 4) Was any Media (Press, TV, Radio) contacted to promote your events or bring awareness?
- 5) Is your Unit aware of our Auxiliary Public Service Announcements (PSA's), brochures & publications? Yes/No Are they aware of our alaforveterans.org website, Facebook Pages? Yes/No
- 6) Does your Unit encourage members to sign up for *ALAE News* & *In The Know eBulletin*?

- 7) Does your Unit, either alone or with your Post have a website, mass mailing or email, phone list, Social Media Page? Yes/No How often is it updated? _____

Veterans Affairs & Rehabilitation (VA & R):

- 1) Did your Unit have members that volunteered at a VA healthcare facility? How many? _____
How many hours of time volunteered? _____
- 2) Did your Unit have members that volunteered to serve veterans outside a VA facility? (Service To Veterans)? How many? _____ How many hours of time volunteered? _____
- 3) Does your Unit keep track of your members' volunteer hours & submit them for recognition?
- 4) How did your Unit honor veterans over the past year?
- 5) Did your Unit support rehabilitation & healing of veterans through arts, crafts & hobbies?
National Veterans Creative Arts Festival?
- 6) Did your Unit help promote job fairs for veterans & their families?
- 7) Did your Unit assist veterans transition back into civilian life?
- 8) Did your Unit assist & support caregivers of veterans?
- 9) Did your Unit support any Active Duty & Reservists? How?
- 10) Did your Unit assist any Military Families? How?
- 11) Did your Unit assist any Homeless Veterans? How?
- 12) Did your Unit participate in an Annual Christmas Gift Shop? Hours of donated time (including shopping/prepping for and during Gift Shop? _____ Value of donations? _____

100th Anniversary Celebration:

Please describe in a brief narrative the activities your Unit held to celebrate the ALA 100th Anniversary by answering the following questions:

- 1) Did your Unit have a 100th Anniversary Committee?
- 2) Did your Unit learn about the History of the ALA as part of your Centennial Celebration? How did your members learn?
- 3) Did you hold a special Anniversary event at your Post/event center, either alone or in conjunction with the Legion? Yes/No Please give details.
- 4) Did your Unit contact the Mayor/City officials for a proclamation to name November 10, 2019 "American Legion Auxiliary Centennial Day" in your municipality?
- 5) Did you share your celebration with the community? Yes/No If so, how? Did you have an Open House for the community to display our history? Did you have articles about the ALA 100th Anniversary published in your community newspapers or on social media?
- 6) Did your Unit or any of your members individually participate in Operation AOK – 100 acts of kindness? If so, how many members participated _____ and how many total acts of kindness did your members record? _____

