

LEGISLATIVE GUIDE

2021-2022

COMMITTEE CONTACT INFORMATION:

CHAIRMAN:

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THE LEGISLATIVE PROGRAM PROVIDES INFORMATION AND ASSISTANCE TO AMERICAN LEGION AUXILIARY MEMBERS TO ADVOCATE FOR THE LEGISLATIVE AGENDA OF THE AMERICAN LEGION.

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 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 area 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 via THE DISPATCH and The America Legion website at: 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
8. Complete the Legion's Congressional Meeting Report Form following all meetings with US Representatives, US Senators, and/or their staff members. (SEND A 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 to subscribe.
11. Connect with other civic organizations to communicate The American Legion's legislative priorities for potential support and membership opportunities.
12. Encourage and empower members to be more knowledgeable to take action on The American Legion's legislative priorities.

Legislative Awards, Deadlines and Submission Requirements – National Award

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 to tell the world who we are, what we do and why we matter. Just three simple steps to add you part to our national success story.

Please follow the instructions as you fill out the National Report and Awards Cover Sheet found at the back of this Guide. If you are applying for a National Award, the entry **MUST** be submitted to Department Legislative Chairman Marcy Jorae by **April 15, 2022**.

- Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- Submit as indicated above.

Legislative Awards, Deadlines and Submission Requirements – Department Awards

If you are applying for a Department Award, send the winning **Unit Entry(s) to your District Chairman by March 31, 2022**. District Chairmen: send your winning **District Entry(s)**, along with a **completed Green Sheet** (found on the Department website) to **Department Chairman Marcy Jorae by April 15, 2022**.

Legislative Reporting

Mid-Year Reports

There are NO Mid-Year reports due this year.

Year End Reports

Annual reports reflect the program work of Units in the Department, and they may result in a national award for participants if award requirements are met. Each Unit is to report to their District Chairman by **March 31, 2022** and the District Chairmen are to report to the Department Chairman by **April 15, 2022**.

Unit Chairman by 3/31/22 to **District Chairman** by 4/15/22 to **Department Chairman**

AWARDS

NATIONAL AWARDS

All entries must include coversheet found in this guide and your narrative must include questions that you answered from the Annual Unit 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 to 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 Marcy Jorae by April 15, 2022.**

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 articles may be included.

ALL ENTRIES MUST BE SENT TO DEPARTMENT CHAIRMAN MARCY JORAE BY APRIL 15, 2022.

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.
- 2. ALA e-NEWS:** The American Legion Auxiliary's monthly newsletter. Sign up with your e-mail address.
- 3. THE DISPATCH** A monthly 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.
- 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.
- 5. MEMBERS OF CONGRESS:** Can be found at www.senate.gov and www.house.gov.
- 6. ADDITIONAL RESOURCES:** Can be found at www.legion.org/legislative/resources and www.ALAforVeterans.org.

2021-2022 Legislative Program Awards Deadlines and Submission Requirements

Thank you for taking the time to share a favorite story about the positive impact you or someone you know has had on our mission! Your story may inspire another member into service. It also helps us tell the world who we are, what we do, and why we matter.

Here is the national award for this committee:

Unit Award: Most Outstanding Unit Legislative Program (per division)

- **Deadline April 15, 2022**
- All Unit entries must be sent by the district chairman to the department chairman postmarked by 5 p.m. EST on the deadline listed above. Just follow these simple steps to submit your award entry:
 1. Fill out the form on the next page as completely as possible if you would like to be considered for a National award.
 2. Send the form to your District Chairman by March 31, 2022. District Chairman must send the entry, a Green Sheet (found on the Department website), and the completed form on the next page to Department Chairman Marcy Jorae by **April 15, 2022**. Your entry will be considered for both the Department award and the winning Department award will be forwarded on to National.



American Legion Auxiliary

Legislative Service Report and Award Cover Sheet

Please note, your report will also be viewed as an award entry if this cover sheet is attached. Complete the following if you are applying for a member award.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member's Full Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

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: _____
