



# 2020-2021 UNIT AWARDS MANUAL

American Legion Auxiliary  
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## **INTRODUCTION**

This Manual will be a guide on Unit awards your Unit can apply for in all committees. This will be very important for your Unit to refer to all year long. PLEASE use it and hopefully your Unit will win many awards at the end of the year at State Convention. But the secret to it all is to REPORT all that you do volunteer hours, cost of project, number of volunteers helping, number youth served, number veterans served, and do PUBLIC RELATIONS on everything that your Unit does— toot your horn — no one else will.

PLEASE give information to Unit committees. It will be easier for them as some things have been changed due to high cost of postage and material to distribute to the Units. PLEASE make the effort to keep the lines of communications open between your Unit, our Department Chairmen and this Office all year long.

Throughout the year always remember the grass roots of why this organization is here and why we, the members, want to keep the purpose of this organization moving forward for many years to come.

## **MISSION STATEMENT**

*In the spirit of Service not Self, the mission of the American Legion Auxiliary is to support The American Legion and 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 our youth, and promote patriotism, good citizenship, peace, and security.*

**National American Legion Auxiliary Web-Site:** The National Plans of Action Supplement is on the Department and National Web-Site.

Here is how you can get into the National Plans of Action and the Supplement:

- 1) [www.wvaux.org](http://www.wvaux.org) or [www.alaforveterans.org](http://www.alaforveterans.org)
- 2) Once you are on their homepage sign in.
- 3) Go to Members Only
- 4) You should see a page listing all the programs – click on the program that you want information on
- 5) On this program page click on National Plans of Action and it will bring up the Plans of Action for that committee.
- 6) Here you can read the Mission, Goals and Tactics of the committee you want to work on.  
You can print this out or just write down what you want to know from the information.

**FORMS – APPLICATIONS** – are available online with Department website at [www.wvaux.org](http://www.wvaux.org) \_ You can also go to the National website at [www.alaforveterans.org](http://www.alaforveterans.org) and click on Forms or Scholarship or programs and you will find the information for your need or applications. You can download any information you may need.

AVAILABLE: Scholarship Forms  
American Essay Cover Sheet  
Junior “Patch Program” forms

Auxiliary Emergency Fund Application  
Youth Hero/Good Dead Award

UNIT IMPACT REPORTING SHEET: enclosed that your Unit can use at your Unit meetings. Let each member take one home and keep track of their volunteer work from one meeting to the next. If they gave blood, volunteered for blood drive, volunteer with a community event, helped out a veteran, helped out a neighbor, volunteered at library, school or church, made any donations, etc.. This could help your unit on the end-of-year report when you have information from members on what they have done. All members should get credit for what they have done in community but they have to let the Unit know.

**All Narratives sent to National MUST have a National Award Cover Sheet. One is included in this manual. You can make copies for each narrative award submitted.**

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## **Attention All Units**

This awards booklet is posted on State Web Site: [www.wvaux.org](http://www.wvaux.org)

This booklet will be emailed/mailed to each unit President/or Secretary. It is the responsibility of the **Unit President** to see that the information in this Awards Manual is distributed to all of your Unit Chairmen and Officers. The Department Chairman for each program is listed and can be notified by your Unit or Unit Chairman if there are any questions about any phase of her program. Please don't hesitate to contact **Department Headquarters at 1-888-604-2242** or e-mail at [alawvsec@frontier.com](mailto:alawvsec@frontier.com) if there is any further information needed.

**All Traveling Plaques** are plaques that are returned each year at Department Convention to be awarded again. **Extra forms, applications and pamphlets are available from National at [www.alaforveterans.org](http://www.alaforveterans.org) or Department Headquarters website at [www.wvaux.org](http://www.wvaux.org) upon request at 1-888-604-2242 or 1251 Doolin Run Road, New Martinsville WV 26155-7808.**

## **Attention Department Chairmen & Officers**

This awards manual contains all the awards and contests pertaining to the Units with the deadline dates contests needs to be sent to Department. **Please read** your committee section, know what awards and traveling plaques that you are responsible for at State Convention and on National level. Correction or change—let this office know this so it can be sent to the Units in time for their entries if done immediately.

**PLEASE know your National Plans of Action** for the processing of Unit entries into National for judging. Don't let this be a surprise to you in May or June. **ALSO** have your report and winners ready for State Convention for presentation—if not able to attend State Convention —**YOU MUST CONTACT** President Sharon Kauffman, or this office as soon as possible. Be aware of your duties and deadlines.

### **Judging**

All Department traveling plaques and trophies are judged at State Convention, all material, books etc. must be to State Convention by Thursday July 9, 2020. **ONLY -- If there is a conflict of judging on a Department Committee by that Department Committee is the Convention Judging Committee to be used for the final judging.** The Judging Committee **is not** there to judge all committee entrees **that** are the responsibility of each Committee.

For additional information you can get on internet at [www.alaforveterans.org](http://www.alaforveterans.org) if you would like more information or up to date on issues. You must sign in, and go to “Members Only”

tab



### Message from Nicole Clapp 2019-2020 ALA National President



We have an extra special year planned to enjoy our centennial anniversary. What better way to recognize our 100 years of *Service Not Self* than by Celebrating a Century of Service, which is my theme for this year. 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. Please invest your time to review the 2017-2022

Programs Action Plan and this companion piece, the 2019-2020 Annual Supplement. I have included some important details to make this administrative year memorable.

This year, the national president's special emphasis will be The Health and Well-Being of our Veterans, Military, and Their Families. One hundred years ago, our mission was to take care of our veterans, military, and their families, and that purpose remains at the forefront of everything we do as members of the American Legion Auxiliary. Remember, well-being reaches far beyond the health status of an individual. It encompasses all aspects of someone's life from transition back into civilian life to years later when other life events occur. We will be using the Veteran Projects Fund, a special grant of the American Legion Auxiliary Foundation, to provide monetary assistance for department and unit projects that aid veterans, military, and their families. So, if you know of a specific, emergent need, apply for a Veteran Projects Fund Grant. Information can be found at [ALAFoundation.org](http://ALAFoundation.org).

The criteria to receive the National President's Award for Excellence has been simplified! There will be five unit and five department awards for excellence, demonstrating Celebrating a Century of Service, with the focus centering on The Health and Well-Being of our Veterans, Military, and Their Families. The winners will be recognized and presented with the National President's Award for Excellence on stage at the 2020 ALA National Convention.

New this year, we are planning to offer an American Legion Auxiliary Junior Member Loyalty Scholarship. This unique scholarship opportunity is designed to encourage our Junior members to continue their membership as senior members while assisting with their educational goals. We will be awarding two scholarships in each of the five divisions.

I look forward to Celebrating a Century of Service with each and every one of you!

*Nicole Clapp*

Nicole Clapp  
[natlpres@ALAforVeterans.org](mailto:natlpres@ALAforVeterans.org)

## Chaplain

Mary Jennings  
929 Old Eccles Rd.  
Beckley WV 25801  
[mkjennings@frontier.com](mailto:mkjennings@frontier.com)

Mission Statement: To express, by word and action, our founding principal of service to God and Country. Encourage all Units to celebrate diversity among people and faiths. Provide spiritual and emotional support when needed, with dignity and a respect for the diversity of faith traditions.

### **DUTIES OF THE CHAPLAIN AND SUGGESTIONS FOR ACTIVITIES**

The chaplain should attend all meetings and have an opening and closing prayer at each meeting. These prayers may come from the Unit Handbook, or they may be others she has found or written herself.

Chaplains are the spiritual leaders of their Unit and Department and have been chosen to conduct all religious services. It is expected that they will so dignify their office that all fellow members will follow their example.

The chaplain should be involved in many activities. Such as:

1. Reporting the names of members that are ill at meetings and presenting cards for all who are present to sign.
2. Sending a sympathy card to the family and if possible visiting the funeral home when a member passes away. She may also be assigned to ask the family if they wish to have a funeral dinner.
3. Being in charge of any religious services the Unit may have, such as draping the charter or performing memorial services.
4. Visiting members and veterans in nursing homes and hospitals.
5. Visiting members and veterans who are shut-in at home.
6. Keeping in contact with all Gold Star Mothers and remembering them during all holidays.
7. Sending cards to members and their family members.
8. Volunteering in community projects.
9. Making a prayer and devotional book.
10. Encouraging members to send prayers and devotional thoughts so that she can use them to make a prayer book.

<u>Unit Prayer Book:</u>	Senior Prayer Book	Best overall 10-150	Cash Award
	Senior Prayer Book	Best overall 151 and over	Cash Award

Unit prayer book can be any size, consist of as many prayers as you desire and designed any way the unit wishes. You may list the prayers in any order you want.(by month, by programs, by events, etc.). You may design the prayer book anyway you wish. This can be submitted by any senior member. Prayer books need to be brought to Department Convention by **Thursday, July 8, 2021** by **9:00pm** to qualify for judging. **Make sure your name & address, Unit Name & number are listed.**

Department President's Prayer Book. Any Unit or District Chaplain, Unit member may submit a prayer, poem, spiritual verse to the Department Chaplain for the prayer book. Those that are turned in will also be forwarded to the National Chaplain for her use in the National President's Prayer Book. They must reach the Department Chaplain by **May 1, 2021** to be compiled into a large Prayer Book to be presented to our Department President at State Convention.

Patricia Moore Department Traveling Plaque: Unit 10-150 with the best overall end of year report.

Nina Mason Department Traveling Plaque: Unit 151 and over with the best overall end of year report.



## Historian

Beth Kilgore  
1562 Holderby Rd.  
Huntington WV 25701  
[MBKilgore@frontier.com](mailto:MBKilgore@frontier.com)

Mission: The Historian is committed to accurately recording annually the accomplishments and significant events that occur within Unit during the course of her term.

### Rules for Senior History:

#### **I. Introduction** (10 points)

1. Title Page
  - a. History of Unit \_\_\_\_\_ Number \_\_\_\_\_
  - b Name of Unit Historian \_\_\_\_\_
  - c. Date: 2019-2020
2. Forward or Dedication
3. Unit President's Picture, black and white, or color (optional—if used 5x7) or name. If using picture please put name of President under picture. All shall be centered and in middle of page.
4. Prayer
5. Pledge of Allegiance to the Flag of the United States of America
6. National Anthem— First Verse of “The Star Spangled Banner”
7. Preamble to the Constitution of American Legion Auxiliary

#### **II. Historical Content** (70 points)

1. List of Unit Officers for 2020-2021
  - a. Elected Unit Officer for 2020-2021
  - b. Appointed Unit Officers for 2020-2021
2. List of Unit Chairmen for 2020-2021
3. List of Department Officers and Committee appointments held by members of your Unit for 2020-2021
4. List of National Officers and Committee Appointments held by members of your Unit for 2020-2021
5. A list of Unit Awards received at the 2019 State Convention.
6. A list of Unit Awards received at the 2019 National Convention.
7. The history shall be written as a FACTUAL NARRATIVE beginning with the installation of officers and ending with the month of June.
8. The signature of the Unit historian is to immediately follow the final paragraph of the History.
9. Index (optional)

#### **III. Appearance** (10 points)

1. Cover: Soft cover binder for loose leaf paper, preferable blue, with 2 ½ inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal. (These are available from Emblem Sales or Department Headquarters)
2. Paper: 8 ½ x 11 inches Plain white
3. Margins: left and right margin should be 1.25 in.; leave one inch from top and bottom of the page. Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inch from the bottom of the page.
4. Spacing: double-spaced with the exception of the introductory pages, (Title page, Foreword or Dedication, photograph of Unit President, Prayer, Pledge of Allegiance to the Flag of the United States, first verse of “The Star Spangled Banner” and Preamble to the Constitution of the American Legion Auxiliary) which shall be centered in middle of the page. Paragraphs may be indented or in block form.
5. Text: 12 point font, times Roman or Arial style font.
6. Technology: Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set should not vary from what is required of computer users.
- 7.

#### **IV. Arrangement** (10 points):

- a. Written in third person
- b. Clear concise language with correct spelling



- c. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings. Be original and unique in thought and presentation.

V. Deadline: Unit Histories must be to the Department Historian at the Department Convention by **Thursday July 8, 2021, by 9:00 pm** to be qualified for judging.

**Deadline for Department History information:** Must be to Department Historian by **April 30, 2021**  
**All Department Officers and Chairmen** must compile an end-of-year narrative report on their committee from information on Unit End-Of-Year Reports. **All District Presidents** will need to compile an end-of-year narrative report from all the Unit Reports and activities given at Spring Conference. **District Vice Presidents** can submit a small narrative membership report of your District for the year to Historian.

Unit Awards: Senior History = membership 10-150 - cash award  
Senior History = 151 and over - cash award

Janet Culp Department Traveling Plaque — Membership 10-150, Best Overall History Report  
Roxie Nicholson Traveling Plaque-- Membership 151 and over, Best Overall History Report  
Tiffany Sine Junior Traveling Plaque-- Best Junior History Book

**Veterans History Project**—National strongly recommended that members participate in the Veteran’s History Project. More information on this program at [www.loc.gov/vets/kit.html](http://www.loc.gov/vets/kit.html)

- a. Work with the Junior Activities Chairman to promote the Veterans History Project through Facebook, e-mails and during meetings.
- b. Stress the importance of collecting the history and the case of participating in the project through all communications.
- c. Highlight details of the project on the National Historian’s webpage.
- d. Letter from National President and National Historian presented to one Junior member in each division who submits the best (250-word minimum) essay of why she chose to participate in the Veteran’s History Project.

### **History of American Legion Auxiliary (Formerly Cavalcade of Memories)**

The purpose of this committee to encourage all Units to collect, help chronicle and preserve the history of the American Legion Auxiliary in your Unit. Every Department and Unit is encouraged to preserve their records and memorabilia in a History of memories or have them preserved in a permanent place: Photos, plaques, memory books, personal mementos, etc. to be put on display.

An annual report of your History of Memories information should be sent to the Department Headquarters by **April 30, 2021.**

### **Americanism**

Susan Wade, PDP  
303 N. 1<sup>st</sup> Avenue  
Paden City WV 26159  
[susanwade457@ymail.com](mailto:susanwade457@ymail.com)

Objective:

Be active in observing patriotic holidays. Encourage flying the flag every day but especially on patriotic holidays.  
Be knowledgeable on flag history, etiquette and proper disposal.  
Participate in the Pocket Flag project by providing flags for deploying troops.  
Participate in the Get Out the Vote and Kids Voting USA campaigns.  
Support the amendment to protect the US Flag from desecration

Objective: Increase awareness and participation in youth activities that support proper respect for our flag and loyalty to our country.

Encourage participation in the Americanism Essay Contest by increasing awareness through stronger networking in schools, youth groups (4-H, YMCA, Big Brothers/Big sisters, FFA/FHA) and home school associations. This year's theme is "How Can I Encourage My Friends to Show Pride in Being an American?"

Objective: Promote Auxiliary participation in The American Legion Americanism programs.  
Legion Baseball, Oratorical Contest, Junior Shooting Sports

Americanism Essay Contest: This year's Essay Title "**How can we address the health and well-being of our veterans, military, and families?**" can be typed or a neatly written essay conforming to the word limit for Class. The signature of the Student must be at the end of the essay. The first page of essay is the Essay Cover Sheet. Classes are: **I** -- Grades 3 & 4 -- 150 - 250 words, **II** -- Grades 5 and 6 -- 250-300 words, **III** -- Grades 7 and 8 -- 350-400 words, **IV** -- Grades 9 and 10 -- 450-500 words, **V** -- Grades 11 and 12 -- 450-500 words, **VI**—Students with Special Needs, word count should correspond with student's grade level. Central Division Winner will receive a citation, \$50 prize, and a \$50 honorarium in the Student's name to the Children of Warriors National President's Scholarship Fund. **Units must send the winning entry in each class to the Department Americanism Chairman by April 1, 2021.**

Department Americanism Plaques: A Department Shield plaque will be awarded to the **Department winner** in each class of **the Americanism Essay Contest**. Unit entry must be to Department Americanism Chairman by April 30, 2021. . (National Headquarters 1995)

Dorothy Pearl Plaque: A plaque will be awarded to the **Unit** that reports the most outstanding **Americanism Program targeted to Children and Youth**. . The entry must be typewritten in Narrative form not to exceed 1,000 words, and include a cover sheet. The entry may include not more than five pictures and news articles. Entries must be submitted to Department by April 30, 2021. All parts of speech are to be counted.

Star Spangled Kids Unit Award: a citation to be given to a unit chairman in each of the five (5) divisions for the most outstanding program promoting "Star Spangled Kids". Narrative is not to exceed 1,000 words, and may include pictures, news articles, news releases, etc. Attach an award cover sheet, including the name of the award, as well as the name and contact information of the Americanism Chairman. Must be into Department Headquarters by April 30, 2020.

Department Americanism Traveling Plaques: A Department Plaque presented to the Unit with the best overall end-of-year report. Report must be to Department by **April 30, 2021**.

First Place      Sally Arcuri Plaque  
Second Place    June Harbert Plaque

### **Auxiliary Emergency Fund**

Melanie Shambaugh  
635 Orleans Rd.  
Great Cacapon WV 25422  
[sham4wv@aol.com](mailto:sham4wv@aol.com)

Objective: encourage your Unit to make or increase donation to AEF Program.

The Auxiliary Emergency Fund Committee is responsible for raising funds to help replenish the funds for temporary assistance to eligible members affected by a weather-related occurrence or a change in family or job status that has created a financial crisis in their life. The AEF also assists members with a need to obtain training or update skills necessary to enter or re-enter the workforce. It is the responsibility of this committee to dispense program knowledge and create awareness of the Auxiliary Emergency Fund Program.

Applications for the Auxiliary Emergency Fund are available on line at [www.alaforveterans.org](http://www.alaforveterans.org) or [www.wvaux.org](http://www.wvaux.org). Applicants must have maintained their Auxiliary membership for the immediate past two consecutive years and have their current dues paid (TOTAL OF 3 YEARS). They must have exhausted all other sources of financial assistance including funds and/or services available through the local Post and/or Unit and appropriate community welfare agencies.. The maximum grant amount is \$2,400.00.

Situations can be embarrassing to the members in need. Please handle each case with discretion and appreciate the trust of a fellow member. Remember, INCOMPLETE APPLICATIONS CAUSE DELAYS IN GETTING ASSISTANCE TO NEEDY MEMBERS. Please use current applications.

Auxiliary Emergency Fund Unit Award: Recognition will be given to Unit making the largest donation ( per capita). A **special Lapel Pin** will be awarded to an individual contributor donating \$50.00 or more to the Auxiliary Emergency Fund. **Contributions must be reported on End of Year Report. Donations need to be made into Department Headquarters by April 30, 2021 to be counted.**

Certificate and Recognition at National Convention: One Unit and One Department contributing the largest amount (per capita). Donation must be certified by Department Secretary. Submit donation to Department Headquarters by **April 30, 2021**.

One Department in Central Division contributing the largest amount (per capita) will receive a certificate and special recognition at national convention.

Department Auxiliary Emergency Fund Traveling Plaques: Department Plaque to the Unit with the best overall end-of-year report.

Membership 10-150

Ruth Yoho Plaque

Membership 151 and over

Carol Williams Plaque

## **Children & Youth**

Beth Kilgore  
1564 Holderby Rd.  
Huntington WV 25701  
[MBKilgore@frontier.com](mailto:MBKilgore@frontier.com)

Support Children and Youth:

Star Spangled Kids—an ALA program to educate children and youth on the history of the United States from the aspect of patriotism, Americanism and the U S Constitution.

Youth Hero Awards/Good Deed Awards—a way the ALA can recognize you th in our communities who demonstrate good citizenship, either through a brave physical act or a good deed.

Josh Dogs—an American Legion Family alliance, GI Josh is a plush dog and accompanying storybook use to help ease separation fears for the military children.

Kids of Deployed are Heroes 2 (KDH2) is a recognition program for military children who experience extended separation from their military parent or parents.

Tragedy Assistance Program for Survivors (TAPS)—homeless veterans also have children living on the streets with them. *Klinger, a Story of Honor and Hope* is affiliated with the American Legion Family.

**April is Children and Youth Month:**

**April is the Month of the Military Children**

**April 15<sup>th</sup> is Purple Up! for Military Kids Day: wear purple to honor them!**

“Outstanding” Unit Children & Youth Program Award: An award will be presented in Central Division to the Unit Chairman promoting the most outstanding Children & Youth program, including supporting military children and the Star Spangled Kids program. It may include pictures, news articles, news releases, etc. The entry must have the names of the Department (State), Unit and name & address of the Unit Chairman, must be in narrative form and not to exceed 1,000 words. National Cover Sheet must be included. Must be sent to the Department Chairman by April 30, 2021.

Youth Hero Award – A medal and Citation will be presented to youth under the age of 18 who have performed a heroic act of physical valor. Unit must submit a written description of a youth’s action to verify the authenticity of the deed which qualifies he/she as a recipient of the award. A newspaper clipping may accompany the description but is not required. Application is to be complete at unit level **and mailed to Department Secretary for certification** and mailed on to National. **NO REQUEST will be honored which is sent directly from Unit to National Headquarters.**

Good Deed Award – A citation for youth under 18 years of age who do not meet the Youth Hero Award criteria, but who are great examples of community service. This award is submitted on the same nomination form as the Youth Hero Award.

Supporting Military Children Unit Award: a citation will be given to one unit chairman in each of the five (5) divisions for the best program supporting military children. Narrative not to exceed 1,000 words and may include pictures, news articles, news releases, etc. Attach an award cover sheet, including the name of the award, as well as the name and contact information of the Department C & Y Chairman. Must be into Department Headquarters by **April 30, 2021.**

Department Children and Youth Traveling Plaques: Department plaque to the Unit with the best overall end-of-year report.

First Place	Shirley Davis Plaque, overall best report
Second Place	Irene Weber Plaque, overall best report

### **Liaison to the American Legion Child Welfare Foundation**

Unit Level “Children First” Gift Club Awards: plaque to Unit for the cumulative donations made during the current contribution year (**June 1, 2020 – May 31, 2021**) as follows:

Guardian --	Donation of \$1,000
Advocate --	Donation of \$750
Caretaker --	Donation of \$500

Individual “Cornerstone” Gift Club Award: Logo pin awarded to members for their cumulative donations made during the current contribution year (June 1, 2018 – May 31, 2019) as follows:

Foundation Ambassadors -----	Donation of \$1000
President’s Circle-----	Donation of \$500
Foundation Partners -----	Donation of \$250
Century Club-----	Donation of \$100

100% Per Capita Banner Program: presented to Units who donate at least one dollar (\$1.00) for each member to The American Legion Child Welfare Foundation during the contribution year (June 1, 2020 to May 31, 2021).

Application can be found online at: [www.cwf-inc.org](http://www.cwf-inc.org)

All contributions need to be mailed to Department Headquarters so name of Unit can be recorded and your donations will be forwarded on to The American Legion Child Welfare Foundation. Department will also in turn make a report of donations directly to National American Legion Auxiliary. All donations need to be into Department by **May 31, 2021.**

### **Community Service**

Peggy Swartz  
PO Box 124  
Gary WV 24836  
[tenpin@frontiernet.net](mailto:tenpin@frontiernet.net)

**What can you do?** Become visible within your community. Work with and invite other organizations to work on service projects to heighten awareness of the American Legion Auxiliary’s local efforts to support our veterans, service members, their families and the community.

**Community Service Unit Award:** A Citation Plaque will be presented to a Unit in Central Division reporting the **best overall** Community Service for 2019-2021 administrative year. You may include pictures and newspapers articles. Entry must be in narrative form not to exceed 1000 words. The name of department and Unit name and address and a completed copy of annual report form must be included. **Each unit's entry must be sent to the Department Chairman.**

Department Community Service Traveling Plaques: Department award to the Unit with the best overall End-of-Year report.

Membership 10- 150  
Membership 151 and over

Mary Ann Piatt Plaque  
Imogene Kirkland Plaque

### **Constitution & Bylaw**

Dede Kelly, Chariman  
229 Jefferson St.  
Bridgeport WV 26330  
[ddkelly@arc-hc.com](mailto:ddkelly@arc-hc.com)

Linda Crumm, Committee  
10 Cherokee Drive  
Moundsville WV 26041  
[linric@comcast.net](mailto:linric@comcast.net)

Debbie Fox, PDP, Committee  
874 Longview Drive  
Berkeley Springs WV 25411  
[Foxbd@aol.com](mailto:Foxbd@aol.com)

Objective: Constitution & bylaws

- are the foundation of the organization
- contain the most essential provision
- are the law of the organization
- should have a standard form and content
- define the primary characteristics of the organization
- prescript how the organization functions
- include all rules to important that they cannot be changed without previous notice

Objective: Standing Rules

- relate to the details of administration of the organization
- may be adopted by a majority vote
- may be amended or rescinded

Objective: Parliamentary Authority

- Robert's Rules of Order Newly Revised
- State Constitution & Bylaws of American Legion Auxiliary

If your Unit has an established Unit Constitution & Bylaws on file in Department Headquarters then you need to look at them to see when they were last updated or revised. This needs to be done **at least once every five years**. If your Unit doesn't have any established Constitution & Bylaws you need to refer to National's Unit Handbook for the suggested Constitution & Bylaws to assist your Unit in establishing a working Constitution & Bylaws for your membership.

Department Constitution & Bylaws along with Standing Rules are in back of State Directory and online at [www.wvaux.org](http://www.wvaux.org)

National Constitution & Bylaws are available on line at [www.alaforveterans.org](http://www.alaforveterans.org) or order from Emblem Sales.

### **Education**

Diane McClung, PNH, Chairman  
1664 Buthcher Bend Rd.  
Mineral Wells WV 26150  
[lin4dee@aol.com](mailto:lin4dee@aol.com)

Nicole Shepherd  
170 Brentfield Lane  
Berkeley Springs WV 25411  
[wvala60@hotmail.com](mailto:wvala60@hotmail.com)

Kimberly Mellie  
48 Breakiron Hill  
Morgantown WV 26508  
[Kmelie@comcast.net](mailto:Kmelie@comcast.net)

Objective: Focus attention on educational and scholarship opportunities for military children, whether their parent(s) are active duty or reserve.

- Give 10 To Education program
- Promote Teachers Appreciation Week (May 6-10, 2021)

- Participate in American Education Week, (November 12-16, 2020)
- Seek out local opportunities for scholarships and share with the military members in your community

Objective: educate school administrators about the mental health issues facing children of our military  
--distribute ALA KIDDS flyer

Objective: Enhance respect for the sacrifices of our military heroes among school children by scheduling Veterans in the Classroom programs at your local school.

National President's Scholarship: "Children of Warriors"-- The National President's Scholarships are awarded to children of veterans who served in the Armed Forces during one or more of the periods of war officially designated as dates for membership in The American Legion. One \$2,500 scholarship, one \$2,000 scholarship, and one \$1500 scholarship will be awarded in Central Division. The applicant must be in his/her senior year of high school and completed fifty (50) hours of volunteer service within the community during high school years, verified in writing by the recipient's organization(s). Applications may be obtained online at the Department website [www.wvvaux.org](http://www.wvvaux.org) or National website at [www.alaforveterans.org](http://www.alaforveterans.org). Applications must be into Unit for judging by **March 1, 2021**. **Unit's winning application** must be sent to **Department Education Chairman** by **March 15, 2021**.

Spirit of Youth Scholarship for Junior Members: The winner in Central Division will receive a scholarship per year for four years. The applicant must be in her senior year of high school and said member to have held junior membership in the American Legion Auxiliary for the past three consecutive years and currently holds a 2016 Membership Card; and continue to maintain her membership throughout the four-year scholarship period. Candidate must have at least a 3.0 GPA. Applications must be submitted to Unit for judging by **March 1, 2021**. **Unit's winning application** must be in to **Department Education Chairman** by **March 15, 2021**.

The Non-Traditional Student Scholarship is available for a student returning to the classroom after some period of time in which his/her formal schooling was interrupted or a non-traditional student who is just beginning his/her education at a later point in life. The applicant must be a member of The American Legion, the American Legion Auxiliary, or Sons of The American Legion; dues must have been paid for the two preceding years and for the current 2019 year. Applications must be submitted to Unit for judging by **March 1, 2021**. **Unit's Winner must be submitted to Department Education Chairman** by **March 15, 2021** for judging. One \$1,000 scholarship will be awarded in Central Division.

Applications can be downloaded at Department website [www.wvvaux.org](http://www.wvvaux.org) under Scholarship Downloads or on the National website [www.alaforveterans.org](http://www.alaforveterans.org).

Unit Award: A plaque will be presented to the Unit Education Chairman in Central Division reporting the most outstanding promotion in each of the following Education Programs: 1) **Most Outstanding American Education Program, Give 10 to Education.** To be eligible for these awards, a copy of the Unit Report Form must accompany a typewritten narrative, - double-spaced and not to exceed 1000 words. The cover page should have the name of the award entry, Department (State) name, Unit name & number, and name and address of Unit Chairman. A copy of the Unit's Department Report Form must accompany the narrative. Entries must be into Department by **May 1, 2021**.

Department Education Traveling Plaques: Department plaque to the unit with the best overall End-of-Year report.

Janet Durbin Plaque – 10 –150 membership

Virginia Beaty Plaque – 151 and over membership

Department Scholarship Grant: The winner will be awarded \$500 a year for four years. Applicant must be a veteran's son or daughter, must attend a college/university in West Virginia, must be a resident of West Virginia and under 22 years of age. Applications must be submitted to Unit for judging by **March 1, 2021**. Unit's winning applicant must be submitted to the **Department Education Chairman** on or before **March 15, 2021**. Application can be downloaded on the website at [www.wvvaux.org](http://www.wvvaux.org). **Winner must** renew each year with grade transcript & proof of enrollment for next year.

## Finance

Ann Buchanan, PDP, Chairman  
105 Cheyenne Trail  
Ona WV 25545  
[AnnBuch@aol.com](mailto:AnnBuch@aol.com)

Irene Weber, PCDNVP, Member  
355 Harrison Ave.  
Berkeley Springs WV 25411  
[irenew21941@gmail.com](mailto:irenew21941@gmail.com)

Debbie Fox, PDP, Member  
874 Longview Drive  
Berkeley Springs, WV 25411  
[Foxbd@aol.com](mailto:Foxbd@aol.com)

Mission: The responsibility of Department Finance Committee is to oversee the general financial policy of the Department, subject to the ratification of the Department Executive Committee and preparation of the Annual budget and supervision of the expenditures under that budget.

Finance is the key ingredient that creates the ability for the organization to provide services to veterans and their families on all levels (Unit, Department, National). Every member is an investor and needs to be an informed investor.

All Units should have their financial records audited at least once a year. There should be financial report at each Unit meeting – not just a balance in account. Members that attend should know what is coming in and what is being spent. Copy should be given to Unit Secretary to be attached to that month's minutes.

**All members** that handle money in Unit are covered on the National Blanket Bond that the Unit pays annually (\$5.00). Each Unit is required to complete the IRS Form 990N prior to the annual deadline which is based on the **Unit's fiscal year**

### Unit Secretary

It is your or your President's responsibility to keep the Unit informed of what is happening in Department and District. The Department Newsletter, (*The Auxiliary Spirit*) should be taken to unit meetings and shared with your members. Encourage your new members to be involved with your Unit projects, events and fund-raisers. Strive for the future of your Unit. Please note the information and material that needs immediate action in Department mailings. These are very important mailings **for your Unit**.

Be prompt in returning all dated material. It must all be in on time for Headquarters to meet deadlines with National and to get material out to the Unit in time for their use. If everyone works together on the deadline dates, then things will get done on a timely manner. All events and hard work of your Unit will get counted, no matter how small you may think it is.

### Unit Treasurer

Make all checks payable to **Department Treasurer ALA**. Designate on each check the purpose for which the money is intended. Membership **must** be on a separate check. Other donations can be in one check, **but list what each donation is for and the amount**. Unit account ledgers should be audited each year.

Keep funds in two separate accounts **or** two separate ledgers - General Fund and Welfare Fund (Poppy Fund).

**GENERAL FUND** - deposit all membership dues, money from fund-raisers and any donations received for the Unit. All money EXCEPT Poppy proceeds. Disbursements from the General Fund are Unit expenses, ordering material from National or Department Headquarters, or any cost of fund-raisers.

**GENERAL MANDATORY FUNDS - MUST BE PAID BY JUNE 8, 2021.**

Bonding (\$5.00)  
Department Scholarship Fund  
Girls State Project

**WELFARE FUND** - deposit all proceeds from Poppy Day collections. Disbursements that can come from Welfare Fund (Poppy Fund) are **Gift Shops** at the four VAMC (Beckley, Clarksburg, Huntington & Martinsburg). **Cheer parties** are monthly and held at the five hospitals in WV (Beckley, Clarksburg, Huntington, Martinsburg, and WV Veterans Home).



**WELFARE MANDATORY FUNDS - MUST BE PAID BY JUNE 8, 2021.**

Veterans 1<sup>st</sup> Fund

Poppy Order \$130.00 -1000

82.00- 750

65.00 - 500 (Any amount of poppies can be ordered **plus shipping & handling**)

33.00 - 250

13.00 - 100

68.00 Poppy Kit

10% Poppy Proceeds

Checks for Poppy Orders must be made payable to **Department Treasurer, ALA** and mailed to:

American Legion Auxiliary

Department Headquarters

1251 Doolin Run Road

New Martinsville WV 26155-7808

**Have your Treasurer's Books audited at least once a year, which is showing the Unit's auditing committee all canceled checks, check book, ledgers and bank accounts are in order for the new year.**

All donations need to be made by April 15, 2021 and reported on Unit Year End Report.

DONATIONS TO NATIONAL

Make check payable to: **National Treasurer, ALA**

Mail to: National American Legion Auxiliary

3450 Founders Rd.

Indianapolis, IN 46268

DONATIONS TO DEPARTMENT

Make check payable to: **Department Treasurer, ALA**

Mail to: Department American Legion Auxiliary

1251 Doolin Run Road

New Martinsville WV 26155-7808

Mandatory Funds

Auxiliary Emergency Fund

Spirit of Youth

Department President's Special Project

National President's Project

Gift Shops

Cheer Parties

History of The American Legion Auxiliary  
(Cavalcade of Memories)

DONATIONS TO AMERICAN LEGION

Make check payable to: **The American Legion, National Treasurer**

National Child Welfare Foundation

The American Legion

P O Box 1055

Indianapolis, IN 46204

Comfort Warriors

The American Legion

PO Box 1055

Indianapolis IN 46204

DONATIONS TO: (Make checks payable directly to the following)

USO  
P O Box 95898  
Washington, DC 20036

CHAPEL OF FOUR CHAPLAINS  
1201 Constitution Avenue  
Philadelphia Naval Bus. Center Bldg. 649  
Philadelphia, PA 19112

MAKE-A-WISH FOUNDATION  
1000 Dupont Road Box 7  
Morgantown WV 26505

CHILDREN' MIRACLE NETWORK  
WVU Children's Hospital  
PO Box 8227  
Morgantown WV 26506

HABITAT FOR HUMANITY  
Habitat and Church Street  
Americus, GA 31709

CHILDREN'S HEART LINK  
5075 Arcarda Avenue  
Minneapolis, MN 55436

FREEDOM'S FOUNDATION  
P O Box 1943  
Valley Forge, PA 19482

FISHER HOUSE FOUNDATION, INC.  
1401 Rockville Pike  
Rockville MD 20852

**Rhododendron Girls State**

Lynda Lancaster PCDNVP, Chairman  
PO Box 1037  
Ranson WV 25438  
[LancasterL@aol.com](mailto:LancasterL@aol.com)

Rosemary Thomas, Girls State Director  
200 Boundry Avenue  
Elkins WV 26241  
[rmtfromwv@gmail.com](mailto:rmtfromwv@gmail.com)

Objective: to utilize the Internet and social networking sites to increase visibility and viability of the Girls State program and obtain 2,000 Girls State Facebook fans by July 2015.

--make use of the Department Website at [www.wvgirlsstate.org](http://www.wvgirlsstate.org) for more Girls State Information

Objective: To instill in all Girls State citizens a commitment of volunteerism and an awareness of the American Legion Auxiliary's mission.

--educate Girls State Citizens about the program.

--work with past and present Girls State Alumnae to increase membership for the organization

Objective: continue to attract participants and grow Girls State program

--solicit sponsors/funding or donations from other organizations to sponsor Girls State delegates.

--enlist former Girls State alumnae to help recruit candidates from High School

Department Traveling Plaques: Unit with the best report of Girls State activities by a Unit. This is to be judged by the Rhododendron Girls State Director. This report must be to the Department Headquarters by April 30, **2021**.

Ann Buchanan—10-150

Lillian Luttrell—151 and over

Betty Rea Department Plaque: Unit with the best overall scrapbook that reports the Girls State activities by a Unit. This is to be judged by the **Girls State Chairman**. The Scrapbook must be at the State Convention **by 9:00 pm Thursday, July 8, 2021** for judging..

Samsung American Legion Scholarship: Girls State citizens will be able to apply for financial assistance when seeking a higher education. Applicants must be a High School junior who is a direct descendant, i.e., child, grandchild, great-grandchild or a legally adopted child of a United States wartime veteran. Selection criteria includes academic record, community involvement, school activities, and financial need. Applications are online once again this year. Application must be completed and hard copy **turned in at registration** at Girls State on **June 13, 2021 at Davis & Elkins College**.

Web Sites: [www.alaforveterans.org](http://www.alaforveterans.org)  
[www.wvgirlsstate.org](http://www.wvgirlsstate.org)

## **Junior Activities**

Debbie Michael  
234 Breedens Addition Lane  
Berkeley Springs WV 25411  
[katndebbie@gmail.com](mailto:katndebbie@gmail.com)

The Junior Activities Program inspires active participation in members age 17 and under so that they will become engaging, productive members who will want to continue their American Legion Auxiliary membership into adulthood.

Patch Program: This gives Juniors the opportunity to increase their knowledge of patriotism, citizenship, leadership, health and fitness. There are different age levels of activities to complete in 11 categories. Each category completed, earns a Patch. When these sheets are completed and initialed by Unit Chairman or Unit President, send them to Department Junior Activities Chairman. They will then be ordered from National.

For more information on the following National Awards, please go to [junioractivities@alaforveterans.org](mailto:junioractivities@alaforveterans.org)

**Junior Member of the Year**  
**Most Outstanding Unit Junior Activities Program (per division)**  
**Best Department Junior Activities Program (per division)**  
**Best Media Coverage of Activity or Project**

Deadline for these is June 20, 2021.

Deadline for Unit year end Junior Activities Report to Department is April 30, 2021

All junior awards shall be judged by the Junior Activities Chairman, unless her home unit submits a report or any reason that may cause a conflict. In either case the report will then be judged by the Department Judging Committee.

### Department Awards:

**Cash Awards:** Most NEW Junior members in a unit (award given by Membership Team)  
Best Junior History (award given by Historian)  
Best Junior Scrapbook (award given by Scrapbook Committee)

Department Honorary Junior President Kati Hart Traveling Plaque: presented to the Newly Elected Department Honorary Junior President

Tiffany Sine Best History Traveling Plaque: given to the junior member who has the best history.

Department Junior Activities Traveling Plaques: Department Plaque to the Unit with the best overall End-of-Year Report.

Membership up to 150	Betty Shumate
Membership 151 and over	Margaret Kercheval
Junior Member of the Year	Lisa Cadwallader and Debbie Fox

**National Awards:** Deadline June 20, 2021

**Junior Member of the Year:**

**Criteria:**

- \*\*Presented to 1 junior member in recognition of her dedicated service, efforts and talents.
- \*\*Consideration of only junior members in good standing for the current year.
- \*\*Outstanding contribution the junior has made through an ALA program or project.
- \*\*Length of membership is not a criterion.
- \*\*Name, email address and complete mailing address of nominee must accompany nomination.
- \*\*A narrative, typed essay not to exceed 500 words summarizing the nominee's accomplishments during the current administrative year.
- \*\*Please include pictures, clippings, scrapbooks, folders, etc., either electronically or via postal mail. Nomination must be signed by the candidate's Junior Activities Advisor and Unit President. **Winning entry may be submitted to National.**
- \*\*On the National Report and Award Cover Sheet, include the name and contact info of the Department Junior Activities Chairman.

**West Virginia Junior Member of the Year**

Presented to One Junior member in recognition of her dedicated services, efforts, and talents.

Entries must be typed and include the following information:

- \*\*Consideration of only junior members in good standing for the current year.
  - \*\*Outstanding contribution the junior has made through an ALA program or project.
  - \*\*Length of membership is not a criterion
  - \*\*Name, email address, and complete mailing address of nominee or parent must accompany nomination.
  - \*\*A narrative, typed essay not to exceed 500 words summarizing the nominee's accomplishments during the current administrative year.
  - \*\*A cover sheet must be included, include the name and contact information of the Unit Activities Chairman and Unit President.
- Winning Entry Must be then submitted to National with a National Award Cover sheet.
- \*\*On the National Report and Award Cover Sheet, include the name and contact information of the Department Junior Activities Chairman.

Department West Virginia Junior Member of Year Traveling Plaque will work the same as all other Department Traveling Plaques:

- \*\*This will be selected and judged by the Department Junior Activities Chairman provided their Unit has not submitted an applicant and they are not related to any of the juniors submitted, even if from a different nit, otherwise it goes to the judging committee.
- \*\*The plaque will be awarded during Department Convention on Friday or Saturday when the plaques are awarded from the Junior Activities Chairman.
- \*\*The winner will take the plaque, have it engraved with her name and Unit, keep it for the year and return it to the next years' Department Convention.

“This award was donated by Lisa Cadwallader, Charles Town Unit #71 and Debbie Fox, Berkeley Springs Unit 360. Please contact them when it's time to replace it.”

## Leadership

Dr. Rosemary Thomas  
200 Boundry Avenue  
Elkins WV 26241  
[rmtfromwv@gmail.com](mailto:rmtfromwv@gmail.com)

### Outline:

#### **Learn about and promote participation in the ALA Academy**

Mentor members, learn their strengths, interests, skills. Promote interest in learning more about the ALA  
Build your leadership skills by volunteering for a project  
Give your Unit a short presentation on the ALA training opportunities  
Survey members to identify interests and skills. Match projects based on individual strengths.  
Hold an event (workshop, brunch, etc.) and focus on preparation of reports, applying for awards

#### **Enhance Leaders' Knowledge about ALA History, Programs, and Organization**

Initiate new members—offer every new member an orientation packet  
Attend District/Department workshops, conferences, trainings  
Offer an ALA refresher course to your Unit  
Share your experiences in the ALA with other members  
Encourage members to take Leadership courses available at [www.alaforveterans.org](http://www.alaforveterans.org) under the Leadership tab

#### **Encourage the Use of ALA Reference Materials and Documents such as the Unit Guide Book, Unit/Department/National Constitution & Bylaws, Department Operations Guide, ALA Girls State Program Guide, Etc.**

Download/print purchase the listed documents and others available and become familiar with them  
Hold a workshop to review/discuss the publications and documents, how Unit finances is handled, etc.  
Set aside a “show me where it’s printed” time, where members can ask why something is done a certain way  
Develop a plan to assist Juniors in becoming familiar with the ALA reference materials, documents  
Develop a committee within each Unit to address changes needed based on review of ALA documents

#### **Offer a Mentor Program, utilizing the Knowledge/Experience of Members Who Have Served as Leaders beyond the Unit Level**

Volunteer to be a mentor for a senior or junior member at Unit level  
Learn how to and seek election to a Unit, District, or Department office  
Use positive, experienced members to train and guide new members  
Encourage members to become “experts” in some areas so that they can mentor in those areas

Discover potential leaders and talent within your Unit by collecting a survey from every member  
(form was supplied to every Unit, by including in the Action Plan)

#### **Nurture a Culture of Goodwill at All Levels of the Organization**

Resolve to consider your own behavior before evaluating others  
Participate in discussion or debates while demonstrating respect for opinions that are different from your own  
Speak privately with a member directly, rather than involving others with a concern  
Be open, rather than critical, of the ideas of others. Give praise and recognition to those who go above and beyond  
Lead by example, keep an open mind, and listen well. Work with others as a team!

**Unit Leadership Award:** one Unit in Central Division for Most Outstanding Leadership Program .Narrative of not more than 1,000 words must be submitted to Dr. Rosemary Thomas no later than **April 30, 2021**

#### **Department Leadership Traveling Plaques:**

Membership 10-150      Marlene Bonar  
Membership 151 & over      Marie Bailey

## Legislative

Lisa Cadwallader, PDP  
42 Trout Circle  
Kearneysville WV 25430  
[Lisac.ala71@gmail.com](mailto:Lisac.ala71@gmail.com)

Encourage and empower members to be more knowledgeable to take action The American Legion legislative priorities.

Member: Subscribe to the Legion's Legislative Action Alerts to receive notification when they call on all Legion Family members to take immediate action on a topic. Visit [www.capwiz.com/legion/mlm/signup](http://www.capwiz.com/legion/mlm/signup) to subscribe.

Unit: Hold a unit meeting to go over the steps outlined by the ALA Legislative Advocacy Guide and discuss the legislative priorities.

Hot To Sheets: How to Host A "Meet the Candidate" Night

Additional Resources: [www.ALAforVeterans.org](http://www.ALAforVeterans.org) on Legislative program page  
[www.legion.org/legislative](http://www.legion.org/legislative) (The American Legion Legislative Center)  
[www.facebook.com/ALAforVeterans](http://www.facebook.com/ALAforVeterans) ALA National Headquarters Facebook  
ALA National Legislative Group Page

Year End Reports reflect the program work of units in the department, and may result in a department or national for participants if award requirements are met. Each unit Legislative chairman is to submit a narrative report to the Department by April 30, 2021. If applying for a national award to the Central Division Chairman by June 1, 2021. Include answers to the following questions:

\*\*How did you educate members in the legislative issues promoted by The American Legion and how did your members employ those methods?

\*\*What legislative activities (town hall meetings, legislative receptions) did members attend in their communities and departments? What suggestions did members have to improve those activities? Please describe.

\*\*How did members develop relationships with their elected officials? Please describe.

\*\*Please describe how members were able to connect with their local and state officials and what were their successes.

Department Legislative Award: to the unit who meets the requirements for the best overall report.

\*\*Must have report form filled out

\*\*Must include a cover sheet

\*\*Must include a narrative report

Lynda Lancaster Department Traveling Plaque: To the unit with Best Overall Report: Membership 10-150

Debbie Fox Department Traveling Plaque: To the unit with the Best Overall Report: Membership 151 & over

Unit Legislative Award: A citation plaque will be presented to the Unit Chairman in Central Division with the most outstanding overall Legislative Program. All entries must include cover sheet, and are to be typewritten in narrative form and must tell the story of legislative activism and how it made a difference in the lives of veterans and their families. You may include pictures and newspaper articles. Entries are to be submitted to the Central Division Legislative Chairman **postmarked or emailed by June 1, 2021**

## Membership

Lynda Lancaster-Loyd, PCDNVP  
PO Box 1511  
Matthews VA 23109  
[LancasterL@aol.com](mailto:LancasterL@aol.com)

The role of the Department Membership Committee is to encourage and support the nationwide effort to attract and retain a diverse, active membership and establish new units to ensure the future of the American Legion Auxiliary. Members enable us to carry out our mission to assist veterans, military, and their families.

### **Membership Awards Deadlines and Submission Requirements:**

#### **Member Awards:**

10 x 10---: Special gift from national Membership chairman presented to members who recruit 10 New Senior Members for the membership year by November.

R/R5—Recruit/Rejoin: Special gift from the national Membership chairman will be presented to members who recruit or rejoin five or more Auxiliary Junior or senior members. Rejoins must not have paid dues after 2017. Each recruiter will receive a special gift selected by the 2021 National Membership Chairman. One entry/award per award period per recruiter. .

Form must be received at Departments Headquarters no later than one week before **February 17<sup>th</sup> and/or June 14<sup>th</sup>, 2021 to be eligible.**

#### **Unit Awards:**

**100% Unit Award:** 100 unit awards of \$100 to be used to advance the ALA mission will be presented to units that reach 100% of their reported goals by November 10, 2020 as verified by ALAMIS

**Year End Reports:** Annual reports reflect the program work of your unit. Due into Department by **April 30, 2021.**

**Department Goal Unit Award:** Each Unit reaching goal will receive a Goal Ribbon for Unit Banner.

**Department Citation:** Unit must reach Goal, pay all Mandatory funds by June 8, 2020 and the Unit must attend **Fall or Spring Conferences in your District.**

Department Membership Traveling Plaque: (Virginia Blake Plaque) - Highest % of Membership Goal by **January 31, 2021.**

Department Membership Traveling Plaque: (Katena Karnes Plaque) - Most NEW Members for 2021 membership year. Membership must be in to Department Headquarters by **June 9, 2021.**

**Cash Awards:** First Unit to reach goal in each class:

Class I	Membership 10-25
Class II	Membership 26-50
Class III	Membership 51-100
Class IV	Membership 101-200
Class V	Membership 201 and over

**Cash Awards:** First District to Reach Goal  
First Unit to Reach Goal  
Unit that enrolls most NEW Senior Members  
Unit that enrolls most NEW Junior Members  
District that organizes a NEW Unit  
Unit in each District with most NEW Members

Membership Targets:



Monthly Target Dates starting in **September 15, 2020-June 15, 2021**. **Certificates will be given to Units who meet the target dates.**

### **Music**

Kitty Kelly-Smoot  
4378 Green Valley Rd.  
Huntington WV 25701  
[KittyKS2@comcast.net](mailto:KittyKS2@comcast.net)

Mission: Use music in all our Auxiliary programs to stimulate fun, entertainment, inspiration, enjoyment and relaxation for our veterans, our youth, our members, our meetings and for all of those with whom we come in contact in our communities.

Music Traveling Plaque: To the Unit with the best overall End-of-Year report.  
Ella Mae Short Traveling Plaque

### **National Security**

Carla Wilfong  
130 Wilfong Hollow Rd.  
Enterprise WV 26568  
[carlajwilfong@yahoo.com](mailto:carlajwilfong@yahoo.com)

The National Security program maintains and promotes a strong national defense by strengthening and supporting military service members and their families.

**Unit Award:** A citation plaque will be presented to a Unit Chairman in Central Division reporting the **Most Outstanding Unit National Security Program**. Entries must be typewritten in narrative form, include pictures and newspaper articles. National Report and Awards Cover Sheet must be included. Send to Central Division National Security Chairman postmarked or emailed by 5:00 pm June 1, 2021

National Security Traveling Plaque: Unit with best overall End-of-Year report .  
Wilma Mayfield Plaque (10-150 membership)  
Lisa Cadwallader (151 and over membership)

### **Past President Parley**

Rhonda Best, NEC, Chairman  
37 Simpson Ave.  
Moundsville WV 26041  
[rlcbest37@aim.com](mailto:rlcbest37@aim.com)

Lisa Cadwallader, PDP, Member  
42 Trout Circle  
Kearneysville WV 25430  
[Lisac.ala71@gmail.com](mailto:Lisac.ala71@gmail.com)

Susan Wade, PDP, Member  
303 N. 1<sup>st</sup> Ave.  
Paden City WV 26159  
[susanwade457@ymail.com](mailto:susanwade457@ymail.com)

#### **What You Can Do:**

- 1 Promote mentoring opportunities of unit members
- 2 Promote and submit nominations for the Unit Member of Year Award

- 3 Promote and submit nominations for the Salute to Servicewomen Award
- 4 Establish a Unit Past Presidents Parley

Unit Member of the Year Award: Every Unit has a very special, hardworking, dedicated Auxiliary member who goes above and beyond the call of duty but has no desire to serve in any office higher than the Unit level. Promote the opportunity for your Unit to recognize a recipient in this very special way. Units are instructed to adhere to the following National guidelines:

- a. Each Unit is limited to one nomination.
- b. Selection is to be based on accomplishments, activities, etc., for the current administrative year
- c. Nominations are limited to senior members in good standing. Must have “2021” dues paid.
- d. **Nominees must not have served in an appointed or elected leadership role higher than Unit President.** However, it is not necessary to have served as Unit President. **(must not have served on District or Department level anytime by election or appointment.)**
- e. Years of membership are not a part of the criteria: she may be a new member.
- f. Unit President must submit a typewritten entry in narrative form, not to exceed 1000 words to Department Past Presidents’ Parley Chairman with the following information:
  - 1. Name & complete address of nominee, Unit name & number, and number of years in the Auxiliary.
  - 2. Narrative of not more than 1,000 words describing the nominee’s accomplishments and activities during the **CURRENT** administrative year.
  - 3. Nomination form must be **signed by the Unit President and the Unit Secretary** unless one of them is the nominee in which case another Past Unit President must sign the entire form. Deadline for submission to Chairman by **May 15, 2021**
- g. “All Unit Members of The Year” will be recognized at the National Convention in Louisville Kentucky.

Salute to Servicewomen Award: an active duty servicewoman or female veteran.

One applicant for each branch of the military: Air Force, Army, Coast Guard, Marines, and Navy.

Nominees should be in active duty and willing to attend the National Convention, if possible.

A brief narrative of their military service should be included with the entry form. A YouTube video can take the place of a written narrative.

Entry forms, including a narrative/YouTube video, must be completed and submitted to the Department Chairman. The Salute to Servicewomen Award Nomination Form, found on the National website, must accompany the narrative.

Each entry must have the Nominee’s name and address, Unit name and number, and the signature of the Unit President or Past Presidents Parley Chairman. Each Unit can submit one entry from each branch of service. All entries must be postmarked by **May 15, 2021** and sent to the Department Chairman.

Janice Gamerdinger Department Traveling Plaque: **Awarded to the Unit Member of the Year.**

Department Past Presidents Parley Traveling Plaques: An award for the best overall End-of-Year report.

- Membership 10-150 Susan Brown Plaque
- Membership 151 & over Norma Lee Clise Plaque

**Department Timeless Award: Twyla Finley Department Traveling Plaque**

- 1. **This can be anyone who is not a current Department Officer.**
- 2. **Must be an Auxiliary member for the past three years with current dues (2021) paid.**
- 3. **No member shall receive this award more than once.**
- 4. **A narrative report, typewritten, explaining to the committee what this member contributed. This includes her work within the Auxiliary and outside the Auxiliary through her life time, not just the past year. This includes but not limited to other organizations, churches, and within the community.**
- 5. **Entry must be signed by the Unit President and the Unit Secretary.**
- 6. **ENTRY MUST BE SENT TO DEPARTMENT PAST PRESIDENT’S PARLEY CHAIRMAN BNO LATER JUNE 1, 2021**

**100<sup>th</sup> Anniversary Reporting:** While no formal reports are required, each unit is encouraged to write up a short narrative and send it to the Department 100<sup>th</sup> Anniversary Chairman by April 30, 2021, so the Department can report to National by May 15, 2021.

## Poppy

Ann Buchanan, PDP  
105 Cheyenne Trail  
Ona WV 25545  
[AnnBuch@aol.com](mailto:AnnBuch@aol.com)

Promote the Poppy program and increase poppy revenue

Contact local businesses for permission to distribute poppies on their premises.

Send a thank you to businesses that allow distribution.

Help schools organize poppy drives.

Wear a poppy to promote conversation and interest.

Increase the number of poppy makers in your department

Set up meetings with recreational and occupational therapists of local Department VAMCs.

Distribute "How to Recruit New Poppy Makers" promotion information

Partner with The American Legion to recruit poppy makers within post homes.

Celebrate National Poppy Day and educate your community on the meaning and the history of the poppy.

### Poppy Poster Contest:

1. Contests shall be sponsored by the Unit in local schools. When this activity is not conducted by schools, other youth, including Junior members, may participate under direct supervision of the Unit.
2. The contest shall have seven classes:

Class I	Grades 2 & 3
Class II	Grades 4 & 5
Class III	Grades 6 & 7
Class IV	Grades 8 & 9
Class V	Grades 10 – 11
Class VI	Grade 12
Class VII	Students with Special Needs*

\*Special needs is defined as those students in special education classes or on a waiting list to enter such a class; a student with an identified disability but not in a special education class for reasons other than waiting list.

### Poppy Poster Requirements

1. Each poster shall have a fitting slogan not to exceed ten (10) words. The articles "a, and, an, the" are **not** to be counted as words. The words "buddy" and "buy" **cannot** be used.
2. The words "American Legion Auxiliary" must be used in the design of the poster and will not be counted in the ten (10) word count.
3. Each poster must include a picture of the red Flanders Field Poppy in the correct color
4. The Poppy shall have four petals and no leaves.
5. ***All entries must be submitted to the Midwinter Conference on Saturday February 13, 2021 8:00 am for judging.***
6. The poster shall be **11" x 14" poster board ONLY**. Drawing paper will not be accepted.
7. The United States Flag may be used as long as there is no infraction of the flag code.
8. Poster will be judged using the following criteria:

a.	Poster appeal (layout, message, originality)	50%
b.	Artistic ability (design and color)	40%
c.	Neatness	10%

9. Media used shall be watercolors, crayons, powder, or oil paint, handmade paper cutouts, ink or cut textures, acrylics, pencils and markers.
10. The poster shall be the work of only one individual.
11. Written in ink on the back of the poster (not attached) shall be the name, address, age, and grade of the contestant; the name of the Department (state), and the class in which the entry is submitted.
12. No humorous drawings or slogans shall be used
13. The label "In Memoriam" from the veteran-made Poppy may **not** be used.
14. The Holy Cross is to be used.

#### Judging & Awards

1. All posters must be submitted to Midwinter Conference on Saturday **February 13, 2021**. Winner will be sent on the Central Division Chairman.
2. A Citation will be given for the best poster in each classification in Central Division.
3. Department winners in each class will receive a "citation" from National Headquarters.

**Poppy Picture Contest:** Bring your picture, of a poppy decoration, and a detailed description to Midwinter Conference **February 13, 2021** to be judged. A personal gift to the unit that has the best presentation and use plus \$25 will be donated to the Welfare Fund in the Unit's name.

#### National Miss Poppy Contest - (Two Categories)

Little Miss Poppy -- Ages 6-12 and Miss Poppy -- Ages 13-18 -- Even though the selection of a Miss Poppy is at the discretion of the Unit, nominees submitted to the Department must meet the following criteria:

1. Entrant must be between 6 - 12 years of age or 13-18 and a Junior Member of the American Legion Auxiliary.
2. Promotional activity of the Poppy Story must be through The American Legion and the American Legion Auxiliary and the community.
3. Selection of Miss Poppy is at the discretion of the Unit.
4. A narrative report, not to exceed 100 words, on the "Memorial Poppy" must be submitted.
5. Entrant must **submit a Miss Poppy Scrapbook** (8 ½" x 11") containing photographs and clippings of how she promoted the American Legion Auxiliary Poppy Program.
6. Entries must be submitted to Department Poppy Chairman by **April 30, 2021**.

#### Rules for Judging Miss Poppy Scrapbook Entries:

Costume (no specific dress code or particular dress color for Miss Poppy)

Promotion of Poppy Program What did you share and do?

Publicity of Poppy Activities (newspapers, radio/TV, etc.)

Narrative Report on "What I have Learned Being Miss Poppy".

Essay on "Memorial Poppy" not to exceed 100 words.

Memorial Poppy must be visible in all promotion and publicity submitted

Neatness and creativity

Cover page to include member name, unit name, state, age division and year

Judging scale should be 1 through 10 for each area of judging for entire entry.

Both National Miss Poppy winners will be invited to appear at the National Convention in Phoenix Arizona, immediately following her selection and if she so chooses, will travel at her own expense. The winners of the National Miss Poppy contest will be awarded a citation plaque.

**\*NOTE: Submissions become property of the American Legion Auxiliary. Through submission of artwork, contestants and their legal guardians grant nonexclusive reproduction and publication rights to the works submitted, and agree to have their names and artwork published for commercial use without additional compensation or permission.**

#### Poppy Club

Unit raises money by having members join the Poppy Club in a way the Unit sets.

**Money collected – ½ goes to Unit Welfare Fund and ½ goes to Department Welfare Fund**

For Poppy Club donations the unit might provide a Poppy Club Card, list the names on a Poppy Club Board posted for all to see, or even hold a dinner to thank those donating over a certain amount.

**Unit needs to list the amount from the Poppy Club on the End of Year report. This will be a separate item on the form.**

**Unit Poppy Program Award:** An award will go to a Unit Chairman in Central Division reporting the best poppy program. Entry must be typewritten in narrative form not to exceed 1,000 words. Cover page for this report shall have Chairman's name, address, Unit and Department. The report should cover all areas of emphasis, and any relevant information involving program activity and describing your use of the poppy during the year. Do not include pictures, clippings, scrapbooks, folders, etc. Entries are to be submitted to Department Chairman **by April 30, 2021.**

Lorena Jennings Department Traveling Plaque 10-150: Unit with the best overall end-of-year report.  
Sharon Glassford Department Traveling Plaque: 151 and over: Unit with the best overall end of year report.

Brady Stone Department Traveling Plaque: **Highest contribution and best overall End-of-Year report** in Units' participation in **the Poppy Club. Contribution must be reported on End-Of-Year report.** This plaque can only be won two years in a row by the same unit.

## **Public Relations**

Stephanie Handley  
300 Indiana Ave.  
Chester WV 26034  
[stephaniehandley@msn.com](mailto:stephaniehandley@msn.com)

Give an Auxiliary magazine gift subscription to your local library and doctors' office  
Wear your officially branded ALA apparel and "Honor Their Service" button when out and about  
Develop a list of local media contacts for unit to use.  
Build relationship with your local media and political figures  
Write letters to the Editor and /or news release for patriotic holidays and events  
Build Brand loyalty of the American Legion Auxiliary through the utilization and promotion of websites, social media, and other electronic communications

If you would like to send something for Department President's Press Book: send to: Stephanie Handley, Public Relations Chairman.

**Department Reports:** End of Year –Due **April 30, 2021.** Send to Department Headquarters

### **National Awards:**

#### **Member Award: ALA Brand Ambassador**

Documentation with action photographs, screen shots and other evidence of brand promotion activities. Activity must occur between May 1 prior to the start of the current admin year and May 1 before the end of the current admin year. Narrative form and National Cover Sheet must be postmarked by **June 1, 2021** and mailed/mailed to National Member Brenda Holland.

**Unit Award:** New website or Social Media Account Launch. Send to National Committee member Ree Ann Ross either emailed/mailed and must be postmarked by **June 1, 2021**

**Unit Award:** Most Outstanding Unit Public Relations Program (see Public Relations Action Plan)

### **Department Awards:**

Unit Press books: Cash award given to the best Unit Press book:  
Seniors: Membership 10-150  
Seniors: Membership 151 and over

1. Material must be prepared in a Press book no larger than 12 x 15".
2. The first page of the entry must include the name & address of the Unit Chairman, name & number of Unit.
3. The entry must include a completed copy of the Unit's Annual Report Form.
4. The entry must include a narrative report not to exceed 1,000 words. This report should describe how the public

relations program was promoted in the unit and make references to the newspaper clippings included in the press book.

5. Newspaper articles must include the name of newspaper, date, page number at the top of each article.
6. Photostat copies MAY be used, but cannot exceed 1/3 of the total articles included in the press book.
7. Newspaper articles and photographs concerning an American Legion Auxiliary and/or Legion Family functions/programs should be included in chronological order.

Press book **must** be picked up at Department Convention.

Guidelines for judging are:

\*\*Narrative 30 points

\*\*Content of Press 25 points

\*\*Coverage of Programs 25 points

\*\*Overall Appearance 20 points

**100 points total**

Submit your Press Books for judging will be done at the Department Convention on July 8, 2021, **no later than 9:00 pm.**

Department Traveling Plaques: Best overall report on Public Relations.

10-150 -- Helen Kessler Department Traveling Plaque

151 and over -- Dianne McClung Department Traveling Plaque

### **Unit President's Award for Quality of Leadership**

Sharon Kauffman, Department President

1671 Kelly Island Drive

Martinsburg WV 25405

[skauf01@yahoo.com](mailto:skauf01@yahoo.com)

Unit President's Department Traveling Plaques: An Award to the Unit President who submits the best overall End-of-Year report.

10- 150 -- Tallulah Simpson

151 and over -- Jerri Ritenour

Rules are:

- Must complete the Unit President's End-of-Year Report.
- Must be in narrative form and may be accompanied by clippings, scrapbook, or anything she wishes to send that demonstrates her year as Unit President and what Unit has accomplished with her leadership.
- Must include a cover sheet centered with the report, name and name of the Unit, Unit Presidents Name and total membership in unit.
- Due into Department Headquarters by **April 20, 2021.**

#### **Criteria & Details**

These awards are very special because they represent the "best of the best" in planning and implementation of American Legion Auxiliary efforts to meet the mission of serving veterans, the military, and their families. By establishing objectives, creating action steps to accomplish those objectives, and then reporting the achieved outcomes, measurable success will be achieved.

Please be sure to use the Unit Award Form (included in this manual): AMERICAN LEGION AUXILIARY NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE UNIT AWARD FORM 2019-2020.

#### **Award Description**

- \* The National President's Award for Excellence will be presented on the National Convention floor with a spotlight on each winning entry.
- \* Following National Convention, a news release will be created for your unit/department and put on the national website for your use.
- \* All winners will be featured in ALA national media

## Veterans Affairs and Rehabilitation Program

Mary Waybright  
7 Parsons St.  
Huntington WV 25705  
[mwaybright@yahoo.com](mailto:mwaybright@yahoo.com)

Assist in Activities that help homeless veterans  
Give a helping hand to the Legion's homeless veteran coordinator in your Department  
Crochet hats, scarves or mittens to be distributed to homeless veterans  
Participate in the VA Project CHALENG organized by the VA health care system nearest you  
Contact your local Post chairman and offer your assistance if request for help come through the Legion's Family Support Network.  
Raise funds for local American Legion posts to help veterans and their families at risk of losing their housing or homeless veterans transitioning to permanent housing.  
Compile " blessing bags" to be given to the local police department or other organizations that deal with the homeless veterans population.  
Support rehabilitation and healing of veterans through arts, crafts, and hobbies "National Creative Arts Festival"  
Help The American Legion, State Department of Veterans Affairs and Chamber of Commerce promote job fairs for veterans and their families.  
If no VA hospital close to your community, find opportunities for Auxiliary members to serve veterans in your area

Service to Veterans: Unit award for Most Outstanding Unit V A & R program. Deadline is June 1, 2021. Send to the Central Divisional Chairman postmarked or emailed by 5:00 pm June 1, 2021.

Hour Bar Recognition for Service to Veterans Volunteers: A bar will be presented to members in the Department for volunteers being recognized when specific milestones are reached: 50, 100, 300, 500, and 1,000. After the first 1,000 hour bar is awarded the next bar will be in 1,000 hour increments up to 20,000 hours. Field and Home Service hours will be combined into an all-encompassing category called, "Service to Veterans".

10,000 Hour Volunteer Service Award: a citation plus \$100 donation to VAVS Facility or VCAF of her choice for volunteers who have reached 10,000 hours of service in a VA facility during this year. (April 1, 2020-March 31, 2021) Verification must be into Department Chairman by April 30, 2021.

20,000 Hour Volunteer Service Award: a citation plus \$200 donation to VAVS Facility or VCAF of her choice for volunteers who have reached 20,000 hours of service in a VA facility during this year (April 1, 2020-March 31, 2021) Verification must be into Department Chairman by **April 30, 2021.**

Volunteer Recruitment & Service Department Award: a citation presented by the Department of Veterans Affairs to the Hospital Representative at every facility that shows an increase in both volunteers and volunteer hours at a VA Medical Center from April 1, 2020 – March 31, 2021. Verification of hours and number of volunteers as recorded by VAVS will be determined by the national VAVS representative.

100 Percent VAVS Meeting Attendance Award: presented by the Department of Veterans Affairs to each representative and deputy who has 100 percent attendance to VAVS committee meetings at her assigned facility. The national VAVS representative will verify the winners from the VA records.

Betty Burton Department Traveling Plaque:

To the Unit with the best overall report for VA&R Program Membership 10-150

Anna Jane Williams Department Traveling Plaque:

To the Unit with the best overall report for VA&R Program Membership 151 and over

Joyce Seamonds Department Traveling Plaque:

To the Unit with the best End-of-Year Report in Field Service Membership 10 – 150

Paulette Anderson Department Traveling Plaque:

To the Unit with the best End-of Year report in Field Service Membership 151 and over



## Scrapbook

Melanie Shambaugh  
635 Orleans Rd.  
Great Cacapon WV 25422  
[sham4wv@aol.com](mailto:sham4wv@aol.com)

Mission: Unit Scrapbook should document the work of the members of your Unit toward the American Legion Auxiliary Programs. Community and social events as well as volunteer work over the course of the year should also be included. You can include what your unit has done for the **100<sup>th</sup> year** Birthday of the American Legion Auxiliary

The scrapbook is a visual history of your Unit/District/Department Activities for the current administrative year. It is an opportunity for the Scrapbook Chairman to illustrate the year's activities with pictures, newspaper articles and memorabilia that have been collected throughout the year.

Scrapbooks are to be taken to State Convention by July 8, 2021 **no later than 9:00 pm** for judging.

### **Scrapbook Guidelines**

**Size:** *Scrapbooks can be any size.*

**Cover:** All covers must have the Auxiliary Emblem.

**Title Sheet:** Unit name and number, and District Number must be displayed on this page. If it is a Junior Auxiliary Scrapbook, please have that indicated on this page as well, chairman submitting the scrapbook and the number of members in the Unit.

**Decorations:** with the wreath of craft material available now, you can create all kinds of beautiful decorated scrapbooks. (Points in judging are given for neatness, originality, presentation.

**Contents:** should be arranged according to months, starting in July and ending with June. Newspaper articles, programs, favors, newsletters, pictures, etc. can be included in the scrapbook. Do not make the book so thick it will not close properly.

**Once your scrapbook has been judged, it is your Unit's responsibility to pick up the scrapbook. None will be mailed to Unit.**

**Cash Award** will be presented to winning Senior Scrapbook in two categories. 1) 10-150  
2) 151 and over

### **Basis of Judging Scrapbook**

1. Neatness, Originality and presentation -----	40%
Design an appealing page	
All material should be placed in chronological order	
Articles & pictures should appear by monthly order	
Material in scrapbook should be attractively spaced in a neat orderly fashion & Clean	
2. Newspaper material ( Publicity on programs) -----	20%
3. Newspaper articles must include caption, name of paper and date Pictures -----	20%
Pictures must have caption. Group Pictures together with a brief description stating name of the activity or project.	
4. Programs, souvenirs, mementos of various events -----	20%
Thank you cards, letters acknowledging participation in events, etc.	
Total	100%

## **Total Participation**

Sharon Kauffman Department President  
1671 Kelly Island Rd.  
Martinsburg WV 25405  
[rlcbest37@aim.com](mailto:rlcbest37@aim.com)

**NEW THIS YEAR:** a Year End report for Total Participation will be added.

To be eligible for this award you must meet the Criteria:

- \*\*Unit must have participated in ALL PROGRAMS for this administrative year (2020-2021)
- \*\* Cover Sheet with the name of Unit, Number of Unit, Location of Unit, President's name.
- \*\*Narrative report not more than 500 words describing the activities your unit participated in.
- \*\*Send directly to Department President no later than **June 1, 2021**.

Total Participation Department Traveling Plaques: To be given to the Unit submitting best narrative report in **all programs** of the American Legion Auxiliary.

Ina Polsinelli Department Traveling Plaque (10-150 membership)  
Jessica Payne Department Traveling Plaque (151 & over membership)

**Cash Awards**  
**As per Standing Rules and Department Budget**

Scrapbook----- Seniors (10-150) \$5.00 (151 & over) \$5.00 Juniors \$2.50

History-- Seniors (10-150) \$10.00 (151 and over) \$10.00 Juniors \$2.50

Poppy Poster Award---Each of the seven classes of will receive \$5.00

Prayer Book--- Seniors (10-150) \$5.00 (151 and over) \$5.00

Public Relations—Seniors (10-150) \$5.00 (151 and over) \$5.00

Timeless Award—Past President’s Luncheon Ticket

Membership Cash Awards:

Cash Award: **First Unit to reach Goal in each Class**

- Class I Membership 10-25
- Class II Membership 26-50
- Class III Membership 51-100
- Class IV Membership 101-200
- Class V Membership 201 and over

Cash Award: **First District to Reach Goal**

- First Unit to Reach Goal**
- Unit that enrolls most NEW Senior members**
- Unit that enrolls most NEW Junior members**
- District that organizes a NEW Unit**
- Unit in each District with the most NEW members**

Units must have all Mandatory Funds **paid 30 days prior to Department Convention** and have **attended Fall or Spring conferences in their District to be Eligible for Membership Awards.**

Membership totals are based on membership in Department Headquarters **30 days** prior to Department Convention.

For Forms: [www.alaforveterans.org](http://www.alaforveterans.org) or in your Plan of Action Supplement.

- National President’s Award for Excellence Application Sheet Form**
- National Award Cover Sheet**
- Goodwill Ambassador Entry Form and Scorecard**
- Unit Impact Reporting Form**



