



# The Auxiliary Spirit



Volume 30

April 2017

Issue 9



American Legion Auxiliary  
2016-2017  
Department President  
Tammy Workman



## Standing Strong For Our Veterans & Sewing a Better Tomorrow



Happy Spring everyone!

I think the March Lion was a bit angry this year. Just about the whole month so far has been wickedly cold and blustery. I'm sure we're all looking forward to some sunshine.

I know most of you are getting ready for your Poppy days, planning Easter events, Spring conferences, and planning ahead for Memorial Day services, and all sorts of things. I really hope you include membership drives into your activities.

We have approximately three months before the 2018 membership cards are here. We need to work really hard on getting our members to renew now for 2017 because once they miss a year it's likely that many of those members will just drop their membership. We can not afford to lose members! So Please work together in your units and contact the members who have not yet paid their 2017 dues. Let them know they are needed and appreciated. It really does make a difference.

It's also that time again to get your End of Year Reports done and sent to department. I know you all have done a lot of great work this year, especially during the floods that hit all but 5 or 6 of our 55 counties. You can find details in the 'awards manual' on how to do your reports. Remember to qualify you must write a narrative report and when you submit those make sure you are a "Unit" not a Post. Include your unit number and be sure to sign them so our Dept. chairmen will know who you are.

I'm planning to attend as many Spring conferences as I can. Have a great April.

For God and country  
Tammy Workman  
Department President



### Department Officers 2016-2017

President-Tammy Workman  
1st Vice President-Lisa Cadwallader  
2nd Vice President-Rhonda Best  
Secretary/Treasurer-Paulette Anderson  
Chaplain-Sharon Kauffman  
Historian-Ann Buchanan

### District Presidents

1st District-Stephanie Handley  
3rd District-Carla Wilfong  
4th District-Cathy Post  
5th District-Beth Kilgore  
6th District-Peggy Swartz  
9th District-  
10th District-Sharon Glassford

### District Vice Presidents

1st District-Holly Adams  
3rd District-Roxie Nicholson  
4th District-Nancy Sundstrom  
5th District-JoAnn Hastings  
6th District-Kathy Bailey  
9th District-  
10th District-Sharon Kauffman

# Department Headquarters—Hope Chest

## 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.*

We need to repeat this Mission Statement at each meeting after we say our “Preamble to the Constitution of the American Legion Auxiliary”.

**Mandatory Funds:** to be a unit in good standing one of the obligations is paying your unit mandatory funds yearly, no later than July 31, 2017. If you are attending Department Convention to be seated as a delegate, then it is 30 days before Convention.

Mandatory Funds are: *Bonding, Girls State Project, Education, Veterans 1st Fund, Poppies, and 10% proceeds.*

**Spirits:** articles are due into Department the **15th of each month**. Spirit is emailed/mailed by the 20th of each month. If it falls on a weekend then it will be sent on Monday of the next week. **Please limit your article to 200 words or less.**

**Membership:** National is honoring our “new” women veterans again this year. Please remember to put “Honor Our Female Veterans” at top of application. If a member is rejoining, I don’t need an application sent in. You may want one for your records to make sure she is still eligible. If you do send one in, write either “rejoin” or her ID number on the application so she won’t be listed as a new member in the system.

**Any dues besides 2017 dues are considered “back dues”.** Please put in the area designated for back dues on your transmittal. Please don’t send in 2016 transmittals to pay 2016 dues.

Remember that you must pay 2017 dues first, before back dues.

**Directory Updates:** page 8: Please delete Alice DeTore 2001-02 as Past Department President. Patricia Moore cell phone #304-203-8764. Home phone no longer.

Page 11: President Tammy Workman cell phone # 304-815-2308 in place of home phone. All else the same.

Page 20: under 6th District Vice President: remove Kathy Bailey and leave blank.

Page 25: Tyler County #48 unit contact should read: cathy\_1@frontier.com Philippi #44 new President:

Kathern Findley, 19066 Morgantown Pike, Moatsville WV 26405, 304-265-6851; Secretary: Alice Jean Arbogast, 1227 Hacker Creek Rd. Philippi WV 26416, 304-695-8246. Meeting 1st Tuesday of month 12:00 pm at Post Home. No Email.

Page 27: Sistersville Unit #67 new President: Loretta Ice, 109 Carter Street, Sistersville WV 26175. Secretary: Sheila Smith city listing is St. Marys WV 26170 304-684-0996. Unit contact is Loretta Ice at: [workingmom372204@yahoo.com](mailto:workingmom372204@yahoo.com)

Hamlin Unit #111: President is Denise King, 3658 Big Creek Rd. Hamlin WV 25523; Secretary is Fran Pack, 4932 Straight Fork, Yawkey WV 25573. Unit contact: [alaunit111@aol.com](mailto:alaunit111@aol.com)

## Spring Conferences

### **10th District Joint Conference**

**Romney Post #91**

**April 1, 2017**

**Registration 9:00-9:45 am**

### **5th District Joint Conference**

**Logan Post #19**

**April 8, 2017**

### **4th District Joint Conference**

**Pt. Pleasant Post #23**

**April 9, 2017**

### **6th District Auxiliary Conference**

**Welch Unit #8**

**Post Home**

**April 22, 2017**

### **9th District Joint Conference**

**Ronceverte Post #26**

**April 29, 2017**

### **1st District Auxiliary Conference**

**Follansbee Unit #45**

**Post Home**

**April 30, 2017**

## **Department Headquarters**

Office Hours 9:00-4:00  
Monday thru Friday  
Phone 304-455-5007  
Toll Free 1-888-604-2242  
Fax: 304-455-5825  
[alawvsec@frontier.com](mailto:alawvsec@frontier.com)

## **Department Address:**

1251 Doolin Run Road  
New Martinsville WV 26155-7808

## **Department Website:**

[www.wvvaux.org](http://www.wvvaux.org)

## **Rhododendron Girls State Website**

[www.wvgirlsstate.org](http://www.wvgirlsstate.org)

## **The American Legion**

### **Department of WV**

[wvlegion@suddenlink.com](mailto:wvlegion@suddenlink.com)

## **American Legion Auxiliary**

### **National Website**

[ALAforveterans.org](http://ALAforveterans.org)

## **Per “Policy and Procedures”**

**Any member aspiring to a Department Office shall have the endorsement of her local unit, and signed by the President and Secretary and submitted to the Department Secretary/Treasurer 30 days prior to the Department Convention at which time the election is to be held. Nominations shall be called for and accepted from the floor prior to the holding of said election.**

**Any member aspiring to a District Office shall have the endorsement of her local unit, given at a regular meeting, signed by the Unit President and Unit Secretary and submitted to the District President 30 days before the District Conference at which the election is held. Nominations shall be called for and accepted from the floor prior to the holding of said election.**

**A copy of District Endorsements is appreciated for the Spirit.**



# "Timeless Reflections"



## Membership Chairman

Hello Ladies,

The membership for the Department of West Virginia is in trouble. We have three months until the 2018 membership cards will be the mail. We have members that have at one time in their lives wanted to be apart of the American Legion Auxiliary. Now we need to ask ourselves why they no longer want to pay their dues. We should tell them that their dues help the organization to assist other members, do our children and youth programs and most of all support our veterans, military and their families. So you might say " Members should already know the purpose of our organization." Then maybe we should show them. So is it our attitude, our culture of goodwill, or do we just no longer care about anyone but ourselves? To quote the late Prime Minister of India, Indira Gandhi, "*You cannot shake hands with a clenched fist.*"

Our membership as of March 15th is 5638 (62.97%). As a department we should be 80% by now and to be a goal department we need 3316 new or renewed members. I would like to suggest each unit have a membership drive, call your delinquent members, or offer them a small discount if they pay by April 1, 2017.

Way too many units have less than 50% membership. If the Membership Team can be of any assistance please don't hesitate let us know. If not your district vice president will be in contact with your president or membership chairman. With all of this doom and gloom we do have some positive items to report. There are five units that attain the 80% and two units reached 100% or better. We are holding steady at eighth place in Central Division. Also for the month of April, Earth Day April 22,2017: Praise members that show interest in their communities. The members that show "Who We Are, What We Do and Why We Matter."

I have one more quote from British writer Phyliss Bottome "*There are two ways of meeting difficulties. You alter the difficulties or alter yourself to meet them.*" So we as members need to decide which way we will meet these challenges.

For God and Country,  
Membership Chairman  
Debbie Fox



## Department 1st Vice President

Hello Farmeretts,

Spring Conferences are coming and I look forward to seeing many of you. Thank you ladies in the Third District, as always I enjoyed your hospitality and it was good to see a younger person take an office.

Congratulations to the few units making the 80%. I'm also glad to hear we are signing up new members The bad news is most of us haven't made it to 70% yet, which means we are way behind!! Along with signing up new members, we need to contact members who have not paid their dues. We still have a few months to work membership so let's give it our all. If we don't get our numbers up now, we are going to fall further behind and it's going to get harder and harder. Maybe consider some type of spring fling, gathering, tea, open house, anything to bring your members in and get them to pay their dues and or sign up new members. As you plan for poppy days, think about ways to hold a membership drive as well.

At this point we should not have any unit with less than 10 paid senior members and we do. We need to get beyond this.

***Spring time is a good time to grow your members.***

Hope to see you at your spring conference.

Farmerett Lisa  
[Lisac.ala71@gmail.com](mailto:Lisac.ala71@gmail.com)



## Department 2nd Vice President

Hello Rosie the Riveters,

First I want to give a big shout out to "Tyler County Unit #48" for becoming A GOAL Unit. They are currently at 105% Membership. Awesome Job!!!

Second I wish to Congratulate all Units in Districts 1, 4, 6 and 9 that made Button #8. Keep up the great work!!

Now ladies we need to get busy and work on our numbers. We only have 3 months left before the new 2018 cards are here. Really focus on those unpaid members and potential new ones. Some possible Membership Drive ideas are: discount for dues if paid at a specific date, advertise in a local newspaper, send postcards, and phone calls.

The new Central Division Membership Challenge is "Go For The Goal"; the Dept. Chairman that has the largest increase in Goal Units between March 15th and May 3rd will win a special gift from Jacquelynn Boughner, Central Division Membership Chairman. Let push toward the sky and Win that gift as well as show them what West Virginia is made of.

**"LET'S GET TO TOOLIN' UPWARD"**

I want to mention that April is "National Volunteer Month". This could be another tool. Hope to see some of you soon.

God Bless and Be Safe!!!  
Rhonda Best  
2nd Vice-President



### *1st District President*

Hi Everyone,

Hope everyone has fared well with this last blast of cold, wintry weather Mother Nature has brought upon us.

Just a reminder, 1st District Spring Conference will be held at Follansbee Unit #45 on Saturday, April 30th at the Post Home. I hope many of you are planning to attend as we will hold elections of District officers. Please make sure that you submit your Units Credentials, Conference registration and fees by the date due for Spring Conference. Make sure you bring your unit reports on what you have done from May 2016-April 2017.

Annual Reports are due on April 15th. I hope each Unit took the time to submit their reports so we can see what everyone, with all your hard work, has accomplished this past year. Continue to keep track of what your Unit does throughout the year. It is easier to log hours and note information as it happens. Makes recalling information easier come time for end of year reporting.

We still need to continue to work on bringing in new members and renewing current members. Get membership in as quickly as possible and do not hold dues. Dues need to be submitted and received at Department and National for member benefits to take effect.

Continue to keep Janice Gamerding-er and Betty Rea in our thoughts and prayers.

Stephanie Handley  
1st District President

### *5th District Vice President*

Hello Ladies,

First I want to say I am very proud of the Fifth District. I see you have been working to bring our District up in membership.

Please work on bringing in new members.

We are having the Fifth District Joint conference at Logan #19 April 8th. I hope to see you.

God bless America  
JoAnn Hastings

### *1st District Vice President*

Hello Ladies,

I hope everyone is keeping warm. It appears WINTER is back!!

I have made my calls and I understand that it is very difficult to meet goals and get new members as well as members to get their dues in. Let's keep trucking along and get those reminders out to promote what a great organization we represent.

I have spoken with Rhonda Best and she reported that national wants us to focus on our current non-paid members first and then getting new members.

The April Button of 80% was met by only Chester Unit #121 this month. Please do not get discouraged and keep trying.

Again I ask that you please either call me back or email so I can report accurate numbers.

Hope to see many of you at our District Conference April 30th at Follansbee Unit #45. It will be held at the Post Home.

Take Care and God Bless  
Holly Adams  
1st District Vice President  
(304) 670-4105  
[Holladams847@gmail.com](mailto:Holladams847@gmail.com)

### *4th District President*

Happy St Patrick's Day my Sisters,

4th District Spring Conference is approaching, April 9th at Mason County Post 23 in Point Pleasant. Registration at 9:00 meeting at 10:00AM. Registration is \$15.00. Send reservations to American Legion Post 23, P.O. Box 209 Point Pleasant, WV 25550. Remember this is election for NEW District Officers; please arrive with NEW nominations to fill those positions. I have been endorsed by my unit but really would like to see some new "blood" get started. Each of you has something to offer.

Please be prepared to offer up a short report on what your entire unit has accomplished so far this year.

I want to remind all units to prepare your end of year reports, everything you did is important and let's be working on membership for Nancy. Don't forget to keep track of your mileage to and from the meeting. I want to wish you all a Happy Spring and a Blessed Easter. See you soon!  
For God and Country  
Cathy D. Post  
4th District President.

### *3rd District President*

Good Morning to all Auxiliary Members;

I hope everyone is glad that we did not get as much snow as was predicted. I have too much stuff to get done.

I want to thank all the State Officers and Chairmen that were present of Third District Spring Conference. I think we had a successful one. We had six Units out of 9 in attendance with a total of 15 members there. We should have had all Units attending, but I am happy; this was more than the Fall Conference. The following are the Units that attended-Buckhannon, Grafton, Clarksburg, Shinnston, Philippi, and Jane Lew.

President Tammy spoke to our gathering, as did Paulette, Lisa, Sharon, Ann, and Kelly. Questions were asked about membership, and also on End of Year Reports. Unit Presidents gave a brief report on what the Units have done. Elections were held for a New District President and Vice-President. Ladies I believe that each Auxiliary member should hold these positions, to see what is going on.

I would like to thank Shinnston 31 for hosting the Spring Conference and for the delicious meal that was served.

If you need my help you can call me at 304-592-0247 or e-mail me at [carlajwilfong@yahoo.com](mailto:carlajwilfong@yahoo.com)

God Bless American  
God Bless our Veterans  
Carla Wilfong  
3rd District President



### 5th District President

5th District would like to invite you to our Spring Conference on April 8th in Logan, WV at their Post home. Registration will begin 9 am. The cost is \$10.00, which includes lunch. We will begin with a joint session with the Legion and then break away into our individual meetings. Although we would love you to come to the conference, we need to know who is coming so we can give Logan a count for lunch. You can either call or text me at 304-654-7750 or send me an email to [MBKilgore@frontier.com](mailto:MBKilgore@frontier.com) Looking forward to seeing you there.

Keep those memberships coming in. You are doing an excellent job and I hope we will have some goal units in the 5th District.

I hope everyone is working on their year-end reports. I know several units who are just interested in helping the veterans in their local community and are not interested in the awards but keep in mind, these reports are combined with other reports and this compilation is then sent to the National Headquarters. When added to all the states, these numbers are then reported to Congress, who decided on veterans' benefits. So, when you submit your reports, YOU ARE helping your local veteran.

See you in Logan!  
Beth Kilgore, President  
5th District

### 6th District President

Hello Ladies,

I think spring has left us and old man winter has decided that he was returning, hope that he doesn't stick around to long, and spring will be back with us.

I would like to let everyone know that Sixth District Spring Conference will be hosted by Welch Unit 8. This meeting will be at the American Legion Home located at 150 McDowell Street Welch. The luncheon will be Dutch Treat, Registration will be \$8.00 per person, and will be from 9:00 AM to 10:00 AM. Would love to see members from each Unit in attendance.

Hope everyone is working on membership and that all Units have paid their Mandatory Funds.

Sorry, that I have not been having much in the Spirit, but I have had a sick husband, and spending a lot of time on the road driving him to the Doctors, but hope to get settled down soon.

So until next time God Bless each and everyone.

Say a pray for all our veterans  
Peggy Swartz  
President  
Sixth District

### 10th District Vice President

Hello ladies;

I hope everyone is doing ok.

We need to try and get our membership up. There are a lot of ways to do this. 1) Call members who haven't paid in a couple of years or go visit them. 2) Send out flyers to them inviting them for breakfast or dinner to get them to rejoin. The rejoins are just important as a new member. Let's make them feel wanted and maybe they will join back up. 3) Mail them a spirit or newsletter. 4) Go to your local mall see about doing a membership drive. 5) Send a birthday card even if they are not paid up maybe this would help to get the membership up.

Thank you  
Sharon Kauffman  
10th District Vice  
[Skaufo1@yahoo.com](mailto:Skaufo1@yahoo.com)  
For God and Country

### 10th District President

HELLO LADIES:

A reminder about 10th District conference. April 1st on a Saturday. Registration begins at 9:00 am to 9:45. Meeting begins at 10:00 am. Please remember to send the list of deceased members to Brenda McCray. Her e-mail: [BrendaMcCray25@gmail.com](mailto:BrendaMcCray25@gmail.com)  
Keep up the great work for membership. I know you can do it. Stay Positive about the membership; it is important.

**Reminder\*\*\*** Unit Presidents please have a summary as to your unit's year. District Chairman have a summary of your Program.

The menu will be: Roast Beef, Mash Potatoes, Gravy, Green Beans, Cole Slaw, Rolls, Dessert, Tea and coffee. As always, Romney has a great meal.

I wish you all a Blessed Easter.

Service not Self!  
Sharon Glassford  
10th District President

***All Units remember to send in your deceased members to your District Chaplains for the Memorial Services to be done at your Spring Conference.***

***You can contact your District President if you aren't sure who your Chaplain is.***

***Let us honor our deceased members!!***



## Chaplain

Please remember to send me end of year reports and prayers for President Tammy prayer book. If anyone needs a prayer or card please let me know.

Thank you  
Sharon Kauffman  
Dept. Chaplain  
[Skauf01@yahoo.com](mailto:Skauf01@yahoo.com)



## Historian

Ladies, we are now facing the year-end reporting. I hope to hear from as many units as possible with your History Report and see your History Books at Department Convention. I need to have each unit to let me know what the most successful program or project was this year. Please include this in the Narrative part of your report or send me an email with the information separate from the report. It is important at I be able to include as much information as possible in the History that I send to National.

I will also need information from the District Presidents about what events have happened in your district. District Presidents please send me information on your district meetings (where, when, units attendance, and any district programs or projects). You can send this info to me at any time and I will use it as I write the History for 2016-2017.

Please remember that we need to leave information for those that follow us. Your Unit History is the perfect way to leave information to our future members and to share the memories that make our present so enjoyable. The History is a written account and can be store on paper or digital for future access. It is important to remember the names that made our units successful. Pictures are not included with the History but can be store so that the memories can be shared with our members in the future. So, a Scrapbook is also a good idea. It can also be stored in a scrapbook or digitally.

Ann Buchanan  
Historian



## Remembering Our Friends

*Janice Gamerdinger had to have a pacemaker put in after her surgery as she wasn't up to par for therapy. She is feeling better and continuing her therapy on her hip in the hospital.*

*Katena Karnes, PDP, is home from the hospital. She was in for high blood pressure. Cards may be sent to:*

*Katena Karnes, PDP  
721 Tenth Avenue  
Huntington WV 25701*

*Let's keep these members in our thoughts and prayers.*



## Education

Hello Ladies,

I want to Thank all of the Units that mailed Scholarship Applications to me. This is very exciting and hopefully WV will have another winner of the National Presidents' Scholarship.

April is National Volunteer Month. You can incorporate this into a few events and educate children and the community about the American Legion Auxiliary. Let the community know our mission and that we are always here help the best we can.

Education Chairmen—If you have not sent in your year-end report yet, then get them to me as soon as possible. I will include the information with my report to paint a better picture of all that our state does and continues to do. Hope to see some of you soon.

God Bless and Be Safe  
Rhonda Best  
Education Chairman



## Community Service

There are other Community Service opportunities such as the schools, nursing homes, etc. Watch postings on social media sites like Facebook in order to include information on activities that are taking place and perhaps were not included in unit year-end reporting.

All Community Service Chairmen in the Departments were 100 percent in their reporting at mid-year for Community Service. We need 100 percent reporting again for year-end as well as statistics for our impact reporting. Please adhere to the deadlines. I have to have my report sent to the Division Chairman by May 1st. Please send them in to me on time, and please include any photos, magazine/newspapers articles, or news releases surrounding particular events or projects.

Remember to wear your badges, shirts, something to show who we are.

Easter is April 16th. Have an egg hunt for your community, Visit a veteran as they are lonely' take them a card or fix them up a little basket of goodies. Some don't have families. Adopt a family for a Easter Dinner or a child for an Easter Basket.

Please remember to get your end of year reports in.

Thank you  
Sharon Kauffman  
Community Service

## Leadership

Many of us do believe that Spring is on the way, but we may have a few more chances to enjoy the winter weather. As we see the blooms of spring, we also see our new leaders blooming. We need to encourage and support our leaders after we hold our elections. Setting aside all negative thoughts and keep a positive attitude as we finish this year and start a new year. We are the determining factor in our future and we want it to be successful.

Here are a few quotes from powerful persons of the world to think about as we prepare to end and start a year.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." *John Quincy Adams*

"Leadership and learning are indispensable to each other." *John F. Kennedy*

"As we look ahead into the next century, leaders will be those who empower others." *Bill Gates*

"The first responsibility of a leader is to define reality. The last is to say thank you, in between, the leader is a servant." *Max de Pree*

"A leader is a dealer in hope." *Napoleon Bonaparte*

Q15 When are the 2017-2018 District Presidents elected?  
At the Spring District Convention by the delegates.

Q16 What officer are ratified at the State Convention by the delegates?  
The election of District Presidents and District Vice Presidents are ratified.

Q17 When are Year-End Reports due to Department Headquarters?

Q18 When are reports due to National Chairmen by Department Chairman?

Ann Buchanan  
Leadership Chairman

## Junior Activities

Hope everyone is enjoy our March weather.

This is a great time to be working on your end of year report which are due next month. All the hard work the Juniors have been doing with their unit for our Veterans should be reported in the end of year reports.

On this note all Juniors are welcome to attend Unit meetings, Auxiliary programs, Birthday Dinners, District meetings, etc. My goal for this year is to welcome our Junior Auxiliary in with the units so our future members know what to look forward to in the future.

You will see three junior forms attached in this month's Spirit. Please use these forms when the juniors are attending functions, etc.

Daughter of Wisdom the Pearls  
Juniors Adviser,  
Kelli A Immel  
[Kitbasket@hotmail.com](mailto:Kitbasket@hotmail.com)  
251 Mimosa Drive  
Martinsburg WV 25404



## Americanism



Annual Reports are due by April 15th. No exceptions.

Hopefully all Units have kept track of their activities for the year. I know that each of you have done something for the Americanism Program. Remember the annual reports reflect the program work of your Unit. It is requested that photos of select Unit projects accompany these reports. Members and Units should follow their Departments protocol and deadlines.

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

- \*How did you promote the Americanism essay contest?
- \*How did Units promote the flag program?
- \*How did you promote patriotic holidays?
- \*How did Units encourage support of the flag amendment?
- \*Did Units support American Legion Americanism programs? How?
- \*How did Units promote Americanism in their Communities?
- \*Did your Unit support American Legion Baseball?
- \*Did your Unit support the Oratorical Contest with your Post or Districts?
- \*Did your Unit support Junior Shooting Sports, which promotes gun safety and marksmanship training for youth?

Hopefully this will help you with your Reports! I am expecting a lot of good reporting!!!

Susan Wade  
Americanism Chairman

## Constitution & Bylaws

Good morning;

The year is winding down and it is time for end of year reports. Remember these are really important.

Keep up the good work on revising your Constitution and By-Laws. So far I have received two from the Units and we are going over them. These Units will be hearing from this Committee soon.

If you need my help, please call me at 304-592-0247 or you can e-mail me at [carlajwilfong@yahoo.com](mailto:carlajwilfong@yahoo.com)

God Bless America  
God Bless our Veterans  
Carla Wilfong  
Chairman

## Poppy

As of now there are no poppies that are made available to any unit. I have sent a kit to a member and hopefully will have some soon.

There are kits available in Department Headquarters if you wish to make your own.

You can make a donation to the poppy fund in Department Headquarters that will take care of your poppy order and 10% proceeds.

Roxie Nicholson  
Chairman



## Auxiliary Emergency Fund

Hello Ladies,

Just a quick reminder that year end reports are due April 15th and Please, Please when you do your reports please include a narrative.

Hope everyone has thought of and did a fund raiser for the Auxiliary Emergency Fund.

Did you know an Auxiliary member that needed help and submitted an application for them?

Thank you  
Margaret Yost  
AEF Chairman  
P O Box 36  
Gypsy WV 26361  
[mdyost2010@frontier.com](mailto:mdyost2010@frontier.com)

### 2017-2018 Candidates for Offices

Dept. President: Lisa Cadwallader  
Charles Town #71

Dept. 1st VP: Rhonda Best  
Moundsville #3

Dept. 2nd VP: Sharon Kauffman  
Martinsburg #14

Sec./Treas.: Paulette Anderson  
New Martinsville #28

Chaplain : Cathy Post  
Tyler County #48

### Historian

1st Dist. President  
Vice President

3rd Dist. President Carla Wilfong #31  
Vice President Michelle Dambaugh #12

4th Dist. President Cathy Post #48  
Vice President

5th Dist. President Beth Kilgore #16  
Vice President JoAnn Hastings #16

6th Dist. President Peggy Swartz #8  
Vice President Reba Honaker #8

9th Dist. President  
Vice President

10th Dist. President  
Vice President





## Children & Youth

### APRIL IS CHILDREN & YOUTH MONTH!!

I hope every unit is planning a special event to honor the children and youth of your community. They are our future and we need to care for and nurture each and everyone of them. Any type of event where the children are the main focus will do. This could be collecting movies, videos, or games for the local hospital, hosting a party at school for the kids, an Easter Egg hunt or an outdoor event where physical exercise is the main key. The list is endless. Let me know what your unit has planned or if you need some ideas, either call (304-654-7750) or email me at [MBKilgore@frontier.com](mailto:MBKilgore@frontier.com) I look forward to hearing from you.

I would like everyone to consider wearing purple t-shirt on April 15th for Purple Up, honoring the military child. If anyone asks why you are wearing the purple t-shirt, please explain the significance of wearing it on that particular day.

I am looking forward to receiving everyone's year end reports. You do so much and I am anxious to read all the details of your projects.

Beth Kilgore, Chairman  
Children & Youth



## Child Welfare Foundation

After that last collection (\$231.65), I feel the need to fill my belly again. The powers that be say I can fill it until my next collection which is July 14th at Department Convention.

I hope you are filling your piggy banks at home. If you need some more, just let me know. If you don't want to bother with all the loose change at convention, you may write a check and send it to Paulette at Department Headquarters. You can also bring a check to Department Convention. Be sure to note on your check Child Welfare Foundation so Paulette will know to forward it on. So we can have as complete total at convention, if you mail in your donation, please have it in by June 15th. Thank you for your generosity!



Beth Kilgore, Chairman  
Child Welfare Foundation

## Washington DC

This is a report of the Washington DC Conference that I attended along with the NEC for West Virginia.

We arrived on Saturday for the evening NEC meeting and Sunday morning. Tour of the Vietnam wall was on Sunday afternoon, where National President laid a wreath. We had time to visit the Washington Mall.

Monday was a full day of sessions. One of the subjects was the ALA 101 Academy and when it would be ready. There will be a mass notification through emails, social media when it will be available. National has tested it, and found some small glitz's and they are working them out. When it is ready you will be able to Log In to Academy on the National Website. You will be able to participate faster on a Desktop or laptop computer. Smartphones and tablets will be slower to download.

Engaging America's Women Veterans was another topic discussed. Did you know there is a higher unemployment rate among women veterans? We need to reach out and find out how we can help their needs. A simple place to meet, (not The American Legion Post) where they can connect with other "female veterans." They don't feel welcome at the Legion Posts. It was discussed having "women ambassadors" to meet them at the VA to help them go through the process. They prefer women doctors over male doctors.

Caring for Our Caregivers was another topic. Panelists discussed the importance of relieving the spouse for a few hours so they may be able to do things they need or want to do.

Visiting our Senators and Congressman in Washington on Legislative issues with The American Legion was indeed important. Three items that the WV Delegation presented to them was "Reform VA's claims appeals process", "Institute gender-specific health care for women", and "Protecting Our Flag" by approving an amendment to the US Constitution that would allow Congress to prohibit the physical desecration of the American Flag.

Over all this was a worthwhile session.

Paulette Anderson  
Department Secretary



## National Executive Committeewoman

I attended the Washington DC Conference with Department Sec/Treas. Paulette. We had a great time.

The meetings were very informative and I will try to highlight some of what we discussed.

It was recommended that a Membership dues increase should be in the near future. There is a possibility that it will be discussed to the Membership at the National Convention in Reno in August 2017.

### Summary of Charter Activities:

Active Units as of August 2016: 8,498  
New Charters granted since NEC Meeting, August, 2016: 22

Charters reinstated since NEC Meeting, August, 2016: 9

Sub-Total: 8529

Charters cancelled at the NEC Meeting, February 25-26, 2017: 43

Total Active Units: 8486

There were several National Appointment Changes; National Finance Committee Policies Reviewed and Updated for Renewal; National Audit Committee Policies Reviewed and Undated for Renewal.

Under ALA Foundation Report: Resolution: Ratify ALAF Strategic Plan Goals and Mission Statement.

National Program Committee Reports given: National Veterans Affairs & Rehabilitation Report and National Membership Committee Report "Making Membership Meaningful". These were both very informative!!

It was again discussed about the NEC being elected for a 2 year term. For more information, you can go to the National Website.

Susan Wade  
NEC



## Veterans Affairs & Rehabilitation



Hello Ladies:

I received a newsletter from the VA&R Central Division Chairman on information from the February Washington Conference, which I thought you might find interesting. The chairmen mentioned five different points, but I will only mention two of the topics covered in this message.

The first discussion was about female veterans and some of their unique needs. They are starting to implement an "Ambassador Program." 1 in 5 women in the military have been sexually traumatized across all branches if the military, so going to VA hospitals where there are male soldiers is uncomfortable and in some cases scary. The Ambassador Program will pair a female veteran up with a female volunteer who will meet them at the door and escort them around to their appointments and when they are done all the way to their car.

Most women do not recognize themselves as veterans since they did not serve in combat; they almost feel their contribution was less than their male counterparts. It was suggested that instead of asking women if they are veterans, we ask them if they served in the military and guide them to the realization that they are veterans.

Most female veterans are looking to help their communities and want to connect with other female veterans. One way to seek them out is to invite the women of your community to an open house, and then when socializing talk about the organization and all the good works we do. Include all the women in your community because they identify themselves as women first and soldiers second.

The next topic of conversation was "caregivers." 5.5 million Americans care for injured for ill service members and veterans. Military caregivers provide \$14 billion of uncompensated care annually. Caregivers must set aside their own career and life goals to provide care often without sufficient knowledge of, or access to, available resources. This overwhelming responsibility results in steep mental and physical tolls, family strain, and long-term financial concerns. Some people don't recognize themselves as caregivers, they identify themselves as spouses and they are married and the vows were in sickness and in health. Most are trying to take care of a spouse or parent and work full time and raise a family, and sometimes what gives is their bodies. They can't do it all, but most time they feel isolated and alone. They have no idea there are others in the same boat or where to go to get help.

How can you help? Sponsor a spa day. Have your unit members bring in dessert; get a local beauty school or shop to give hair cuts, manicures, etc.; but mostly you are providing a safe place to talk and connect with other. You are helping to alleviate the sense of isolation.

More on the other points later. But mostly continue to remember or veterans, and never forget to thank them for their service.

Mary Waybright  
V A & R Chairman

## Legislative

Good Morning Ladies;

As we all know this is time to start reporting on our the End of Year Report. Be sure to fill these out and do not put no report on them. Each Unit has done something and you should report it. Everything counts. Report these so our Chairman can send in a good report to National.

God Bless America  
God Bless our Veterans

Carla Wilfong  
Chairman

## Public Relations

Hello Ladies

I see that The American Legion are now having the birthday dinners.

I know that pictures are being taken and some are being put in the papers. Please if you have done this send them to me at:  
PO Box 95  
Proctorville, Ohio  
45669

JoAnn Hastings  
Public Relations Chairman



# American Legion Auxiliary WV Rhododendron Girls State

## *Girls State Chairman*

Just when I thought Spring was here Winter returns! Summer and oh yea the 75th Anniversary of Rhododendron Girls State – Our Diamond Jubilee!!!

When: Sunday, June 11, – Friday, June 16, 201

Where: Wheeling Jesuit University

Theme: “Leave a Little Sparkle Wherever You Go”

Cost: \$200 Registration Fee: \$10 T-Shirt

Special Project: Helping Heroes, Inc.

Website: [www.wvgirlsstate.org](http://www.wvgirlsstate.org)

Application Deadline: May 1

Application Date for Refund: May 15

Girls State packets were given out to the Units who were present at the Mid-Winter Conference or mailed if not in attendance. If you need any assistance please contact your district representative. District representative please contact your Units and Schools to see if you can be of assistance.

Please be in contact your school representatives and start working on getting a list of those girls who are interested. Go talk to them and let them know what Girls State is about. Classes in city, county and state government are offered. The citizens choose to participate in either the Rhododendron Daily (the daily Girls State newspaper), public safety classes or the Girls State chorus. There will also be classes in Public Speaking as well as a College Fair. To be chosen as a citizen is a very high honor for these young ladies. So let's publicize the good in these young ladies and their activities. Please work closely with your schools, sponsoring organizations as well as the local press.

Also, encourage them to fill out the **Samsung scholarship** form. Encourage your citizens to fill out this scholarship and bring a hard copy with them. One of these young ladies will be selected to win a \$ 1,000 scholarship and an opportunity to win a \$ 20,000 scholarship as well. The deadline to receive these applications will be Sunday, June 11, 2017 at 10:00 p.m.

It is very important for these young ladies to come prepared and know that the program is a week of learning about citizenship, government and leadership. Please tell them what the American Legion Auxiliary is about and of our other programs. Note: Many of these young ladies are also eligible to join our organization and have family members that are veterans. Hint: MEMBERSHIP!

Just a reminder, in 2018, the registration fee will increase to \$250 and the t-shirt will be included in this cost. This increase was voted on at the Fall Executive Board Meeting in September, 2016.

Please if you have any questions contact your Girls State District Representative if you need assistance or feel free to contact me.

Lynda Lancaster  
Girls State Chairman

## *Rhododendron Girls State*

### *Representatives*

1st Dist. — Susan Brown  
2172 Grandview Rd.  
Moundsville WV 26041  
845-5122

3rd Dist. — Mary Jo Thomas  
279 Rock Lake Road  
Fairmont WV 26554  
366-2912

4th Dist. — Nancy Sundstrom  
1307 23rd Street  
Parkersburg WV 26101  
422-1263

5th Dist.— Katena Karnes  
721 10th Ave  
Huntington WV 25701  
525-5634

6th Dist. — Peggy Swartz  
P O Box 124  
Gary, WV 24836  
448-2394

9th Dist. — Paula Booth  
2031 River Road  
Belington WV 26250  
823-3251

10th Dist.— Lynda Lancaster  
PO Box 1037  
Ranson WV 25438  
676-3979



**Ways & Means**

Congratulations to the February winners!!

You will see that there are several numbers that weren't hit. So that means they weren't sold in the unit, not sent in from the unit, or not taken from Department Headquarters.

I am receiving a few tickets from unit or members that have been sold. I can't count them on the past months, so if that was their ticket they lost some money due to not being sent in as soon as they were sold.

PLEASE don't hold these ticket stubs and money. Send them in as soon as you can. You can email me the numbers and names when you put them in the mail so I will have them on file.

Until next month!  
Paulette Anderson  
Ways and Means



**February Ways and Means Winners**

	116			2/1/17	
	432			2/2/17	
	802			2/3/17	
	292			2/4/17	
Becky Benda	227	Romney	WV	2/6/17	\$25.00
Jill Malcolm	272	Yellow Springs	WV	2/7/17	\$25.00
Mike Gunto	248	Moundsville	WV	2/8/17	\$25.00
Lauren Dods	475	Damascas	MD	2/9/17	\$25.00
Roger Michael	035	Berkeley Springs	WV	2/10/17	\$25.00
Barbara Cooper	306	Berkeley Springs	WV	2/11/17	\$25.00
Travis Kidwell	946	Burlington	WV	2/13/17	\$25.00
	662			2/14/17	
Matt Renner	553	Charles Town	WV	2/15/17	\$200.00
	982			2/16/17	
	202			2/17/17	
Bill Chapman	574	Thorpe	WV	2/18/17	\$25.00
	835			2/20/17	
	029			2/21/17	
	990			2/22/17	
	703			2/23/17	
	166			2/24/17	
	051			2/25/17	
	952			2/27/17	
	893			2/28/17	



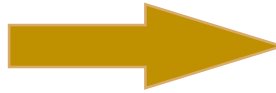
# Timeless Reflections



**Button #8-- March 15th—80%  
Membership To Date—5638 (62.97%)  
Dept. Unit #200—88  
Department Goal—8954**



District 1			
Unit	2017 Goal	2017	% of Goal
Wheeling #1	34	2	.05.88%
Moundsville #3	373	259	69.44%
McMechen #5	76	40	52.63%
Weirton #10	85	61	71.76%
Cameron #18	238	158	66.39%
New Martinsville #28	171	132	77.19%
Wellsburg #34	40	26	65.00%
Follansbee #45	59	34	57.63%
Benwood #46	125	78	62.40%
Pine Grove #81	119	65	54.62%
Paden City #86	154	106	68.83%
Wheeling #89	48	12	25.00%
Newell #114	58	31	53.45%
Hundred #120	115	69	60.00%
Chester #121	200	161	80.50%
<b>TOTALS</b>	<b>1895</b>	<b>1234</b>	<b>65.12%</b>



**WWI  
Farmettes  
Goal—4055  
To Date—2556  
( 63.28 % )**

District 3			
Unit	2017 Goal	2017	% of Goal
Buckhannon #7	73	45	61.64%
Grafton #12	33	16	48.48%
Clarksburg #13	187	141	75.40%
Shinnston #31	365	253	69.32%
Braxton Co. #33	41	26	63.41%
Philippi #44	46	22	47.83%
Bridgeport #68	63	47	74.60%
Jane Lew #166	52	37	71.15%
Morgantown #174	43	13	30.23%
<b>TOTALS</b>	<b>903</b>	<b>600</b>	<b>66.45%</b>

District 5			
Unit	2017 Goal	2017	% of Goal
Huntington #16	312	208	66.67%
Logan #19	29	8	27.59%
St. Albans #73	87	28	32.18%
Ceredo-Kenova #93	461	277	60.09%
South Charleston #94	34	10	29.41%
Hamlin #111	71	45	63.38%
Milton #139	92	62	67.39%
Barboursville #177	178	146	82.02%
<b>TOTALS</b>	<b>1264</b>	<b>784</b>	<b>62.03%</b>



**WWII  
Rosie The Riveters  
Goal—4812  
To Date—2994  
( 62.22 % )**

District 10			
Unit	2017 Goal	2017	% of Goal
Martinsburg #14	155	79	50.97%
Franklin #30	31	10	32.26%
Piedmont #52	41	14	34.15%
Berkeley Springs #60	260	205	78.85%
Moorefield #64	140	80	57.14%
Charles Town #71	314	194	61.78%
Petersburg #78	117	63	53.85%
Romney #91	319	212	66.46%
Charles Town #102	24	24	100.00%
Paw Paw #128	79	35	44.30%
Kirby #134	63	38	60.32%
Ridgeley #136	127	72	56.69%
Capon Bridge #137	153	112	73.20%
Keyser #152	67	44	65.67%
<b>TOTALS</b>	<b>1890</b>	<b>1182</b>	<b>62.54%</b>

District 4			
Unit	2017 Goal	2017	% of Goal
Parkersburg #15	1027	666	64.85%
Spencer #21	82	50	60.98%
Pt. Pleasant #23	439	291	66.29%
Tyler County #48	17	18	105.88%
Sistersville #67	175	44	25.14%
Parkersburg #104	30		
New Haven #140	190	131	68.95%
Williamstown #159	218	123	56.42%
<b>TOTALS</b>	<b>2178</b>	<b>1323</b>	<b>60.74%</b>

District 6			
Unit	2017 Goal	2017	% of Goal
Welch #8	91	54	59.34%
Bluefield #9	38		
Beckley #32	54	35	64.82%
Gary #38	94	75	79.79%
<b>TOTALS</b>	<b>277</b>	<b>154</b>	<b>55.60%</b>

District 9			
Unit	2017 Goal	2017	% of Goal
Elkins #29	220	137	62.27%
Cowen #62	59	29	49.15%
Lewisburg #69	81	51	62.96%
Belington #96	47	23	48.94%
Richwood #97	24	23	95.33%
Pickens #122	31	20	64.52%
<b>TOTALS</b>	<b>462</b>	<b>283</b>	<b>61.26%</b>

# April 2017

Sun

Mon


Tue

Wed

Thu

Fri

Sat

		<i>Programs of The Month Children and Youth</i>					<b>1</b> <i>10th District Conference Romney</i>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		<b>8</b> <i>5th District Conference Logan</i>
<b>9</b> <i>4th District Conference Pt. Pleasant</i>  <i>Palm Sunday</i>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> <i>Good Friday</i>  <i>Office Closed</i>		<b>15</b> <i>Button #9 90%</i>
<b>16</b> 	<b>17</b> <i>Spirit Articles Due</i>	<b>18</b>	<b>19</b>	<b>20</b> <i>Spirit Out</i>  <i>VA Checks Mailed</i>	<b>21</b>  <i>Office Closed</i>		<b>22</b> <i>6th District Conference Welch</i>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>  <i>Office Closed</i>		<b>29</b> <i>9th District Conference Ronceverte</i>
<b>30</b> <i>1st District Conference Follansbee</i>							

American Legion Auxiliary  
Department of West Virginia, Inc  
**GIFT SHOP FINANCE REPORT**

Gift Shop Beckley VAMC Date 12/7/16  
 Chairman Sandy Musick  
 Address Box 135  
BoH WU 25817

Amount on hand at beginning of Gift Shop year -- \$ 56.81  
 Gift Shop Allowance for 2016 Gift Shop Year ---- \$ 900.00  
 Other money allowed -- ---- \$ \_\_\_\_\_  
 TOTAL OF BEGINNING BALANCE --- \$ 956.81

<u>Income</u>		<u>Expenses (*)</u>	
Department Allowance	<u>900.00</u>		<u>70.25</u>
Other Donations	<u>12.63</u>		<u>81.89</u>
		<u>302.76</u>	<u>16.54</u>
		<u>969.44</u>	<u>111.15</u>
			<u>20.35</u>
			<u>72.71</u>
			<u>8.42</u>
			<u>33.90</u>
			<u>38.69</u>
			<u>69.50</u>

Total Income ----- \$ 969.44 Total Expense ---- \$ 969.44

Total amount left at end of '16 Gift Shop Year ----- 0

Approximate number of Veterans served ----- 76

Approximate number of Gifts distributed ----- 228

Directive of Department Executive Committee - 9/12/98  
 "All allowances must have a report by end of year to filed for audit." This is  
 also requirements from Internal Revenue for audits.

**Report with receipts are due on or before February 1**

Mail report to:  
 Copy #1 (With all paid receipts) Department Headquarters  
 Copy #2 Department President

Copy #3  
 Gift Shop Chairman's files  
 (\*) If you don't want to list all the expenses just put "See Attached" and record the total on front. **All receipts must be attached.**

[copy #2] Department President

American Legion Auxiliary  
 Department of West Virginia, Inc  
**GIFT SHOP FINANCE REPORT**

Gift Shop Louis A Johnson Date 2-28-17

Chairman Roxie Nicholson

Address Po Box 14  
Shinnston, WV 26431

Amount on hand at beginning of Gift Shop year -- \$ 10.00  
 Gift Shop Allowance for 2016 Gift Shop Year ---- \$ 900.00  
 Other money allowed -- 500.00 ---- \$ \_\_\_\_\_  
 TOTAL OF BEGINNING BALANCE --- \$ 1410.00

Income  
 Department Allowance 900.00  
 Other Donations \_\_\_\_\_  
SAA sq 31 - for Nursing  
Home Only 300.00  
Order/5 Club 200.00

Expenses (\*)  
Family Dollar 216.00  
Family Dollar 105.00  
Walmart 445.79  
Walmart 369.71  
Shop n Save 124.00  
Shop n Save 130.00

Total Income ----- \$ 1400.00 Total Expense ---- \$ 1390.50

Total amount left at end of \_\_\_ Gift Shop Year ----- 19.50

Approximate number of Veterans served 212

Approximate number of Gifts distributed 450

Directive of Department Executive Committee - 9/12/98  
 "All allowances must have a report by end of year to filed for audit." This is  
 also requirements from Internal Revenue for audits.

**Report with receipts are due on or before February 1**

Mail report to:  
Copy #1 (With all paid receipts)      Copy #2  
 Department Headquarters                      Department President

Copy #3  
 Gift Shop Chairman's files  
 (\*) If you don't want to list all the expenses just put "See Attached" and record the total on front. **All receipts must be attached.**

[copy #2] Department President



American Legion Auxiliary  
 Department of West Virginia, Inc.  
**GIFT SHOP FINANCE REPORT**

Gift Shop Huntington VAMC

Date December 6, 2016

Chairman Ann C. Buchanan

Address 105 Cheyenne Trail  
Ona, WV 25545

Amount on hand at beginning of Gift Shop year ---	<u>\$ 900.00</u>
Gift Shop Allowance for <u>2016</u> Gift Shop year -----	<u>\$ 0.00</u>
Other money allowed --- <u>gift left-over</u> -----	<u>\$ 175.00</u>
<b>TOTAL OF BEGINNING BALANCE -----</b>	<b><u>\$ 1075.00</u></b>

Income  
 Department Allowance \$ 900  
 Other Donations Madison Avenue Christian  
Donated 90 pr of socks and 50 deordants =  
Approximately \$140  
Gifts left-over from previous year ~ \$175

Expenses (\*)  
See attached listing by date, store,  
and amount spent = \$607.98

Total Income -----	<u>\$1215.00</u>	Total Expenses -----	<u>\$607.98</u>
Including donations and left-over gifts			

Total amount left at end of 2016 Gift Shop Year ----- \$292.02

Approximate number of Veterans served ----- 43

Approximately number of Gifts distributed ----- 195

Directive of Department Executive Committee – 9/12/98  
 "All allowances must have a report by the end of year to filed for audit." This is  
 Also requirements from Interanal Revenue for audits.

Report with receipts are due on or before February 1

Mail report to  
Copy #1 (With all paid receipts)                      Copy #2  
 Department Headquarters                                      Department President

Copy #3  
 Gift Shop Chairman's files

(\*) If you don't want to list all the expenses just put "See Attached" and record the total on front. All receipts must be attached.

*Kaulette*

American Legion Auxiliary  
Department of West Virginia, Inc  
**GIFT SHOP FINANCE REPORT**

Gift Shop Martinsburg Date 1/30/17

Chairman Gene & Weba  
Sharon & Lassford

Address 355 Harrison ave

Berkeley Springs, W.V. 25411

Amount on hand at beginning of Gift Shop year -- \$ 3,065.58 9/30/16  
Gift Shop Allowance for 2016 Gift Shop Year ---- \$ 2,500.00  
Other money allowed -- Donations ---- \$ 565.58  
TOTAL OF BEGINNING BALANCE --- \$ 3,065.58

<u>Income</u>	<u>Expenses (*)</u>
Department Allowance <u>2,500.00</u>	<u>Big Lots</u> <u>30.00</u>
Other Donations <u>565.58</u>	<u>Ross</u> <u>816.27</u>
<u>Sale of items &amp; Donations</u>	<u>Five Below</u> <u>302.00</u>
_____	<u>Yakko</u> <u>116.62</u>
_____	<u>Dollar General</u> <u>546.50</u>
_____	<u>Family Dollar</u> <u>288.00</u>
_____	<u>Christmas Shop</u> <u>273.18</u>
_____	<u>Walmart</u> <u>715.10</u>
_____	_____
_____	_____

Total Income ----- \$ 3,065.58 Total Expense ---- \$ 3,087.67

Total amount left at end of 2016 Gift Shop Year ----- 334.00

Approximate number of Veterans served ----- 260

Approximate number of Gifts distributed ----- 809

Directive of Department Executive Committee - 9/12/98  
"All allowances must have a report by end of year to filed for audit." This is also requirements from Internal Revenue for audits.

**Report with receipts are due on or before February 1**

Mail report to:  
Copy #1 (With all paid receipts) Copy #2  
Department Headquarters Department President

Copy #3  
Gift Shop Chairman's files

(\*) If you don't want to list all the expenses just put "See Attached" and record the total on front. **All receipts must be attached.**

[copy #2] Department President

*Over*

PERMISSION FORM

Please complete the form entirely. Duplicate as needed. Incomplete forms will not be processed. NO FORMS ACCEPTED VIA FACSIMILE.

Name of Junior \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Unit Name & Number \_\_\_\_\_

Please lists any food allergies/dietary restrictions \_\_\_\_\_

Date of Birth \_\_\_\_\_

As a junior member of the American Legion Auxiliary, Department of West Virginia, \_\_\_\_\_ Unit # \_\_\_\_\_ I am aware of my responsibility in attending \_\_\_\_\_. I agree to conduct myself in a manner that will positively reflect on my Unit, the Department, my family and me. I further agree to abide by the rules established by \_\_\_\_\_, Unit# \_\_\_\_\_.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Junior Member

EMERGENCY CONTACT INFORMATION:

Chaperone \_\_\_\_\_

Chaperone Emergency Contact Phone Number \_\_\_\_\_

CONSENT TO MEDICAL TREATMENT AND HOSPITAL SERVICES

This certifies that we (I) the undersigned parents (s) or guardian (s) of \_\_\_\_\_  
In Unit \_\_\_\_\_, in event of our (my) child participates  
in the American Legion Auxiliary Junior Activities, hereby consent and grant permission, should be  
necessity of medical care arise, to the furnishing or medical treatment and hospital service as ordered or  
recommended by a qualified physician, including the administration of an anesthetic, laboratory  
procedures, medical or surgical treatment, X-ray examination or other hospital services.  
We understand that the Unit named above has sole responsibility for registration, housing, food,  
chaperoning, and emergencies of any nature. We further understand that each junior member  
attending must be chaperoned by someone over 21 years old or older.  
The chaperone should provide information on location and telephone number where she can be  
reached.

WAIVER OF CLAIM

This further certifies that we (I) the undersigned in consideration of the benefits to be derived by our  
child, in the event that she is a participant of the American Legion Auxiliary Junior Activities , do hereby  
release and discharge the American Legion Auxiliary, its officers, agents, instructors, and employees  
from any and all claims, demands, damages, suits, actions or causes of action which we (I) may, can, or  
shall have by reason of any illness, injury, or accident incurred or suffered by said child while traveling  
to, attendance at or participation in the American Legion Junior Activities held \_\_\_\_\_  
from the time  
of her departure from home until return thereto.

INSURANCE INFORMATION *(to be completed only if parent (s) carry a group medical insurance plan)*

Name of parent (s) Group Medical Insurance Carrier \_\_\_\_\_

Policy/Certificate Number \_\_\_\_\_

Parent to whom Policy was Issued \_\_\_\_\_

Employer to who Policy was Issued \_\_\_\_\_

Printed Name of Mother or Guardian \_\_\_\_\_

Signature of Mother or Guardian \_\_\_\_\_

Signature of Father or Guardian \_\_\_\_\_

PARTICIPANT MEDIA AND COMMUNICATION RELEASE FORM

I \_\_\_\_\_, am a participant in the American Legion  
*(printed Junior member's name)*  
Auxiliary Junior Activities of \_\_\_\_\_ Unit# \_\_\_\_\_.

I \_\_\_\_\_, am the Guardian, Parent (s) of  
*(printed Guardian, Parent (s))*  
\_\_\_\_\_, junior member of \_\_\_\_\_  
*(printed Junior Member's Name)*  
Unit # \_\_\_\_\_ and give my (our) permission for her photographs to be published on social media, local,  
Department, and National newsletters; newspapers, and any website for the American Legion Auxiliary.

Signature Junior Member \_\_\_\_\_  
Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_  
Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Parent/Guardian Daytime Phone Number (\_\_\_\_\_) \_\_\_\_\_

Parent/Guardian Nighttime Phone Number (\_\_\_\_\_) \_\_\_\_\_

Alternative Contact in case of Emergency (\_\_\_\_\_) \_\_\_\_\_

ALL SIGNATURES MUST BE ON THIS FORM

This permission form must be completed for every junior member attending any junior activities within  
the \_\_\_\_\_ Unit # \_\_\_\_\_

Guardian \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Parent/Guardian Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_