



# The Auxiliary Spirit



Volume 33

October 2019

Issue 3



American Legion Auxiliary  
2019-2020  
Department President

***“Building Memories for Our Future American Legion Auxiliary while Loving Our Veterans Everyday”***



**Yellow Rose Represents  
Friendship  
White Rose Represents  
Purity and Love**

Good morning

First I want to thank everyone who came to Fall workshop. Hope everyone had a great time and fun. It was nice seeing everyone dressed up. I hope everyone learned what they needed to know about the membership change. We had fun and laughed and learned. I would also like to thank everyone who helped with the auction. We made \$1060.00 toward my special project.

We are going to be busy the next few months. Don't forget your mid-year reports. We have some Units who are under 10 members. With the numbers lowered on membership I think we should all make goal. And remember if anyone needs help I am here for you.

I'm looking forward to visiting the District conferences and I hope to see more of you attend.

My Homecoming is November 2nd, at the Martinsburg Moose, hope to see you there. Tickets are \$20.00 each, cut off date is October 15th. Flyer is included in this Spirit.

My Special Project is Gold Star Family Memorial Monument. It is to be placed at the Martinsburg VAMC . Whoever donates \$20.00 will receive a pin of the monument.

Always remember that we are here for our Veterans not for a title.

Thank You  
Department President  
Sharon Kauffman  
304-582-2973  
[Skauf01@yahoo.com](mailto:Skauf01@yahoo.com)



## **Department Officers 2019-2020**

President-Sharon Kauffman  
1st Vice President-Cathy Post  
2nd Vice President-Savanna Kauffman  
Secretary/Treasurer-Paulette Anderson  
Chaplain-Mary Jennings  
Historian-Beth Kilgore

### **District Presidents**

1st District-Holly Adams  
3rd District-Carla Wilfong  
4th District-Nancy Sundstrom  
5th District-Beth Kilgore  
6th District-Peggy Swartz  
10th District-Debbie Michael

### **District Vice Presidents**

1st District-Stephanie Handley  
3rd District-Roxie Nicholson  
4th District-Patricia Young-Greiner  
5th District-JoAnn Hastings  
6th District-Mary Spence  
10th District-Bonnie Wilcox



# Department Headquarters



## 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.*

**Mandatory Funds:** are Bonding (\$5.00), Education (Scholarship), Girls State Project, Veterans' 1st Fund, (any amount your unit can afford) and Poppy Order, 10% of Poppy Proceeds.

If you would like to receive the Spirit by email, please let me know so I can put you on the email listing. If you want Mail Call by email, I will need that also. You can have both, but if you want just one or other, let me know.

**Membership:** National is once again honoring our "new" female 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.

**Please don't send me the DD214.** They are for the unit files only. **Post Officer signature** is all I need on application to verify the eligibility. All applications sent to the Department Office needs to be the original. Copies are for you to keep.

**Directory Updates:** page 4: add under Past Commanders: National: Brett Reisted, 2019, Dept. William Combs  
Page 9: Lynda Lancaster correct spelling of married name is: Loyd  
Page 13: replace year of District Officers to 2019-2020  
Page 14: Dianne McClung (Education) is PNH. Delete PCDNVP. Lynda Lancaster should say Lancaster-Loyd under Girls State. Same on page 15

Page 16: under VAMC Martinsburg Gift Shop: Marcia last name is spelled Balinovic. Add Savanna Kauffman, 1671 Kelly Island Rd. Martinsburg WV 25405, 304-582-2976, [skauf16@yahoo.com](mailto:skauf16@yahoo.com)

Page 27: delete [cvpl1970@hotmail.com](mailto:cvpl1970@hotmail.com) as second email contact for Berkeley Springs Unit #60

Page 29: add [cindyj84@hotmail.com](mailto:cindyj84@hotmail.com) to Hamlin Unit #111 email contact.

Page 30: Ridgeley Unit #136 President is now Rebecca Jenkins PO Box 98 Ridgeley WV 26753 301-707-8154, email contact:

[rebeccajenkins@hotmail.com](mailto:rebeccajenkins@hotmail.com)

Page 39: Standing Rules year should read 2018-2019.

**2020 Workshop:** It was put on the floor and passed at the Executive Board that there will be pre-registration for the Department Workshop. This is due to the cost of working up the booklets for workshop, and not know exactly how many to make.

## *Future Dates To Remember*

***3rd District Joint Conference  
Saturday September 28th  
Shinnston Post #31  
Registration 9:00-10:00***

***4th District Joint Conference  
Saturday September 28th  
Parkersburg Post #15  
Registration 9:00-10:00***

***5th District Joint Conference  
Saturday October 5th  
Ceredo-Kenova Post #93  
Registration 9:00-10:00***

***6th District Auxiliary Conference  
Saturday October 12th  
Gary Unit #38 Hosting  
Will be held at the Sterling Drive In  
in Welch Registration 9:00-10:00***

***1st District Auxiliary Conference  
Sunday October 13th  
Pine Grove Unit #81  
Registration 9:00-10:00  
Byrd Center***

***\*\*\*I have the National President's 100 anniversary celebration pin in the Office to distribute. I plan to bring them to Fall & Midwinter Conferences and if any left over will take to spring conferences. ONLY one pin per member.***

## **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.wvaux.org](http://www.wvaux.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)

## **Remember Our Friends**

*I want to Thank everyone for the thoughts and prayers, cards, love and support shown to me during the loss of my precious Mother. I love you all and will remember your kindness always. I love my American Legion Auxiliary Family!!  
Susan Wade-PDP*

*I would like to thank everyone for your thoughts, messages, for my husband 3rd Stent surgery. We will always be grateful!  
Paulette Anderson  
Dept. Sec/Treas.*

*Alice Fought, 4th District Sec/Treas. passed away Wednesday morning after a long battle of cancer.  
Funeral services were held at:  
Lambert & Tatman Funeral Home  
Pike St. South Parkersburg.  
Cards may be sent to  
Ray Fought  
414 Spring Valley Way  
Elizabeth WV 26143-5765*

## “Honoring Our Legacy, Celebrating Our Tomorrows”

### Membership Chairman

Thank you to all who attended the Membership Workshop last weekend. As one can see, we can have fun and learn at the same time. The fashion show was a great success. Be sure to keep your outfits as we will be sporting them again at Mid-Winter and start working on those war era dances.

Please be sure to look at the handouts that were in the folders and membership incentives for the year.

We have 14 Units that reached Target # 1 September 15 @ 30%! **Congratulations to Wheeling # 1, Spencer #21, Welch #8, Bluefield #9, Gary # 38, Buckhannon # 7, Shinnston # 31, Braxton County # 33, Milton # 139, Martinsburg # 14, Moorefield # 64, Charles Town # 102, Capon Bridge # 137, and Keyser # 152.** Ladies, this time last year we had three Units to reach this target.

National just sent out the renewal notice and can only wait to see how many Units reach our next Target #2, October 15 with 35%. Of those 14 Units, 10 of those have already reached their 35%. **WAY TO GO!**

The next Spirit Article will have the District and Department Challenges.

Lynda Lancaster-Loyd  
Membership Chairman



\*\*\*If anyone picked up a big clear plastic tote by mistake, and took home, it is mine. I had the membership materials, crafts, receipts in it.

Please contact me if you have it.

Thank you!

### Department 1st Vice President

Hello ladies,

WOW! What a workshop. We had a fashion show that belonged on a New York Runway!!! Lots of great information was given by many. Lynda Lancaster-Loyd did a fabulous job, Thank you Ms. Linda.

We still have 9 units without any membership paid. Officers alone would take care of that. Let's get those paid. The unit can offer to pay dues for those having a hard time. Always nice to recognize your oldest member by paying her dues.

Since the eligibility has been opened up to all who served, you have more veterans' families to pursue. Check with the post for any new members they have gotten and engage those leads.

Looking forward to attending some district conferences this fall. If I can be of any help to you please don't hesitate to call or email, or for a quicker response, hit me up on Face Book. I'll be at 4th District Conference September 28, hope to see you there.

In the Spirit of Service not Self,  
Cathy D. Post  
1st Vice President  
[cathy\\_1@frontier.com](mailto:cathy_1@frontier.com)



WWII/  
Merchant Marines Era  
12/7/41-12/31/46

### Department 2nd Vice President

Hello My Korea War Era,

Glad to see such a good crowd at the workshop this year. We had five new members, let's have more at Midwinter.

Congratulations to the Units that made 30% target, let's work on the units that have 0 or less than 30%. The Korea war side had 4 units that made 30% target. And 7 on the WWII side, 11 units total that made target! We're all working together but let's make higher targets on the Korea side.

Next target is 35% let's make it happen!!!

Don't forget to bring your gear and let's dress up and do a better fashion show at Mid-Winter.

Make sure all the districts get their challenges in. The Department Vice Presidents challenged each other to the most new members by June 1st. The side that loses pays \$25 toward Department President Sharon Kauffmans' special project!

Thanks Savanna Kauffman  
2nd Vice President



Korea Era  
6/25/50-1/31/55

### *1st District President*

Hello Ladies,

Its the start of a new year; remember to work on membership and prompt our organization and what we do for our Veterans' and their families.

I look forward to seeing all of you at our Fall conference in Pine Grove on October 13, 2019.

Registration is due by October 7th. please send to Donna Leek at 37784 Mile Road Burton WV 26562.

The address for the location of the conference is Byrd Center 992 North Fork Rd. Pine Grove, WV 26419

Susan Brown District Secretary/ Treasure handed out credentials and registration at workshop to those who attended. Rest was sent out by mail. Send credentials to Susan. You should be receiving them shortly.

God Bless  
Holly Adams  
1st District President  
304-670-4105  
[hollyadams847@gmail.com](mailto:hollyadams847@gmail.com)

### *1st District Vice President*

Hello 1st District,

Membership workshop that took place on Saturday, September 14th was great. It was fun to dress up in the 50's fashion and strut our stuff. I hope those in attendance had just as much fun.

I know that we are just getting started with membership for the year and some of the units are off to a good start. Let's keep the Cha-Cha going and get the members on the dance floor.

**Just a reminder that now a male spouse may join the Auxiliary under his veteran wife, but same rules apply, that she must be a member of The American Legion, in order for him to join. The eligibility dates have also changed. There are now only 2 separate time periods. So anyone who has served after June 4, 1941 is eligible to join the American Legion, thus opening up eligibility to their spouse, daughters, granddaughters, sisters and mothers.**

God Bless,  
Stephanie Handley  
1st District Vice President  
[stephaniehandley@msn.com](mailto:stephaniehandley@msn.com)

### *3rd District President*

Here it is fall, the gardens are finished, all the canning is done, so we really need to start working on Membership. Since National has lowered our goals everything is more feasible.

This past Saturday was Fall Workshop in Bridgeport. I am sorry to say that out of 10 Units in 3rd District, only two Units, Clarksburg 13 with one member and Shinnston 31 with 8 members attended. Ladies we need to show more attendance at these meetings.

REMEMBER SATURDAY, SEPTEMBER 28th is joint Fall Conference, at Shinnston Post 31, for Third District. I have each Units Chairman plan of Works. Registration will start at 9:00 but you can come early, we will be there. Hope to see you there.

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

God Bless America, and our Veterans  
Carla Wilfong

### *3rd District Vice President*

Hello 3rd District,

I'm back to talk about Membership again, Get used to it as I'll be doing it a lot this year. We are off to a good start with only 4 units having 0 members. We need to be working membership now and get an early start on getting those renewal's in. And get out there and beat the brush and find new members. Don't forget, if you have female veteran's in your unit, their spouse is eligible to join as long as they are a member of the Legion. Don't be too proud to ask anyone to join.

**Do Not Hold Dues.** If by some chance a person who joins today has a tragedy tomorrow, they won't be eligible for help if you haven't sent their dues in. And please don't forget to have the application signed by the Post Adjutant. Just be sure to cross all your t's and dot all your i's.

I'll be watching for next month's membership report to see all of our unit's doing well. In the meantime, if you need anything, just call me, 304-657-5740.

Roxie Nicholson  
Vice President  
3rd District

### *4th District President*

Hello Ladies,

I want to let you know that I'm having some medical problems now. I'm going to be unable to attend our Fourth District Fall Conference at this time. If everything goes well I will be at our Spring Conference.

Ladies I am leaving you in good hands; our Vice President Patsy Young-Griener will conduct your meeting.

At this time we need Committee Chairman. If you want to hold a Committee please let Vice President Patsy know.

I am asking my Auxiliary Sisters, to keep me in your prayers. Please keep Alice Fought's husband Ray, and her children in your prayers.

God Bless Our Troops and Veterans  
Nancy Sundstrom  
Fourth District President

### *4th District Vice President*

Greetings to Members of the 4th District:

It is with sadness that I report 4th District past secretary/treasurer, Alice Fought, lost her battle with cancer this week.

If you missed the annual American Legion Auxiliary Fall Workshop in Clarksburg, you missed a great event! The 4th District is celebrating 50's fashion, our time period is the Korean War and our dance is the Cha-Cha. We had a great time dressing, dancing and celebrating our era at the fall workshop. We are ready to meet and exceed this year's membership goals.

As of September 15th, our membership statistics are as follows: Parkersburg #15 is 6.39%; Spencer #21 is 32.50%; Pt. Pleasant #23 is 0.04%; Tyler County #48 is 14.71%; Sistersville #67 is 1.16%; New Haven #140 is 3.79%; and Williamstown #159 is 9.92%.

Remember to carry blank ALA Membership applications with you. Invite eligible friends and family to join today.

Our 2019 – 2020 Membership Theme is "Honoring Our Legacy, Celebrating Our Tomorrows."

Until next time, God Bless.  
Patsy Young-Greiner  
4th District Vice President  
304-295-8844  
[Patsygirl2@suddenlink.net](mailto:Patsygirl2@suddenlink.net)

### 5th District President

What a great weekend we just had at the Membership Workshop in Bridgeport. If you missed it, talk to someone who was there and find out all you missed. Great job by all who participated, check out Facebook for pictures that were taken and put on the Department page.

In just a few weeks, we will have the 5th District Fall Conference. Plan now to attend on October 5th at Ceredo - Kenova Post # 93 for a great time of fellowship and information. Registration will be from 9 - 10 am with the meeting starting at 10:00. I hope every unit plans to attend.

Keep working on your membership. We will discuss the eligibility of membership more thoroughly at the District Conference. The eligibility period has also changed and we will discuss that also. See you there!!

Beth Kilgore  
5th District President

### 5th District Vice President

Hello Ladies

I just got back from 2020 membership training workshop.

I first want to thank Lynda Lancaster-Loyd for doing a great job on membership. We need to work on membership harder and try to get new ones in as well as bring our old ones back. We need to talk to people and tell them what we do and what we stand for. We help the veterans because they fought for us and sadly some gave their lives for the freedom we have today.

Thank you.  
JoAnn Hastings  
Fifth District Vice President



### 10th District President

Hello Members of the 1940's!

It was great seeing everyone at the Fall Boards in Clarksburg. Thank you for a great workshop, President Sharon and Membership Leader Lynda. It was so much fun. Sorry many of you missed it.

For those units who were not represented, I will be mailing your Plan of Action from the committees. I will also send a couple of awards that were given out. Congratulations again to all those who received awards last year. Great job!

We have many things to do in our district this year. The main one is up-dating our Bylaws and Standing Rules. All the units except four, were given the 10th District Constitution/Bylaws/Standing Rules at the Spring Conference in Petersburg. I will be sending them to the four units that did not receive them.

Our committee is Debbie Fox #60, Kim Rolls #152 and Melanie Delawder #64. I would like ALL units to examine these Bylaws and Standing Rules and amend anything they feel needs to be changed. You could use your unit Constitution and Bylaws/Standing Rules committee for this.

All proposed changes need to be emailed to this District committee. Contact info will be sent to you when the other mailings are sent. All proposed changes will need to reach this committee by January 15, 2020. When the committee is finished with all the proposals and changes, the document will be sent to all units to be read.

After reading this first version, any questions/comments/changes need to be sent to the committee by February 15, 2020. If changes are made during the time frame, the committee will consider and the finished document will be sent to all units for an official first reading by March 1, 2020. The document will have a second reading and vote at the Spring Conference in Capon Bridge.

This is a great opportunity for all units in our district to look and revise your Const./Bylaws/Standing Rules. Make sure you have a copy on file with the Department Secretary

If you have lost the copy that was given to you in the spring and would like one, just let me know.  
Enjoy the weather!

Hugs to all!  
Debbie Michael  
10th District President  
[katndebbie@gmail.com](mailto:katndebbie@gmail.com)  
304-258-2705

### 10th District Membership

Greetings,

Congratulations to those units in our district who have made the 1st Target of 30% and more!

Capon Bridge #137

36.36 % Target #1

Martinsburg #14---46.32%

Charles Town #102---46.43%

Both for Targets 1, 2, & 3.

Keyser #152---91.11%

Targets 1, 2, 3, 4, 5, 6, 7, 8 & 9.

**GREAT JOB!! BE PROUD!!  
KEEP REACHING!!**

Goal membership should be very easy this year for all units.

Last year's membership total plus:

1 for members 10-45

2 for members 46-75

3 for members 76-150

4 for members 151-175

5 for members 176-200

6 for members 201-224

7 for members 225-275

8 for members 276 & up

This is a good time to organize a membership drive!

10th District is in 2nd place. We are 1.06 % behind 3rd District. Let's get that membership in and take the lead! We can do it!

10th District Membership

### 6th District President

Congratulations to: Welch #8, Bluefield #9, Gary #38 for making and surpassing the 1st target of 30%!!

If you missed the membership workshop you missed a great time. Outfits were out of this world, guest speaker gave us plenty of information on Presidents Special Project "Gold Star Family Memorial Monument". Chairmen went over their Plan of Action, and every unit received a copy in their folders. I will have 6th Districts' at the Fall Conference.

I want to remind you the 6th District Fall Conference will be held on Saturday October 12th at the Welch Sterling Drive In restaurant. It is hosted by Gary Unit #38. Lunch will be Dutch Treat, and they ask that you place your order when you arrive at the meeting, so they will be sure to have it ready at lunch time.

All Department Officers are invited. Please let me know if you plan to attend.  
Peggy Swartz  
6th District President

## Chaplain

If you know of an American Legion family that needs a card, please let me know so I can take care of it. My email address is : [mkjennings@frontier.com](mailto:mkjennings@frontier.com).

*"No matter how far down you may go with the troubles of this world, there is One who reaches out, who has the power to lift you out of the muck and mire, the dread and the dark. His name is the Lord of Light and Life. Reach out your hand, connect with your Savior, and find the peace and joy awaiting you in Him."*

God Bless  
In God and Country  
Mary Jennings  
Chaplain



## Historian

### ATTENTION: ALL UNIT HISTORIANS

As we celebrate our 100th birthday as the American Legion Auxiliary, I hope each unit is planning a birthday celebration to honor 100 years of service to our veterans. These celebrations can be from big and intricate to small and quaint.

The choice is up to what your unit feels comfortable doing.

As soon as possible after your celebration is completed, I need you to send me a report of your event.

Please include:

- \*\*Name of event
- \*\*Unit name and number
- \*\*Date of event
- \*\*Brief description of the event

Email the report to me at [MBKilgore@frontier.com](mailto:MBKilgore@frontier.com)

I need to send National a report of how the units in our department are celebrating our birthday. I would like for West Virginia to be well represented.

If you have any questions, please give me a call at 304-654-7750.

Beth Kilgore

## Americanism



Americanism Plan of Actions were distributed at Workshop. I really enjoyed the workshop and hope everyone enjoyed it as well. Thank you to all that worked so hard to make it enjoyable.

We need to be concentrating on the Americanism Essay Contest. This year's theme is *"How can we address the health and well-being of our Veterans, military, and their families."*

All Unit entries must be sent by the Department Chairman, no later than April 1, 2020.

Please contact your schools NOW if you haven't already done so. Stay in contact and communicate with the school staff. Let them know that you are available to answer any questions. Sometimes the younger students have a hard time understanding exactly what they need to write about. We need to encourage our youth!

Please start NOW on your Mid-Year reports. It makes it so much easier to keep track of all the hard work we do and not try to do it all at once! I need your Mid-Year reports in a narrative form by December 15, 2019. It is listed in Plan of Action as 2020. Sorry for the error, please correct!!

Fly Our Flag Proudly  
For God and Country

Susan Wade  
Americanism Chairman

## Children & Youth

The American Legion Auxiliary's Children & Youth program emphasizes protecting, caring for and supporting children and youth, particularly those of veterans' and military families – their 'health and well-being, Safety.

In 1972, The American Legion implemented a nationwide Halloween safety program for young trick-or-treaters, the first and only one of its kind. Since then, the Commission (now Committee) on Children & Youth has, in the words of its Chairman's Guide, "urged ... membership to conduct Halloween programs that are designed to keep young children safe in an effort to reduce accidents associated with Halloween."

A brochure to this purpose, "Make Halloween a Safe and Fun Night," is available for download as a PDF. Go to the Legion website and search Make Halloween Fun and Safe Night.

Keeping kids out of harm's way on Halloween started well before 1972. As far back as 1930, The American Legion monthly described local posts' efforts to put on community Halloween celebrations, to cut down on youthful danger and vandalism.

I urge you to download the brochure, make copies and distribute to the elementary schools in your area.

Beth Kilgore,  
Chairman



## Community Service

Hope everyone has read the information on Community Service that was put in your folders at the workshop.

We have so much that we can do for this program: help a Veteran, Fire Department, Police Department. What ever you do please keep track of what you do and then send me a copy of what you have done, because I need to send out a report by January 5, 2020.

Thanks  
Peggy Swartz  
Chairman



## Child Welfare Foundation

Thank you to everyone who donated to the Child Welfare Foundation at the Membership workshop this past weekend. It is appreciated and will certainly be put to good use. All the pigs I had on hand have been distributed but if you will let me know who needs one, I will try to get a hold of some more.

Established in 1954, the American Legion Child Welfare Foundation, Inc., is a repository of funds from individuals who wish to contribute to the betterment of the nation's children. Our foremost philanthropic priority is to contribute to the physical, mental, emotional and spiritual welfare of children and youth by aiding progress in the field of child welfare through dissemination of knowledge about research, studies, surveys and projects, or by supporting programs and activities benefiting the welfare of children and youth. Not all American children grow up inside the comfortable definition of normal childhood development. For thousands, each day is a challenge marked by pain, prayer and perseverance. Many of them require specialized care.

To overcome their obstacles, they need help from you and the American Legion Child Welfare Foundation.  
Beth Kilgore  
Chairman



## Poppy

Hello Ladies,

Looks like I missed a exciting Fall workshop meeting. I am having some medical problems and unable to attend.

We need to pass the word around regarding the Poppy. We need to make the young youth understand the meaning of the purpose to honor our Veterans.

I hope that you have children enter the Poppy Poster Contest. The requirements will be in the next spirit. Should you need more assistance email or call me. This is where our Juniors can get to show their talent of the Poppy usage.

In your Unit have a contest for the best usage of the Poppies. You need to take a 8 x 10 picture of your Poppy creation. At Mid-Winter we will display the Poppy Posters and the 8 x 10 Poppy creations. All money collected will go to our Department Welfare Fund for our Veterans.

God Bless our Troops and Veterans  
Nancy Sundstrom  
Department Poppy Chairman



## National Executive Committeewoman

Hi Ladies,

For the members that attended our Workshop you were told about several changes and things National is focusing on. The following is for the members unable to attend: **Membership Eligibility is a major change. Previously there were 7 War Eras and now there are only 2 War Eras which are WWI- 4-6-1917 and Anytime After 12-7-1941. This change gives more Veterans and their Families the possibility to join our Legion Family.**

**Also, male spouses can now join the Auxiliary. Please note that the Veteran they are joining under needs to be a Legionnaire Member in order to do so. You can obtain the new application on The National Website**

**<https://www.alaforveterans.org/> and the Department website: [www.wvaux.org](http://www.wvaux.org)**

Another change is wording: The word "Chairman" is now "Chairperson". A 3rd change is for the Senior and Junior Academic Courses. They were listed under Leadership and will now come under History. I know these changes are a lot to take in at one time.

Remember to continue to focus on our Mission Statement and what it means to you. If you have any questions/concerns, then contact me. I will help you as best I can.

Rhonda Best  
NEC

PH: 304-281-8152

Email: [rlcbest37@aim.com](mailto:rlcbest37@aim.com)

## Veterans Affairs & Rehabilitation

I just got back from our Membership/Leadership Training & Executive Board Meeting at which I distributed the VA&R Plan of Action for the 2019-2020 membership year. Those units in attendance got their paperwork on the programs; however, the District officers took those for units not in attendance. If you do not get yours in a timely manner, contact me; and I will send you another copy.-

I mentioned in the last Spirit the hour earned at a VA Hospital or VA Clinic must be verified by the Voluntary Service Office before they can be counted for pins or even reporting. I might mention that you can't count hours for family members you assist at a VA facility or at home nor can you count hours if you are paid as part of your job. Any questions on this, please contact me.

If you have a Volunteer at your VA facility you think would qualify for American Legion Auxiliary Volunteer of the Year, get your Voluntary Service Director to write a letter or a report on them and send to me so I can get to National by November 1.

If I can help in any way: please contact me at 7 Parsons Street  
Huntington WV 2505-3811 Phone (304) 638-7665.

Mary Waybright



## Education

The 2019-2020 Plan of Action is coming your way. If you did not have a representative at the recent Department Workshop, your District President will make sure you receive copies.

A new National Scholarship has been established this year, the Junior Auxiliary Loyalty Scholarship.

- Deadline: March 1, 2020 • Two scholarships in the amount of \$2,500 will be awarded in each American Legion Auxiliary division, for a total of ten scholarships.
- Candidates for this award shall have been Junior members of the American Legion Auxiliary, held membership in the American Legion Auxiliary for the past three consecutive years (2017, 2018 and 2019) and must be a paid member for the current (2020) membership year. Applicant must continue her membership in the American Legion Auxiliary during the scholarship period. Applicant must have completed at least one semester of college but not yet attained a bachelor's degree and have at least a 3.0 GPA using a 4.0 base.
- This scholarship is intended for the traditional student with no interruption in her education, who is at least in her first semester of college but not yet attained a bachelor's degree. Any member who is non-traditional student (a student who returning to the classroom after some time away from college) is welcome to apply for the American Legion Auxiliary Non-Traditional Scholarship. Check the Department website, [www.wvauaux.org](http://www.wvauaux.org) for copies of the four National scholarships: Junior Member Loyalty, Spirit of Youth, Children of Warriors and Non-Traditional Scholarships. Also check for the Department Scholarship.

National Education Chairman Debra Albers explained the difference between the Spirit of Youth (for Juniors) and the Junior Member Loyalty Scholarships as: **“The Junior Member Loyalty Scholarship is designed for students now in college that were once Junior members and have continued as senior members. It's often hard for college students to find scholarships while in college other than renewable ones.”**

Dianne McClung  
Education Chairman

## Junior Activities

Hi to all,

I hope everyone is doing well and looking forward to the beautiful fall weather.

Please sign up those Junior members. They are a wonderful asset to the units. They can help with so many things and can be taught to be the leaders of our organization. Remember, these girls are under your guidance, so what they learn is all up to you.

For any units that did not attend the Fall Workshop in Clarksburg, I will send the Junior Plan of Works to you if you let me know that you want them. It was a wonderful workshop and there was a Junior who helped with the Fashion Show and the auction. Thank you, Julie.

I sure hope you can attend the Midwinter Conference in February. I hope you all are making plans to bring your Juniors!

The project this year is: **“Let's Donate and Share”**. There is no cost to anyone! Let's teach our Juniors to donate things they no longer want or need; clothing, toys or just anything. Donate to a shelter, neighbor or another organization etc. There is always someone who can use these things.

Share with others when you can; Maybe a pencil, snacks or lunch at school for someone who forgot theirs. There are many things and many people to share with. The most important thing to share is “time & smiles”. I also encourage all Senior members to set an example for our Juniors by also “Donating and Sharing”.

There will be three Junior plaques presented at Department Convention in July. Best Overall Report.....Best Junior History & “Junior Member of the Year”, this is a new one. All criteria for these awards will be in the Department Awards Manual.

Please contact me for info or questions. Juniors~~~Such a Joy!

Junior Activities  
Debbie Michael  
[katndebbie@gmail.com](mailto:katndebbie@gmail.com)



## National Security

Fall Workshop has passed, all the Plan of action was distributed. the following is information from National on National Security.

1. Let your units know of any military families or businesses that should receive a Blue Star or Gold Star Banner in recognition of service member's service
2. Encourage units to provide support on a spouse to spouse or family to family basis.
3. Refer service members with financial assistance needs to the American Red Cross Armed Forces Call Center at 1-877-272-7337.
4. Complete a Community Emergency Response Training Course.
5. Donate Blood
6. Host a POW/MIA ceremony commemorated annually on the 3rd Friday in Sept.

Overseas commissaries are still asking for our clipped manufacturers coupons. I will get more information on the addresses and specifics and put in future Spirit.

If you need my help, please call me at 304-592-0247 or e-mail me at: [carlajwilfong@yahoo.com](mailto:carlajwilfong@yahoo.com).  
God Bless America and our Veterans  
Carla Wilfong  
Chairperson

## Auxiliary Emergency Fund

Fellow Auxiliary Members,

In the spirit of Service not Self, Auxiliary members have made it their mission to provide a helping hand to our veterans, military, and their families. That's where the Auxiliary Emergency Fund comes into play. For the past 50 years, the AEF has provided relief to our fellow members faced with adversity.

The Auxiliary Emergency Fund (AEF) is a national grant assistance program that provides temporary emergency help to eligible members of the American Legion Auxiliary who have suffered a significant financial setback as the result of an act of nature or other personal crisis.

With all of the terrible destruction caused by hurricanes in our country recently, I hope that each Unit has by now appointed a Chairman to be in charge of educating your members about the Auxiliary Emergency Fund and the wonderful program that it is and assisting them to get any help that they may need.

If I can be of assistance to you or your Unit in any way, please do not hesitate to contact me.

Melanie Shambaugh  
[sham4wv@aol.com](mailto:sham4wv@aol.com)





# American Legion Auxiliary WV Rhododendron Girls State

## *Rhododendron Girls State*

The Girls State Board of Directors met on Friday, September 13th in Clarksburg, WV. The upcoming dates for the 2020 ALA Girls State Session will be the citizens arriving on Sunday, June 14 thru Friday, June 19, 2020 at Davis & Elkins College, Elkins, WV. Once again, registration is \$250 per girl. This includes the cost of the parade t-shirt.

Ladies, it is not too early to start securing your sponsorships now as businesses are appropriating their 2020 budgets and know you would like to have a donation line item to help sponsor a girl to Girls State.

Please use your Girls State District Representative if you have any questions or if I can be of any assistance please feel free to contact me.

Lynda Lancaster-Loyd  
Girls State Chairman



1st Dist. — Susan Brown  
2172 Grandview Rd.  
Moundsville WV 26041  
304-845-5122

3rd Dist. — Mary Jo Thomas  
279 Rock Lake Road  
Fairmont WV 26554  
304-366-2912

4th Dist. — Nancy Sundstrom  
1307 23rd Street  
Parkersburg WV 26101  
304-422-1263

5th Dist.— Beth Kilgore  
1562 Holderby Road  
Huntington WV 25701  
304-654-7750

6th Dist. — Peggy Swartz  
P O Box 124  
Gary WV 24836  
304-448-2394

10th Dist.— Lynda Lancaster-Loyd  
PO Box 1037  
Ranson WV 25438  
304-676-3979

## 100 Years of Celebration 1919-2019



It's time to think about Mid-Winter and our 100th celebration. It's time to get out the poster board and get your display ready. You can win a small prize and have fun doing this.

Just a few suggestions, start with a picture of your charter, pictures of your Past Presidents, a picture and short bio of your oldest member, your longest member, your oldest may not have been a member as long as someone else. along with a picture of your youngest member. Include some of your history, because you are making history. And we will make history all year long, so keep track of everything you do.

Have fun with your board and let your imagination go wild, you don't know what you'll come up with. If someone in your unit is artistic, give them free rein. Get everyone's input and take all suggestions seriously.

Roxie Nicholson  
Committeeperson

## Past President's Parley

Hello Ladies,

I am still reeling with excitement and joy from a wonderful workshop. I would like to "Thank" Madam President Sharon Kauffmann, Membership Chairman Lynda Lancaster-Loyd, and their Membership Team for an awesome job.

Now that we are moving right into the New Year with many wonderful things I want everyone to think about a member that stands out and always goes above and beyond. Then take the time to nominate that member for "Unit Member of The Year". I hope to receive numerous nominations because I am sure there are lots of members that give 110%.

In addition, I am challenging each Unit to start a Past Presidents' Parley Club if you do not have one yet. Unit Presidents I am asking for contact information of your Chairperson. I will be getting in touch with them soon. Until next month "Be safe and God Bless".  
Rhonda Best,  
PPP Chairperson

## Leadership

"Great leaders don't tell you what to do; they show you how it is done."

Think about that for a moment...

\*\*Do you regularly take the time to show people how the task before them should be done?

\*\*Do you instead address the task by directing people to do this or do that... only to find yourself having to do it yourself because they don't always deliver what you want.

I would recommend we have a good tape measure and a level in our tool box to keep ourselves on the right track. Measure twice, cut once!

Think about the task at hand. Think about how you can show someone else how to do it. Then let them do it. It may not be perfect every time but you are empowering them with every opportunity you give them to succeed, prove themselves, and deliver.

There is a balance we have to strike because some members will require more support and instruction than others. Some would rather read the "How To" directions. Others may want to talk it over. Still others may want to have a sounding board for their own ideas. We as leaders need to balance our skills with their needs.

We want outcomes to be mutually beneficial. We need to lead by example. We need to show folks how things are done without editorializing or judging.

Keep your measuring tape handy... think twice before you act once. Make sure you stay level and keep things balanced along the way.

Rosemary M. Thomas  
Chairman

## Legislative

As we are starting to celebrate our Centennial year, national is asking that we take a look back over the last Century, not only as Departments, Districts, and Units, but as individuals. They are wanting to hear our stories, how the Legion Family and its works has made a difference to us or those we know. For example, The American Legion played an important roll in first GI Bill. Do you know someone who used the GI Bill and how it maybe gave them the start they needed to provide a good life. If so national is asking that we share these stories. If it relates to legislative please post the story on the National American Legion Auxiliary's facebook page "ALA Legislative". Anyone is welcome to join that Auxiliary program page or any of the other facebook pages. National has a page for each of our programs. When you post to the page, please include the Unit you are from and that it is in the Department of West Virginia.

Did you know during National Convention the American Legion was honored by Congress? At the time, National Commander Brett Reistad, was presented with a copy of Senate Resolution 263, which recognizes The American Legion as a "cornerstone of life in the United States" and honors the role the Legion has played in the United States "as an inextinguishable beacon of community, responsibility, honor, and service." Read the full article at <https://www.legion.org/legislative/246894/legion-honored-congress> and see the resolution on [www.congress.gov](http://www.congress.gov), search for senate Resolution 263.

Lisa Cadwallader  
Legislative Chairman  
Lisac.ALA71@gmail.com



Good day Auxiliary Members,

Congratulations to the 2019 August winners!

I enjoyed the workshop very much. The Hilton Garden Inn was so helpful and cooperative to make our stay and our meeting rooms great.

I had the 2020 Fundraiser tickets with me and they were signed out to those who attended. Alas, not many units were there, so I am going to mail each unit 10 tickets to sell. If you can sell at least that many, it would help our Dept. Fundraiser a lot.

My challenge was that each unit sell at least 10 tickets. That is not too much to ask.

On the line where "seller" is please put the Unit # instead of a person's name. I am giving a gift (from me personally) to the unit and district who sells the most 2020 tickets, and a certificate to the units who do sell and send in.

Remember that this is the ONLY fundraiser our Department has. 75% of this proceeds goes for our Veterans. What better way to help them in our state!!

Until next month!

Paulette  
Susan



## August Ways and Means Winners

| Name                 | Number | City          | State | Date    | Amount  |
|----------------------|--------|---------------|-------|---------|---------|
|                      | 166    |               |       | 8/1/19  |         |
| Betty Bryson         | 263    | Thorpe        | WV    | 8/2/19  | \$25.00 |
| Cindy Gadd           | 143    | Newell        | WV    | 8/3/19  | \$25.00 |
| Peggy Swartz         | 276    | Gary          | WV    | 8/5/19  | \$25.00 |
|                      | 582    |               |       | 8/6/19  |         |
| Lisa Graley          | 382    | Groveport     | OH    | 8/7/19  | \$25.00 |
| Debbie Veach         | 246    | Augusta       | WV    | 8/8/19  | \$25.00 |
|                      | 275    |               |       | 8/9/19  |         |
|                      | 741    |               |       | 8/10/19 |         |
|                      | 604    |               |       | 8/12/19 |         |
| Sue McCoy            | 104    | Augusta       | WV    | 8/13/19 | \$25.00 |
| Carol Greathouse     | 317    | Paden City    | WV    | 8/14/19 | \$25.00 |
| Sharon Kauffman      | 402    | Martinsburg   | WV    | 8/15/19 | \$25.00 |
| Kinsey Byron         | 073    | Westminster   | MD    | 8/16/19 | \$25.00 |
| Nada Clagg           | 202    | Barboursville | WV    | 8/17/19 | \$25.00 |
| Lynda Lancaster-Loyd | 570    | Matthews      | VA    | 8/19/19 | \$25.00 |
|                      | 770    |               |       | 8/20/19 |         |
|                      | 302    |               |       | 8/21/19 |         |
|                      | 491    |               |       | 8/22/19 |         |
|                      | 127    |               |       | 8/23/19 |         |
| David Wolfe          | 204    | Moorefield    | WV    | 8/24/19 | \$25.00 |
| Mary Jo Thomas       | 757    | Fairmont      | WV    | 8/26/19 | \$25.00 |
|                      | 795    |               |       | 8/27/19 |         |
| Sarah Staley         | 572    | Morgantown    | WV    | 8/28/19 | \$25.00 |
| ALA Parkersburg #15  | 888    | Parkersburg   | WV    | 8/29/19 | \$25.00 |
|                      | 069    |               |       | 8/30/19 |         |
| PDP Club             | 523    | Moundsville   | WV    | 8/31/19 | \$25.00 |
|                      |        |               |       |         |         |
|                      |        |               |       |         |         |
|                      |        |               |       |         |         |



**2019-2020 Membership Theme**  
**"Honoring Our Legacy, Celebrating Our Tomorrows"**



**Membership Target Sheet September 15th Target #1**  
**Department Goal— 5616**  
**Membership To Date: 813 (14.48 %)**  
**Unit #200 Goal— 80 To Date: 19**

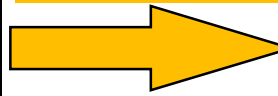


**Savanna**

**Cathy**

| District 1 | Unit                 | 2020 Goal   | 2020      | % of Goal    |
|------------|----------------------|-------------|-----------|--------------|
|            | Wheeling #1          | 26          | 13        | 50.00%       |
|            | Moundsville #3       | 242         | 6         | 2.48%        |
|            | McMechen #5          | 36          |           |              |
|            | Weirton #10          | 52          |           |              |
|            | Cameron #18          | 148         | 10        | 6.76%        |
|            | New Martinsville #28 | 130         | 17        | 13.08%       |
|            | Wellsburg #34        | 26          | 2         | 7.69%        |
|            | Follansbee #45       | 41          | 1         | 2.44%        |
|            | Benwood #46          | 75          | 1         | 1.33%        |
|            | Pine Grove #81       | 87          | 19        | 21.84%       |
|            | Paden City #86       | 97          | 17        | 17.52%       |
|            | Wheeling #89         | 23          | 1         | 4.34%        |
|            | Newell #114          | 31          | 3         | 9.68%        |
|            | Hundred #120         | 50          |           |              |
|            | Chester #121         | 166         | 3         | 1.81%        |
|            | <b>TOTALS</b>        | <b>1230</b> | <b>93</b> | <b>7.56%</b> |

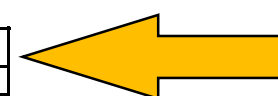
**WWII/  
Merchant  
Marines Era  
40's Fashion  
Jitterbug Dance**



**Goal 2789  
To Date: 526  
( 18.86 % )**

**Membership  
Chairman  
"Rosie the  
Riveter"**

**Korea Era  
50's Fashion  
Cha-Cha**



**Goal 2747  
To Date: 268  
( 9.76 % )**

| District 4 | Unit              | 2020 Goal   | 2020      | % of Goal    |
|------------|-------------------|-------------|-----------|--------------|
|            | Parkersburg #15   | 548         | 35        | 6.39%        |
|            | Spencer #21       | 40          | 13        | 32.50%       |
|            | Pt. Pleasant #23  | 250         | 1         | 0.04%        |
|            | Tyler County #48  | 34          | 5         | 14.71%       |
|            | Sistersville #67  | 86          | 1         | 1.16%        |
|            | New Haven #140    | 132         | 30        | 22.73%       |
|            | Williamstown #159 | 131         | 14        | 10.69%       |
|            | <b>TOTALS</b>     | <b>1221</b> | <b>94</b> | <b>7.70%</b> |

| District 6 | Unit          | 2020 Goal  | 2020      | % of Goal     |
|------------|---------------|------------|-----------|---------------|
|            | Welch #8      | 59         | 23        | 38.98%        |
|            | Bluefield #9  | 26         | 12        | 46.15%        |
|            | Beckley #32   | 43         | 12        | 27.91%        |
|            | Gary #38      | 76         | 26        | 34.21%        |
|            | Cowen #62     | 27         | 7         | 25.93%        |
|            | Lewisburg #69 | 42         | 1         | 2.38%         |
|            | Richwood #97  | 23         |           |               |
|            | <b>TOTALS</b> | <b>296</b> | <b>81</b> | <b>27.36%</b> |


| District 3 | Unit               | 2020 Goal  | 2020       | % of Goal     |
|------------|--------------------|------------|------------|---------------|
|            | Buckhannon #7      | 41         | 17         | 41.46%        |
|            | Clarksburg #13     | 89         | 7          | 7.87%         |
|            | Elkins #29         | 149        | 7          | 4.70%         |
|            | Shinnston #31      | 262        | 115        | 43.89%        |
|            | Braxton County #33 | 30         | 13         | 43.33%        |
|            | Bridgeport #68     | 67         | 20         | 29.85%        |
|            | Belington #96      | 17         |            |               |
|            | Pickens #122       | 23         |            |               |
|            | Jane Lew #166      | 32         |            |               |
|            | Morgantown #174    | 30         |            |               |
|            | <b>TOTALS</b>      | <b>740</b> | <b>179</b> | <b>24.19%</b> |

| District 5 | Unit                 | 2020 Goal  | 2020      | % of Goal    |
|------------|----------------------|------------|-----------|--------------|
|            | Huntington #16       | 171        | 33        | 19.30%       |
|            | Logan #19            | 17         |           |              |
|            | St. Albans #73       | 31         | 5         | 16.13%       |
|            | Ceredo-Kenova #93    | 290        | 12        | 4.14%        |
|            | South Charleston #94 | 15         | 1         | 7.14%        |
|            | Hamlin #111          | 49         | 1         | 2.41%        |
|            | Milton #139          | 62         | 19        | 30.65%       |
|            | Barboursville #177   | 144        | 6         | 4.17%        |
|            | <b>TOTALS</b>        | <b>779</b> | <b>77</b> | <b>9.88%</b> |

| District 10 | Unit                 | 2020 Goal   | 2020       | % of Goal     |
|-------------|----------------------|-------------|------------|---------------|
|             | Martinsburg #14      | 95          | 48         | 50.53%        |
|             | Franklin #30         | 16          |            |               |
|             | Piedmont #52         | 28          |            |               |
|             | Berkeley Springs #60 | 187         | 28         | 14.97%        |
|             | Moorefield #64       | 100         | 30         | 30.00%        |
|             | Charles Town #71     | 195         | 39         | 20.00%        |
|             | Petersburg #78       | 75          | 1          | 1.33%         |
|             | Romney #91           | 221         | 18         | 8.14%         |
|             | Charles Town #102    | 28          | 13         | 46.43%        |
|             | Paw Paw #128         | 35          |            |               |
|             | Kirby #134           | 41          | 6          | 14.63%        |
|             | Ridgeley #136        | 83          | 2          | 2.41%         |
|             | Capon Bridge #137    | 121         | 44         | 36.36%        |
|             | Keyser #152          | 45          | 41         | 91.11%        |
|             | <b>TOTALS</b>        | <b>1270</b> | <b>270</b> | <b>21.26%</b> |

# October 2019

Sun      Mon      Tue      Wed      Thu      Fri      Sat

|   |                                |                                 |           |   |                                       |   |
|---|--------------------------------|---------------------------------|-----------|---|---------------------------------------|---|
|   |                                | 1                               | 2         | 3   | 4                                     | 5<br><i>5th District<br/>Conference<br/>Ceredo-<br/>Kenova #93</i>                                  |
| <i>Program of Month<br/>Education<br/>Constitution &amp; Bylaws</i>                     |                                |                                 |           |   |                                       |   |
| 6   | 7                              | 8                               | 9         | 10  | 11                                    | <i>126th Dist.<br/>Aux. Conf. in<br/>Welch at<br/>Sterling Drive<br/>In. Hosted by<br/>Gary #38</i> |
| <i>13 1st Dist.<br/>Auxiliary<br/>Conference<br/>Pine Grove<br/>#81 Byrd<br/>Center</i> | <i>14<br/>Columbus<br/>Day</i> | <i>15<br/>Target #2<br/>35%</i> | <i>16</i> | <i>17</i>   | <i>18<br/>Spirit Articles<br/>Due</i> | <i>19</i>   |
| <i>20</i>   | <i>21</i>                      | <i>22</i>                       | <i>23</i> | <i>24</i>   | <i>25</i>                             | <i>26<br/>Department<br/>Commanders'<br/>Homecoming</i>   |
| <i>27</i>   | <i>28</i>                      | <i>29</i>                       | <i>30</i> | <i>31</i><br> |                                       |   |



*WV Department American Legion*

*Commander's Homecoming*

*Barbara Burdette*

*When - October 26<sup>th</sup>, 2019*

*Where - Ronceverte, WV - Ronceverte Recreational  
Center/Clifford Armory*

*Time - Social Hour 5:30-6:30*

*Dinner - Served - 6:30*

*Tickets - \$20*

*Fairfield Inn & Suites by Marriott Lewisburg*

*Address: 273 Coleman Dr, Lewisburg, WV 24901*

*Phone: (304) 645-7999*

*10 Blocked Rooms for the American Legion -*

*Veteran rate - \$94/night plus Tax*

*Contact Barbara @ 304-661-4979 or by*

*email @ [bburdette3@frontier.com](mailto:bburdette3@frontier.com) for tickets and map*

*Other Hotels available in the area at a higher rate*





2019-2020

Department President

**Sharon Kauffman**

# *Homecoming*

**Saturday, November 2, 2019**

**Martinsburg Moose**

201 Woodbury Ave.

Martinsburg, WV 25404

## **Lodging Special Rate:**

**\$104.00 plus tax**

Must book by 10/15/19

20 rooms have been reserved under American Legion Auxiliary.

**Holiday Inn**

**301 Foxcroft Ave.**

**Martinsburg, WV 25401**

**304-267-5500**

## **TICKETS**

**\$20.00 PER PERSON**

Social Hour 5-6pm

Dinner & Program 6-8pm

Karaoke to Follow

Dinner: Fried Chicken, Pork

Tenderloin, Mash Potatoes,

Corn, Green Beans, Salad, &

Dessert

**CONTACT SHARON**

**@ 304-582-2973 for tickets**

WHO RECEIVES SPIRIT: Emailed to all **Unit Contacts** and any **Unit Officers** with an email address. It is emailed to

**All Department Officers, Department Chairmen, District Presidents/Vice Presidents, Past Department Presidents** with emails. Spirits are posted monthly on the website: [www.wvvaux.org](http://www.wvvaux.org) Unit Presidents **with no email contact** will receive a free copy.

***Subscription will Cost \$18.00***

***Runs August through July Each Year***

**MAIL TO:**

**Department of West Virginia  
1251 Doolin Run Road  
New Martinsville WV 26155-7808**

NAME: \_\_\_\_\_

STREET ADDRESS OR PO BOX: -----

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_