

<p style="text-align:center"><b>AMERICAN LEGION AUXILIARY</b> <b>Department of Ohio</b></p>
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## **STANDING RULES**

Revised – July 2011

### **DUTIES OF UNITS**

1. The Units shall be instructed to use the donation sheets when sending any donation to Department Headquarters.
2. The Units shall be instructed to use Official Order Forms for all supplies ordered from Department Headquarters.
3. All correspondence with Department Headquarters must include Unit number, name and address.
4. The records of a Unit are NOT private property. If their surrender to newly elected officer is not accomplished at the beginning of the Auxiliary Fiscal Year, August 1, legal steps may be taken by the Unit to secure the records.
5. Units are urged to invite surrounding Units to attend the special functions to which a Department Officer(s) is invited. Each Department Officer's expenses are to come from her allowance.
6. Units are permitted to use Poppy funds to purchase Volunteer Hospital Worker's uniforms and pay transportation expenses and expenditures on behalf of Field Service Programs.
7. Past Presidents Parley dues may be taken from Poppy funds.
8. All Units are required to have a Federal ID Number and to file annually with the IRS.
9. If the Department President has a Special Project Fund for her administrative year, donations shall be made by Units or individuals. General Fund moneys are to be used for this project.
10. Units are encouraged to promote both the Department and National Scholarship programs in their high schools. However, they must be aware that a Unit may sponsor only one participant for each scholarship.
11. All scholarship applications (Department and National) are available from Department Headquarters.
12. A blank report or a report with all "no" answers does not constitute a report if nothing is reported on the report form.

### **DEPARTMENT COMMITTEE RECOMMENDATIONS**

**\*AMERICANISM – It is recommended that:**

1. The Americanism Committee is responsible for all instructions, projects, reports, and awards.
2. Americanism materials be available for distribution to members attending School of Instruction and Mid-Winter Conference.
3. The "All American School" program continues to be promoted.
4. The promotion of the Americanism and Government Test Program and the Washington, D.C. bus trip for winners be continued and financial support by the Units urged.

5. Units be encouraged to participate in the Oratorical Contest in cooperation with the American Legion Posts.
6. Units be encouraged to donate to the Spirit of Youth Fund.
7. The Citizens Flag Alliance continues to be promoted to ensure proper respect of our Flag and to achieve passage of a Constitutional Amendment to protect our Flag.
8. The Department Americanism Essay Contest continue.
9. The District Chairmen send the Department Chairman a list of units that have submitted an annual report in order for Department Headquarters to issue Citation of Merits to qualified units.

**\*AUXILIARY EMERGENCY FUND – It is recommended that:**

1. A space be provided on the annual report for the Units' contributions to their local emergency fund.
2. Individual Unit members be encouraged to contribute to the Auxiliary Emergency Fund, as a real need exists for Ohio's emergencies.
3. Individual members be encouraged to contribute and Units consider making a donation to the Auxiliary Emergency Fund in lieu of flowers.

**\*BUCKEYE GIRLS STATE – It is recommended that:**

1. The Buckeye Girls State Delegate Fee be \$250.00 per delegate for application requests received in Department Headquarters postmarked on or before the February deadline and the Buckeye Girls State delegate fee be \$275.00 per delegate for application requests received in Department Headquarters postmarked after the February deadline.
2. That the number of delegates accepted at Buckeye Girls State be determined on the ability to recruit adequate staff.
3. The Buckeye Girls State Delegate Orientation be accessed through the Buckeye Girls State website. Delegates must complete the orientation before attending Buckeye Girls State.
4. Units must certify their delegates were chosen after the Unit's selection panel conducted personal interviews with each of their Girls State candidates. Units may not send delegates to Buckeye Girls State without following the interview process. The selection process must be fair and consistent.
5. Delegates be responsible for their own transportation to and from Buckeye Girls State as advised by the National Counsel General.
6. The Buckeye Girls State Endowment Fund be promoted and encouraged and that an awards system for contributions made to the Endowment Fund in the amount of \$50.00 or more be continued.
7. Income from the Endowment Fund may be used to help meet the operating expenses of Buckeye Girls State if necessary.
8. All delegates must clearly understand that the American Legion Auxiliary, which sponsors Buckeye Girls State, is dedicated to the service of God and Country, and further, both God and Country is promoted throughout the program. Delegates must be willing to participate in every aspect of the program.
9. All Units be encouraged to contact their local media after selection of Delegates and Alternates and upon their return from Buckeye Girls State to promote the program.

**CHAPLAIN – It is recommended that:**

1. The Resolution of Respect continues to be available at cost from Department Headquarters.
2. The Senior Book of Prayers shall be continued and the entry size be 4"x6" to 8 1/2" x11"
3. The Junior Book of Prayers shall be continued and the entry size shall be 3"x5" to 8 1/2 "x11"
4. The Unit Chaplain report the death of a member as soon as possible on the Member Data Form supplied by Department Headquarters and include the Decedent's Membership, Unit and District numbers. The completed form is To be submitted to Department Headquarters
5. Department Staff will compile records of deaths (from Member Data Forms) to be printed quarterly in the Buckeye Messenger.
6. A citation be awarded to the Unit in each District who sends in the most prayers for the Department President's Prayer Book.
7. Prayers shall be sent to the Department Chaplain by May 15 of each year so she may enter them in the Department President's Prayer Book in time for Department Convention.

**\*CHILDREN & YOUTH – It is recommended that:**

1. The Children & Youth Committee is to be responsible for all instructions, projects, reports and awards.
2. Children & Youth materials to be available for distribution to members attending the School of Instructions and Mid-Winter Conference.
3. The American Legion Child Welfare Foundation continue to be promoted and donations be sent to Department Headquarters.
4. The Children & Youth assessments to be listed as a donation on the Unit Children & Youth Report.
5. Should there not be sufficient funds in the Americanism & Government Test Trip Fund, the balance of the expenses for the Americanism & Government Test Trip to be paid from the Children & Youth Fund.
6. Should there not be sufficient funds in the Department Education Fund, the balance of the expenses for scholarships to be paid from the Children & Youth Fund.
7. The Department Junior President is to be presented a cash gift of \$50.00 at the conclusion of her term of office, and the expense of that gift be paid from the Children & Youth Fund.
8. The District Chairman send the Department Chairman a list of units that have submitted an annual report in order for department Headquarters to issue Citation of Merits to qualified units.
9. The Children & Youth Vice Chairman shall judge the "Miriam Junge Plaque" and shall be the Department liaison of the American Legion Child Welfare foundation.
10. The District Children & Youth Chairman send the first place winners (from each membership group) to Department Chairman to be judged. There will be certificates given at the pre-convention meeting for the best green report and a certificate to the best overall green report

**\*COMMUNITY SERVICE – It is recommended that:**

1. The Community Service Committee be responsible for all instructions, projects, reports and awards.
2. Community Service materials be available for distribution to members attending School of Instruction and Mid-Winter Conference.
3. The Ohio Community Service Disaster Fund be used as needed. A completed application is to be sent to Department Headquarters. The Finance Chairman and Department Secretary will review the application and notify the applicant with a check if approved, or if disapproved, return the application to the applicant. The Finance Committee shall establish the amount given in the annual budget or as funds are available.
4. The “Make a Difference Program” on the fourth (4<sup>th</sup>) Saturday of October continue to be promoted.
5. The District Chairmen send the Department Chairman a list of units that have submitted an annual report in order for Department Headquarters to issue Citation of Merits to qualified units.

**\* CONSTITUTION & BYLAWS – It is recommended that:**

1. Units be encouraged to use the Unit Model Constitution and Bylaws as a guide in revising their Constitution and Bylaws.
2. Each Unit send two copies of its updated and revised Constitution and Bylaws to the Department Constitution & Bylaws Chairman for review. Name and address of contact person, signatures of committee members, and date of Unit approval must be listed at the end of the document.
3. The Department Chairman review the Unit Constitution and Bylaws with guidance from the Department Parliamentarian and National Constitution & Bylaws Chairman if necessary. If the Chairman accepts the documents, the Constitution and Bylaws will be signed by the Department Chairman, dated, and placed on file at Department Headquarters as the official copy. If the documents are not accepted they will be returned to the Unit with recommendations from the Department Chairman. The Unit will be requested to make the recommended corrections and return the documents to the Chairman for acceptance and filing.
4. The Department Constitution and Bylaws Chairman continue the program of informing Units of the importance of keeping their Unit Constitution and Bylaws current.
5. Every Unit shall have a Constitution and Bylaws on file at Department Headquarters. This document shall include changes made in the National and Department Constitution and Bylaws pertinent to the Units.
6. Each Unit be encouraged to have the current Unit Handbook, National Constitution and Bylaws, and Department Constitution & Bylaws.
7. The Department Constitution and Bylaws be reviewed annually and amended as needed.
8. Each Unit, when revising their Constitution and Bylaws, must incorporate any section marked “Mandatory” and that sections marked “Mandatory, exact wording must be used” must be incorporated exactly as in the Unit Model Constitution and Bylaws.
9. April 30<sup>th</sup> be the deadline for sending in new or revised Constitution and Bylaws to the Department Chairman.
10. The Department Constitution & Bylaws Chairman file in Department Headquarters a list of Units that have submitted a revised Constitution & Bylaws during the administrative year.

The list is to be sorted numerically by District then Unit and is to include the date processed and action taken (ie: approved and filed, returned for corrections).

**\*EDUCATION – It is recommended that:**

1. The Education Chairman shall be responsible for promoting all of the National programs, including but not limited to: American Education Week, Need-A-Lift, and all scholarships available.
2. The National Scholarship Consolation Awards and Department Awards shall be paid directly to the college or university, in accordance with their guidelines (e.g. National Presidents Scholarship, Spirit of Youth Scholarship, etc.)
3. A \$1,500 Department President's Scholarship and a second-place \$1,000 Scholarship shall be awarded. These shall be charged to the Department Education Fund.
4. A \$500 scholarship shall be awarded to the applicant selected by the Department of Ohio for each of the following scholarships should the applicant not be a National winner: the National President's Scholarship, the Spirit of Youth Scholarship for Juniors, and the National Non-Traditional Scholarship. Each of these shall be charged to the Department Education Fund.
5. A Continuing Education Fund shall grant a total of \$3,000 to those applicants already enrolled in an institution of higher learning to continue their education. Fifteen (15) grants of \$200 each shall be awarded, or if less than 15 applicants, \$3,000 divided equally among them. These shall be charged to the Department Education Fund.
6. Units shall be encouraged to promote both the Department and National scholarship programs in their respective high schools. However, they should be aware that they may sponsor only one participant for each scholarship.
7. All scholarship applications, Department and National, shall be available from Department Headquarters.
8. The Valley Forge Teachers Seminar continue to be promoted and the Department sponsor one applicant. Any previous participant may not reapply.
9. All Department applications shall be revised annually by the Department Education Chairman to meet current scholarship standards (re: transcripts, SAT or ACT scores, etc.)
10. All scholarship applications must be reviewed and signed by an American Legion Auxiliary Unit Officer. Before signing each application, the unit officer must confirm all sections of the application are complete and all other necessary paperwork is included. The unit officer shall mail the application.
11. All Education Scholarship applications are to be mailed to the Department Education Chairman, upon completion by the Unit Officer. The Department Education Chairman will forward copies of all winners to the National President's Scholarship, Non-Traditional Scholarship, and the Spirit of Youth Scholarship for Juniors. The applications will be mailed to the Department President to be signed and forwarded to the appropriate National Chairman. Copies of all applications need to be maintained by the Education Chairman and then forwarded to the Department HQs for record keeping purposes.

**\*HISTORY – It is recommended that**

1. A Certificate of Achievement be given to the Unit submitting the best annual report.
2. A Certificate of Achievement be given to the Unit submitting the best History Scrapbook.
3. A Certificate of Achievement be awarded for 2<sup>nd</sup> and 3<sup>rd</sup> place for the Best All Round History.
4. All Department Chairmen send a copy of their annual report to the Department Historian for the purpose of recording in the History narrative sent to National for judging.

**\*JUNIOR ACTIVITIES – It is recommended that:**

1. The Department Junior Activities Chairman shall be responsible for:
  - a. The Martha Van Horn Plaque
  - b. Erwina Ehresman Department Attendance Award
  - c. Adopt-A-Grandparent (from Unit reports)
  - d. Helen Sloan Plaque
  - e. Merry-Lyn Plaque
  - f. Activities Sheets
  - g. Conference Covers (after first being judged at District)
  - h. Paying all bills pertaining to Junior Conference from the budgeted funds. She will then submit a financial report, with receipts, to show how the money was spent.
2. The Second Member shall be responsible for:
  - a. Minutes of every Committee meeting.
  - b. Junior in Action contest.
  - c. American Spirit Contest
3. The Third Member shall be responsible for:
  - a. Junior Unit History Narrative (after first being judged at District). Winning Junior Unit History Narrative will be sent to the Department Historian.
  - b. Dorothy McCullough Plaque
  - c. Pen Pal Program
4. The Department Junior Activities Committee will plan and be responsible for the Department Junior Convention. The date and location must be approved by the Department Executive Committee by the January Mid-Winter DEC meeting.
5. All information pertaining to Junior Activities, including guidelines, be sent automatically to each Unit, Department Junior Activities Committee, District Chairmen, the Honorary Department Junior President, and Honorary Department Junior Vice President in a bulk mailing
6. The Senior and Junior membership goals be broken down for each Unit in the first membership mailing to the Units.
7. The Department Membership Chairman will advise the Department Junior Activities Committee and the District Junior Activities Chairman of the Junior Membership by Units as of March 31<sup>st</sup> of each membership year.
8. The Junior Seminar Program continue in conjunction with the Department Junior Convention to be held on a weekend in May approved by the Department Executive Committee.
9. The Travelogue be continued. The Ohio County to be selected by the Department Junior Activities Chairman.
10. The retiring Honorary Department Junior President be the delegate to the National Junior Meeting and the Honorary Department Junior President-Elect be the alternate. If one or both cannot attend National Convention, the Department President with the assistance of the

Department Junior Activities Chairman appoint a replacement starting with Department Junior Officers, out-going District Junior Presidents, and incoming District Junior Presidents who are attending National Convention.

11. The Honorary Department Junior Vice President serve as the Honorary Department Junior Historian.
12. Delegates and Alternates to the Department Junior Convention must be at least six (6) years old.
13. That there shall be 5 classes of Junior membership:
  - Class I - Birth to and including 6 years of age
  - Class II - 7 to and including 9
  - Class III - 10 to and including 12
  - Class IV - 13 to and including 15
  - Class V - 16 to and including 18
14. The Delegate to the National Junior Meeting must give a detailed report of the National Junior Meeting at the next Department meeting and at the Department Junior Convention.
15. There be a Junior meeting at all Department meetings, except Department Convention, pending approval of the Department Finance Committee and the Department Executive Committee.
16. All awards won by Senior advisors shall be presented at the Department of Ohio Convention.

**\*LEADERSHIP – It is recommended that:**

1. The registration fee be determined by the Finance Committee.
2. Fifteen (15) people be registered to have a Leadership Workshop.
3. The Department Plan of Action be available for purchase to Unit members at a price determined by the Finance Committee.
4. Districts and Units be encouraged to hold Leadership Workshops.

**\*LEGISLATIVE – It is recommended that:**

1. Recognition be given to Unit Chairmen and members who have written and received replies from letters sent to various legislators. These replies to be attached to the Legislative annual report and sent to the Department Legislative Chairman (copies are acceptable).
2. The Department Legislative Chairman establish an Ohio Legislative Council. Names, addresses, phone numbers, email addresses, congressional districts, etc. must be reported to National and be on file in Department Headquarters.
3. The Department Legislative Chairman may attend the National Awareness Assembly in Washington D.C. Financing to be determined by the Finance Committee.

**\*NATIONAL SECURITY – It is recommended that:**

1. The Department National Security Chairman may attend the National Awareness Assembly in Washington D.C. Financing to be determined by the Finance Committee.
2. A Certificate of Merit awarded to the Unit with the most outstanding National Security program based on the annual (green) report. The winner will be selected from the Unit reports per membership categories.

**\*MEMBERSHIP – It is recommended that:**

1. Junior Goal Ribbons will be presented to all Units achieving Unit Junior Goal by the March 31, 2012 deadline.
2. Goal Ribbons will be presented to all Units achieving Unit Goal by the May 31, 2012 deadline for Citation of Merit.
3. The 2012 Unit Junior Goal will be the actual Unit Junior membership paid into Department Headquarters as of July 28, 2011, plus one (1).
4. The 2012 Unit Goal be the actual total Senior and Junior Unit membership paid into Department Headquarters as of July 28, 2011, plus as follows:

Class I	(10-50 members)	plus 2 (goal must be at least 10)
Class II	(51-100 members)	plus 3
Class III	(101-200 members)	plus 3
Class IV	(201-400 members)	plus 3
Class V	(401-600 members)	plus 3
Class VI	(601 plus members)	plus 3

**\*PAST PRESIDENTS PARLEY – It is recommended that:**

1. Past Presidents Parley dues are \$1.00 per member. Dues are used for special treats for women veterans in the VA Hospitals and the Ohio Veterans Home.
2. All Past Presidents Parley dues, the list of names of the Unit Past Presidents and donations for the Nurses Scholarships program are to be mailed directly to Department Headquarters. The Department membership clerk will send the membership cards to the units. (All checks to be designated to the proper account.) (Resolution passed at Department Convention July, 2001)
3. The Nurses Scholarships be promoted and units be encouraged to send donations to Department Headquarters by June 1, 2011.
4. The PPP Chairman must receive the Nurses Scholarship applications by May 15, 2011.
5. The PPP Nurses Scholarship Funds shall be awarded as money permits with a minimum of \$300.00 per scholarship.
6. Any Unit or District wishing to donate a full scholarship in their name must notify Department Headquarters by June 1, 2011.
7. The Department of Ohio American Legion Auxiliary shall award four nurses’ scholarships in honor of each Ohio Past National President. A maximum of \$500.00 for each nurse’s

scholarship shall be taken from the Children & Youth Fund. The amount of the scholarships awarded may be increased as money permits from the PPP Nurse's Scholarship Funds.

8. The "Auxiliary Member of the Year" *will* be recognized at the Department Past Presidents Parley Luncheon. She will be provided with a luncheon ticket and a corsage with funds taken from the Past Presidents Parley Fund.
9. The "Auxiliary Member of the Year" will be awarded \$150.00 if she attends National Convention, funds to be taken from National Convention Fund.
10. All Active Duty Service women/women veteran honorees selected by the Past Presidents Parley Chairman will be recognized at the Department Past Presidents Parley luncheon and be provided a luncheon ticket, charged to the Past Presidents Parley Fund.

**\*POPPY COMMITTEE – It is recommended that:**

1. Department Headquarters send the Poppy Order Form for small and large poppies in the first Bulk Mailing. The Deadline for ordering the small poppies in order to qualify for the Department Citation of Merit will be December 31.
2. The deadline date for the Poppy Report be May 31, 2012.
3. The Miss Poppy Scrapbook recipient, at her own expense, be invited to the Department Convention to be presented.
4. Poppy Shop Open House be on Sunday, April 15, 2012.
5. The Department Poppy Chairman arrange to meet with the Volunteer Coordinator at the Ohio Veterans Home at Sandusky at least six (6) weeks prior to Poppy Shop Open House to finalize plans.
6. The Miss/Master Poppy application list times for Poppy Shop Open House events and that the participants may stay in a supervised waiting area prior to the Poppy Parade. Coordination needs to be made directly with OVH to reserve waiting area.
7. The Unit Poppy Award (narrative) and Poppy Poster Contest by May 1, 2012.

**\*PUBLIC RELATIONS – It is recommended that:**

1. Units will be asked to submit at least one (1) article for the Department Press Book.
2. The Department 2<sup>nd</sup> Vice President will compile a Department Press Book to be presented to the Department President at the Fall School of Instructions.
3. The 14 District Presidents are required submit an article for each issue of the Buckeye Messenger.
4. The 5 Major Department Chairmen – Americanism, Children & Youth, Community Service, Junior Activities, and Veterans Affairs and Rehabilitation – should submit an article for each issue of the Buckeye Messenger.

The Department Officers, including Department President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and Secretary/Treasurer, are required to submit an article for each issue of the Buckeye Messenger

**\*UNIT DEVELOPMENT AND REVITALIZATION – It is recommended that:**

1. The Department U.D. & R. Chairman will communicate monthly with the 14 District U.D. & R. Chairmen.
2. The Department may hold a Unit Development & Revitalization Workshop in the fall of each Auxiliary administrative year at a central location for the purpose of training members of the District U.D. & R. teams.
3. The District U.D. & R. Chairman and the District President of each District shall keep each other informed of Unit membership updates and of any Unit issues which the Unit Development & Revitalization team could assist an individual Unit or the District President.
4. No Unit charter cancellation shall be accepted without the Department U.D. & R. Chairman first being informed of the reason and revitalization attempted for the respective Unit.
5. The Unit Development & Revitalization Information Packet/Tool Kit be given to each District UD&R Chairman and District President at the beginning of each year. This packet is to remain part of the UD&R Program.
6. When the District President or District Unit Development & Revitalization Chairman are called into a Unit for the purpose of Revitalization they are to compile a file on the Unit and send to the Department Unit Development & Revitalization Chairman for her records.

**\*VETERANS AFFAIRS & REHABILITATION – It is recommended that:**

1. The Chairman shall:
  - a. Work with the Hospital Director in establishing the priorities for each facility.
  - b. Be responsible for the overall success of the VA&R Program.
  - c. Go on the VA Hospital Tour with the Hospital Director and the Department President.
2. The V. A. & R. Committee be responsible for all instructions, projects, reports, and awards.
3. V.A. & R. materials be available for distribution to members attending School of Instruction and Mid-Winter Conference.
4. The Home Service Program continue to be promoted.
5. The “Gifts For Vets” Program continue and Units be encouraged to donate to the fund.
6. The Chillicothe VA monthly birthday parties be continued.
7. The contact and follow-up programs continue to be promoted for patients released or reassigned by the VA Hospital.
8. The small gift project for the hospitals be continued.
9. We continue to promote recruitment of more volunteer hospital workers, home service volunteers, and field service volunteers.
10. We continue to promote the Field Service Volunteer program in the Department of Ohio by continuing the appointment of a Field Service Director and District Field Service Instructors appointed by the Department president and approved by the Department Executive Committee.
11. The Field Service Director be given a copy of the Veterans Affairs & Rehabilitation National Plan of Action with a complete list of names and addresses of National and Division Chairmen.
12. A minimum attendance and registration fee, to be determined by the Department Finance Committee and approved by the Department Executive Committee, be required for a Field Service Orientation Course. The registration fee may be taken from the Unit’s restricted funds.
13. We continue our program for the Homeless at the VA Hospitals.

14. The District Chairmen send the Department Chairman a list of units that have submitted an annual report in order for Department Headquarters to issue Citation of Merits to qualified units.

## **STANDING RULES PERTAINING TO TROPHIES**

Due to the age and condition of most of the trophies, it was recommended they be retired and plaques be presented each year in their place. The trophies had all been revolving and Units only had them one (1) year, unless won for another year. By presenting the plaque, this became a permanent award for the Unit. The original Units and/or persons who donated the trophies were contacted and permission was given by them to present the plaques instead.

Contributions must be received in Department Headquarters by June 1 in order to qualify for awards pertaining to donations.

All requests for new plaques must be submitted to the Department Finance Committee and the Department Executive Committee for approval. No personally named plaques shall be established after Department Convention, 1998.

One plaque may be given for one name to eliminate confusion.

### **AMERICANISM (6)**

1. Patricia Logan Plaque – “Best All Around Americanism Program”. Presented to the Unit with the most outstanding Americanism program based on the annual report. The winner will be selected from the first place reports per membership categories submitted to the District Chairmen.
2. Mary Walker Plaque – “For Most Contributions Per Capita to Americanism & Government Test Trip”.
3. The Americanism Spirit Plaque – “Presented to the Auxiliary Member With the Best Narrative”. Department Chairman selects the title.
4. Norma Frazier Plaque – “All American School Award” (3). Presented to schools displaying the most outstanding Americanism program throughout the year. Units are to submit application.
  - a. 1 Plaque for the High School
  - b. 1 Plaque for the Middle School (Resolution adopted 2006 Department Convention, Dayton)
  - c. 1 Plaque for the Elementary School

### **AUXILIARY EMERGENCY FUND (1)**

1. Ardith Cooper Plaque – “To the District President with the Highest Donation Per Capita to the Auxiliary Emergency Fund”.

### **COMMUNITY SERVICE (3)**

1. Anna Mae Beckley Plaque – “For Best All Around Community Service Program” based on narrative submitted by the Unit.
2. Spirit of Community Plaque – “Best Narrative on a Community Project Involving Unit and/or Other Organizations”.
3. Mary Parker Plaque – “Best Community Service Program” for the year (single program, narrative).

**CHILDREN & YOUTH (2)**

1. Leta Zeller Plaque – “District President with the Highest Percentage of Units Contributing to the American Legion Child Welfare Foundation”.
2. Miriam Junge Plaque – “Best Year-round Program for Children & Youth” based on narrative submitted by the Unit.

**CHAPLAIN (1)**

1. Ruth Adams Plaque – “Best Unit Chaplain Report Following National and Department Guidelines”.

**EDUCATION (1)**

1. Agnes Merritt Plaque – “Best Year-round Program in Education” based on narrative submitted by the Unit.
2. Betty Robaszkievicz Plaque – “Unit contributing the largest monetary donation to the Department of Ohio Education Fund” (Resolution adopted 2003 Department Convention, Toledo)

**JUNIOR ACTIVITIES (6)**

1. American Spirit Plaque – “Junior Members Only” presented at the Department Junior Convention for the best Americanism narrative and judged by the Junior Activities Committee.
2. Dorothy McCullough Plaque – “Best Narrative in Americanism by a Senior Advisor for a Junior Group” presented at Junior Convention.
3. Martha Van Horn Plaque – “Most Miles” traveled to Department Junior Convention (members present multiplied by distance traveled).
4. Erwina Ershman Plaque – “Highest Percentage of Junior Members Present” presented at Junior Convention.
5. Helen Sloan Plaque – “Best Year-round Program for Juniors” narrative submitted by the Unit and presented at Department Convention.
6. Merry-Lynn Plaque – “Junior Auxiliary Member of the Year” presented at the Junior Convention. (Named for Past Department President Marilyn Warner). Winner is submitted for National competition.

**HISTORY (1)**

1. History Plaque – “Best All Around History”.

**LEGISLATIVE (1)**

1. Emma McBane Plaque – “Best Legislative Report” based on annual report form. 1987 was presented by Past Department President Donna Miller honoring her mother.

**MUSIC (1)**

1. Patricia Courtney Plaque – “Most Outstanding Year Round Program in Music” based on narrative submitted by the Unit.

**MEMBERSHIP (4)**

1. Jane Bates Plaque – “Highest Numerical Increase Over Goal”.
2. Patricia Riley Plaque – “Second Highest Numerical Increase Over Goal”.
3. Doloris Kilgore Plaque – “Highest Percentage of Membership Over Goal”.

4. Jackie Bayer Plaque – “Most New Members Per Capita” (new Units will use the number of Charter Members as a base, all others will use their goal).

#### **NATIONAL SECURITY (2)**

1. Avonelle Clinger Plaque – “Best All Around National Security Program” based on annual report form.
2. Phyllis Nickoson Plaque – “District President with the Highest Percentage of Units Reporting on National Security”.

#### **PAST PRESIDENTS PARLEY (1)**

1. Past Presidents Parley Plaque - “Best Report Form”.
2. Jo Hrabak Plaque – “Unit contributing the largest monetary donation to the Past Presidents Parley Nurses Scholarship Fund”. (Resolution adopted 2002 Department Convention, Akron)

#### **POPPY (1)**

1. Shelley Riggs Plaque – “Best All Around Poppy Program” based on scrapbook.

#### **PUBLIC RELATIONS (4)**

1. Marie Moore Plaque – “Best All Around Press Book for Units over 200 Members.”
2. Doris Wainwright Plaque – “Best All Around Press Book for Units under 200 Members.”
3. Anne Eshelman Plaque – “District President with the Best Year-round Newsletter”.
4. Nancy Sallot Plaque – “Best Year-round Activities Reported in all Media”.

#### **VETERANS AFFAIRS & REHABILITATION (4)**

1. Blanche Klein Plaque – “Best All Around Veterans Affairs & Rehabilitation Program Based on the Annual Report Form”.
2. Sue Friedrich Plaque – “Best Narrative Report for Veterans Affairs & Rehabilitation Program”.
3. Olive Ruffner Plaque – “Most Outstanding Hospital and/or VA Outpatient Volunteer”.
4. Marie Moore Fund Plaque – “For Units Donating Most Per Capita to the Gifts For Vets Fund”.
5. Volunteer Award – “Most Hours Served in a VA Medical Center” (must meet all requirements as set forth in the voluntary service program for a VA Medical Center Volunteer) presented at Department Convention.

**OTHERS AS NEEDED** – The plaques above were adopted by a Resolution at the Department Convention, 2000.

## CITATION OF MERIT REQUIREMENTS

Resolution Adopted Department Convention, 1997.

PROGRAM	REPORTS REQ'D	MAIL TO	DEADLINE
Americanism	1	District Chairman	May 1
Bonding Fee *	0	Department Headquarters	May 1
Chaplain	1	Department Chaplain	May 1
Children & Youth	1	District Chairman	May 1
Community Service	1	District Chairman	May 1
History	1	Department Chairman	May 1
Legislative	1	Department Chairman	May 1
Membership **	0	Dept. Headquarters	GOAL by last day of business in May
National Security	1	Department Chairman	May 1
Poppy ***	1	Department Chairman	Deadline Date
Plus Small Poppy Purchase ****		Department Headquarters	Dec 31
Veterans Affairs & Rehab	1	District Chairman	May 1

\* The Unit Bonding Fee must be paid and received in Department Headquarters on or before May 1 of the year for which it is due.

\*\* Membership Goal is set by Department and listed in the Buckeye Messenger. Transmittal forms accompanied with properly marked stubs (A&B) must be received in Department Headquarters on or before 10:00 AM the last day of business in May of each year; all transmittals must be accompanied by a check in the correct amount. Do not include any other moneys in your check for Membership dues.

\*\*\* Deadline date for Poppy Report is determined by the Department Poppy Chairman and is stated on the annual report form.

\*\*\*\* Purchase of small veteran-made Poppies for distribution in your community must be made through Department Headquarters. Small poppies must be ordered and paid for by December 31 of each year to be considered for a Citation of Merit. Send Poppy Order Form with check in correct amount payable to:

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OHIO, INC.  
P O BOX 2760  
ZANESVILLE OH 43702-2760**

All required reports must be made on OFFICIAL REPORT FORMS. A report form with nothing reported does not count as a report received.