



## Department of Ohio Plan of Action

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### LEGISLATIVE

#### **CHAIRMAN**

Shelley Riggs  
6660 Swing-a-Long Lane  
Nashport, Ohio 43830  
(740) 454-2663 (home)  
(740) 607-0419 (cell)  
Email –sjriggs@columbus.rr.com

**REPORT DUE :  
April 15, 2016**

#### **CITATION OF MERIT**



#### **REQUIREMENT**

**SEE BACK SIDE FOR REPORT FORM & NARRATIVE INFORMATION**

# Department of Ohio Plan of Action

## 2015 – 2016 Department Report Form

This form should be attached to each narrative that is submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information as completely and accurately as possible. If a Unit only completes this form and does not do a narrative, they will still receive credit as having completed a report. However, if the report shows all zero's or blank information this will not qualify as an actual report.

**Please complete the following.** Be sure to give the complete name of your Unit.

District # \_\_\_\_\_ Unit # \_\_\_\_\_ Membership Goal \_\_\_\_\_

Full Official Name \_\_\_\_\_

Unit President/Chairman (circle one) Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Member ID # \_\_\_\_\_

Specific Award Name (if applicable) \_\_\_\_\_

### **PROGRAM: LEGISLATIVE**

**Answer the following Questions or include answers in your narrative and fill in the boxes at the bottom**

#### **Program Summation:**

- How many times did members contact (phone calls, emails, letters, faxes, visits, etc.) their national elected officials about Legislative priorities of The American Legion? \_\_\_\_\_ Please provide details and specific topics/priorities in your narrative.
- What legislative activities (town hall meetings, legislative receptions) did members attend in their communities and departments? \_\_\_\_\_ Please describe in your narrative.
- How did members develop relationships with their elected officials? \_\_\_\_\_ Please describe.

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total \$\$ Spent Promoting Program
			\$

**If you would like to be considered for a Department or National Award attach your narrative to this report form. Follow all criteria when composing your Unit Program Narratives. Criteria for ALL narratives are as follows:**

Narrative must be typed written in narrative form.

Narrative must not exceed 1,000 words. (Can be fewer words if program dictates)

Narrative may include photographs and news articles.

Optional-A copy of your Unit ALA Impact Form (Only necessary if it is required based the Plan of Action Directions)

**Report Deadline: April 15, 2016**

**Narrative Deadline: April 15, 2016**

**MAIL TO DEPARTMENT LEGISLATIVE CHAIRMAN**

Shelley Riggs, 6660 Swing-a-Long Lane, Nashport, Ohio, 43830

sjriggs@columbus.rr.com

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The Legislative Program provides information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of The American Legion.

## LEGISLATIVE

### **What is this program, and why do we have it?**

The Legislative Program provides information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of The American Legion.

### **What Can You Do?**

#### **1. Encourage and empower members to be more knowledgeable to take action on The American Legion's legislative priorities.**

##### **Ideas:**

##### **Member**

- Subscribe to the Legion's *Legislative Action Alerts* to receive notification when they call on all Legion Family members to take immediate action on a topic. Visit [www.capwiz.com/legion/mlm/signup](http://www.capwiz.com/legion/mlm/signup) to subscribe. Report to your unit chairman when you have done so.
- Subscribe to the Legion's *Legislative Update* to stay informed on veteran and military legislative issues. Report to your unit chairman when you have subscribed.
- Order a copy of the *ALA Legislative Advocacy Guide* through your unit or your department headquarters and follow the suggestions it contains to help build legislative awareness in your community. The guide can also be downloaded from [www.ALAforVeterans.org](http://www.ALAforVeterans.org).
- Visit the Legion's legislative website, [www.legion.org/legislative](http://www.legion.org/legislative), to keep current on legislative priorities. The site also contains the Legion's legislative priorities sheets and point papers, available for download.
  - The priority/drop sheets outline the Legion's priorities and you can "drop" these in your elected official's office.
  - The point papers provide more information on the issue and the Legion's position.
- Actively post The American Legion's legislative priorities on social media.
- Identify your U.S. representative and two U.S. senators and build a relationship and rapport with these individuals and/or members of their staff.
- Subscribe to e-newsletters of your elected officials to monitor what they consider to be their priorities and to make sure that veteran/military and national security issues are among them. Follow them on social media as well. (See each elected official's website for details how to sign-up and social media links.)
- Connect with other civic organizations to communicate The American Legion's legislative priorities for potential support and membership opportunities.
- Attend local informational town hall meetings to become better informed and to network with other community and civic organizations.
- Attend department and/or legislative meetings and activities.
- Meet with state- and national-level public officials to discuss issues facing veterans, servicemembers and their families. If possible, attend meetings with other Legion Family members.
  - a. Remember, we're putting a face on legislative topics. We can share the human reality on how issues affect veterans, servicemembers and their families.

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- Complete the Legion's *Congressional Meeting Report Form* following any meeting with your U.S. representative, U.S. senator and/or their legislative staff members. Visit [www.legion.org/legislative/aar](http://www.legion.org/legislative/aar) to complete the form.
- Let your department Legislative chairman or department president know if you have a personal or professional relationship with a U.S. representative and/or U.S. senator that serves on the Veterans Affairs committees or a member of his/her legislative staff and that you'd be willing to participate in the ALA Veterans Affairs Legislative Mini-Council. Each of these members should be willing to contact the representative, senator or staff member when called to action by the Legion on an issue.

### Unit

- Order and distribute the *ALA Legislative Advocacy Guide* from your department headquarters and distribute to members.
- Hold a unit meeting to go over the steps outlined by the *ALA Legislative Advocacy Guide* and discuss the legislative priorities.
- Invite a staff member(s) of your U.S. representative and/or senator to a unit meeting so he/she can explain the best way to contact the official.
- Include legislative priorities in unit communications (social media, newsletters).
- Work with your Legion counterpart to make arrangements for Legion Family members to meet with respective Congressional delegation while on recess and in home districts.
- Choose a different legislative priority each month and allow time at each unit meeting for members to draft letters and communicate the importance of legislation related to veterans and their families. Watch for *Legislative Action Alerts* for any pressing priority.
- Invite your department chairman to a unit meeting to explain how the department initiates legislative advocacy and how each unit can play a role.
- Work with your Legion Family to host a "Meet the Candidate" night. Make veterans/military issues the primary topic for discussion. (See the How to Sheet for details.)

### Department

- Order the *ALA Legislative Advocacy Guide* and distribute to each unit. Provide information on how members can order their own copies of the guide through their department. The guide can also be downloaded from the Legislative page on [www.ALAforVeterans.org](http://www.ALAforVeterans.org).
- Encourage members to subscribe to the Legion's *Legislative Action Alerts* to receive notification when they call on all Legion Family members to take immediate action on a topic. Visit [www.capwiz.com/legion/mlm/signup](http://www.capwiz.com/legion/mlm/signup) to subscribe.
- Encourage members to subscribe to the Legion's *Legislative Update* to remain informed about current legislation activities on Capitol Hill. Visit [www.legion.org/enewsletters](http://www.legion.org/enewsletters) to subscribe.
- Encourage all Legion Family members to complete the Legion's *Congressional Meeting Report Form* following all meetings with U.S. representatives, senators and/or their legislative staff members. Visit [www.legion.org/legislative/aar](http://www.legion.org/legislative/aar) to complete the form.
- Visit the Legion's legislative website, [www.legion.org/legislative](http://www.legion.org/legislative), to keep your units and members current on our legislative priorities. The site also contains the Legion's legislative priorities sheets and point papers.
  - The priority/drop sheets outline the Legion's priorities and you can "drop" these in your elected official's office. Printed color copies can be requested by email to [walexander@legion.org](mailto:walexander@legion.org). Be sure to include the quantity you are requesting and your contact information.
  - The point papers provide more information on the issue and the Legion's position.

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- Work with your Legion department's Legislative chairman and request that the Auxiliary be included in Legion meetings with national and state officials, and be invited to Legion legislative briefings and other functions. Encourage members to attend.
- Hold a department legislative workshop and invite members to participate in activities to articulate the purpose of the Legislative program.
  - Legion Legislative staff is authorized to travel to Auxiliary department functions by submitting a request to the national adjutant.
- Write articles on the Legion's current legislative activities and publish them in ALA newsletters, newspapers and on websites. Article content can be drawn from the *Legislative Update*, articles in the Legion's *Dispatch* or other Legion media.
- The work of the Legislative committee amplifies the work of other committees. Collaborate with your department's Veterans Affairs & Rehabilitation, National Security, Education and Americanism chairmen, depending on the legislative issue, to mobilize members and help distribute the "Calls to Action" throughout their spheres of influence.
- In joint effort with the Legion, advocate at the state level to identify and initiate specific steps that need to be taken to provide transitioning service members and military spouses with the credentials they need as they transition into civilian life, reducing barriers to licensing based on one's military experience or frequent moves.
- Encourage Auxiliary members to attend the annual Washington DC Conference, which includes legislative training sessions, opportunities to visit members of Congress and the National Commander's Testimony, an address by The American Legion National Commander to Congress' Veterans' Affairs committees.
  - Members should be sure to attend the "Know Before You Go" session, a presentation from the Legion's legislative division on the priorities.
  - Members should be sure to attend the Commander's Call, a joint American Legion Family presentation which includes the detailed information of the Legion's legislative priorities.
  - Work with your Legion counterpart to make arrangements for members of your department to meet with respective Congressional delegation in conjunction with the Washington DC Conference.

In collaboration with your Legion department, coordinate days for the Legion Family to storm your state capital.

### Additional Resources You Can Use

1. [www.ALAforVeterans.org](http://www.ALAforVeterans.org) on the Legislative page:
  - *ALA Legislative Advocacy Guide*
  - How to Fill Out the Congressional Contact Form
  - How to Contact Legislators to Advocate for Veterans and Military Issues
2. [www.legion.org/legislative](http://www.legion.org/legislative) (The American Legion's Legislative Center):
  - Legislative Testimony Information
  - Point Papers, Priority Sheets, Letters of Support
  - Congressional Contact Report Form
3. Follow us on Facebook:
  - ALA National Headquarters: [www.facebook.com/ALAforVeterans](http://www.facebook.com/ALAforVeterans)
  - ALA Legislative Facebook group: [www.facebook.com/groups/2013alalegislativecommittee](http://www.facebook.com/groups/2013alalegislativecommittee) or search for "ALA National Legislative Group Page"

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## NATIONAL AWARD INFORMATION & DEADLINES

**Unit Award:** Unit Legislative Award

**Type of Award:** Citation

**Presented to:** One unit in each division (5 overall awards)

**Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.
- For the most outstanding overall legislative program in the division.
- Each entry must be typewritten in narrative form, not to exceed 500 words, and must tell the story of legislative activism and how it made a difference in the lives of veterans and their families.
- Include pictures and newspaper articles.
- Units should submit their entry to their department chairman by **April 15, 2016**
- Each Unit must submit Award to Department Legislative Chairmen Shelley Riggs, 6660 Swing-A-Long Lane , Nashport, Ohio 43830, sjriggs@columbus.rr.com .

**Unit Award:** Million Member Award

**Type of Award:** Citation Plaque

**Presented to:** One unit in each division (5 overall awards)

**Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.
- For the best demonstration of how working the mission of the legislative committee engaged, retained and attracted members to grow membership in the unit.
- Each entry must be typewritten in narrative form, not to exceed 500 words, and must tell the story of legislative activism and how it made a difference in the lives of veterans and their families.
- Include pictures and newspaper articles.
- Units should submit their entry to their department chairman Shelley Riggs, 6660 Swing-a-Long Lane, Nashport, Ohio, 43830, sjriggs@columbus.rr.com, by **April 15, 2016**

## DEPARTMENT AWARD INFORMATION & DEADLINE

**Emma McBane Plaque** – Presented to the Unit with the best all-around Legislative program based on the annual report from. The Legislative Annual Report is required for this award, send to the Department Legislative Chairman Shelley Riggs, 6660 Swing-a-Long Lane, Nashport, Ohio, 43830, sjriggs@columbus.rr.com, By **April 15, 2016**

A certificate will be presented to all Unit Chairman and members that have written and received replies from letters or emails sent to various legislators. Those replies must be attached to the Legislative Annual Report and sent to the Department Legislative Chairman Shelley Riggs, 6660 Swing-a-Long Lane, Nashport, Ohio, 43830 sjriggs@columbus.rr.com By **April 15, 2016**

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## NATIONAL LEGISLATIVE COUNCIL INFORMATION SHEET

The American Legion Auxiliary's National Legislative Council serves as a complimentary council to The American Legion's National Legislative Council. Both councils are called upon by The American Legion to advocate on behalf of veterans, service members and their families.

Each member of the council is tasked with serving as a liaison between the Legion/Auxiliary and a member(s) of Congress. Each nominee should be on friendly terms (preferably have a personal relationship) with either the member of Congress or one of their staff members, so that she can communicate, either by letter, email, phone or in person the priorities of The American Legion.

Department Presidents use this form to make nominations for the Auxiliary's National Legislative Council. Signing this form indicates that (a) you have discussed this appointment with the member and (b) she is comfortable with the responsibilities. This information is submitted to the National Legislative Committee for review prior to appointment to the National Legislative Council.

### ***Council Appointee:***

Name of Council Appointee: \_\_\_\_\_

Auxiliary Member Number: \_\_\_\_\_ Unit #: \_\_\_\_\_ Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_

Phone—Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

EmailAddress: \_\_\_\_\_

### ***Congressional Information:***

State: \_\_\_\_\_ Congressional District: \_\_\_\_\_

Name of Congress Member: \_\_\_\_\_

What personal/professional contact have you had with this member or a member of his/her staff?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***Department President Authorization:***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email the completed form to [legislative@ALAforVeterans.org](mailto:legislative@ALAforVeterans.org) or by mail to American Legion Auxiliary Washington DC Office, Attn: Legislative Program Coordinator, 1608 K St NW, Washington DC 20006.