



Ohio Unit Plan of Action



CHAPLAIN

CHAIRMAN

Anne Michel
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REPORT DUE : April 15, 2017

SEE BACK SIDE FOR REPORT FORM & NARRATIVE INFORMATION

CITATION OF MERIT



REQUIREMENT

*Serve the Lord with gladness
Psalm 100:2*

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2016 – 2017 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:
CHAPLAIN



See NATIONAL POA, once National Chaplain has been elected.

Please fill in the boxes below. Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours

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 by the Plan of Action Directions)

Report Deadline: April 15, 2017

Narrative Deadline: April 15, 2017

MAIL TO DEPARTMENT CHAPLAIN

Anne Michel
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CHAPLAIN

Congratulations on being elected or chosen to be Chaplain of your Unit, County or District. You will find this office to be a most rewarding experience. Being Chaplain can be such a source of joy and deep satisfaction. That joy can be passed down to members by asking them to participate with you to say special prayers or poems at your meetings. Remember, too, that music is an excellent way to praise God and is good for the soul. Everyone can join in – when we sing those favorite hymns and patriotic songs. One very important thing to keep in mind is that the American Legion Auxiliary does not promote any one religion and we must always be sensitive regarding this to everyone. Just as our military is made up of men and women of all faiths, we must remember that our own Unit, County or District may have members of a faith other than our own. Let us work to preserve our religious freedom. Our veterans fought to keep our Nation strong and free – honor them by regarding each person’s choice of prayer.

As Chaplain you will be asked to open and close meetings. Your prayers do not always have to be “perfect” – they just have to come from your heart. One of your most important duties is to remind your membership to inform others about members, friends and family that may need a card, a phone call or a visit. Let them know you are thinking of them and praying for them because of illness, loss or just hard times. Don’t forget our veterans – a simple card brighten a dark day.

Duties of the Chaplain

- 1) Attend all meetings and have an opening and closing prayer – they may come from the Handbook, other sources or can be written by you.
- 2) Be a good example – dignify your office – so that other members may follow.
- 3) Report names of members who are ill at meetings.
- 4) Send sympathy cards to the family who have lost someone and if possible visit the funeral home; ask if the family would like an Auxiliary service or dinner.
- 5) Be in charge of religious services for your Unit such as draping the charter or performing Memorial Services.
- 6) Visit members and veterans who may be shut- ins or who are in nursing homes – make a simple prayer book mark or card they can keep to comfort them.
- 7) Keep in touch with Gold Star mothers; remember them during the holidays.
- 8) Send cards to members and their families in the case of illness, loss or hard times.
- 9) Volunteer in Community Projects.
- 10) Make a Prayer and Devotional Book to use and encourage all members to send prayers for Department President Denise’s Prayer Book.
- 11) Encourage Junior members to also make Prayer Books and to send prayers. Remind them our veterans made it possible for them to worship in their own way.
- 12) Schedule spiritual non denominational fun events throughout the year providing spiritual growth for Senior and Junior members.
- 13) Incorporate music into the Chaplain’s program whenever possible.

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Resources

www.ALAforVeterans.org

- 1) ALA Unit Guide Book
- 2) Guidelines for National Chaplain ALA
- 3) American Legion Auxiliary Magazine “*Reflections*”

NATIONAL AWARD INFORMATION & DEADLINES

National is requesting a Mid-Year Report from each Department Chairman (as well as an end of year report). Therefore, I am asking every Unit Chaplain to please send me a Mid-Year Report of what your Unit has done thus far.

MID-YEAR REPORT DUE: DECEMBER 8, 2016

YEAR END REPORT DUE: APRIL 15, 2017

DEPARTMENT AWARD INFORMATION & DEADLINE

THE RUTH ADAMS PLAQUE

Entries must be submitted in narrative form either typed, computer generated, or neatly hand written or hand printed on 8-1/2” X 11” papers and bound in a soft cover or folder.
The narrative must be double-spaced and not to exceed 1,000 words.

- Cover page must include:
 - Name and number of Unit
 - District number
 - Name and address of Unit Chaplain
 - Word count
 - Subject of narrative: “Best Year Round Chaplain Report”

ENTRIES MUST BE POSTMARKED ON OR BEFORE APRIL 15, 2017

Note: The Award will be presented at the Department Convention in July 2017

DEPARTMENT CHAPLAIN SPECIAL AWARDS • Certificate to the Unit Chaplain/Member who submits the most prayers for President Denise’s prayer book. **DEADLINE IS APRIL 15, 2017**.

- Certificate to the Unit Chaplain/Member who submits a prayer to be used at: Fall School of Instruction Midwinter Poppy Shop Department Convention

Please include photos with your narratives of your Unit that spotlights your Chaplain program or events your Chaplain is holding. We hope to recognize Unit Chaplains during this year’s Department Convention.