



# Ohio Unit Plan of Action



## COMMUNITY SERVICE

### CHAIRMAN

Ruth Peters  
3704 Twp Rd 32 S  
West Liberty, Ohio 43357  
(937) 539-8161 (cell)

Email – rpeters3704@watchtv.net

### REPORT DUE :

### VICE CHAIRMAN

Diann Long  
17402 Independence Ct.  
Brook Park, Ohio 44142  
(216) 267-4711 (home)  
(440) 781-4935 (cell)  
Email – ken17402@yahoo.com

### April 15, 2017

### SEND REPORT TO :

Your District Community Service Chairman  
(address shown below)

### CITATION OF MERIT



### REQUIREMENT

## District Community Service Chairmen

01	553	SALLY	KNITTLE	1812 PILGRIM RD	TOLEDO	43607	(419) 720-9489	sallyknittle@yahoo.com
02	648	MARY	JUTTE	4059 CARTHAGENA RD	ST HENRY	45883	(419) 678-3314	jmjutte5@yahoo.com
03	668	JUDY	ROWETON	327 GALEWOOD DR	NEW CARLISLE	45344	(937) 845-8438	jkroweton@aol.com
04	484	TERRI	CROSWAIT	17 WOODSONG CT	AMELIA	45102-8703	(513) 716-0538	tcroswait@roadrunner.com
05	514	ALLISON	LEITZ	1004 S. MAIN ST	WILLARD	44890-9040	(567) 224-7912	allison44890@yahoo.com
06	085	LOLA	NIXON	44 CURTIS AVE	NEWARK	43055	(740) 345-1567	nix7lo@roadrunner.com
07	757	LINDA	LYONS	275 ANNIS CT	CHILLICOTHE	45601	(740) 773-0337	lyons@horizonview.net
08	011	SUSANNE	FREELAND	904 LANRECO BLVD	LANCASTER	43130	(740) 654-2287	freelanddistrict8@gmail.com
09	678	LAURA	FINSON	4516 EDMOND RD	SOUTH EUCLID	44121	(216) 287-1362	laurafinson@sbcglobal.net
10	499	LINDA	PORTER	4993 EMALENE RD	WOOSTER	44691	(330) 345-7393	llscrp@sssnet.com
11	495	LORETTA	MATHNEY	705 BARCLAY ST LOT 17	BELPRE	45714	(740) 423-8263	lorettamat60@gmail.com
12	430	AMY	KENDALL-PARKER	678 MARTHA LANE	COLUMBUS	43213	(614) 638-6683	akendall0707@gmail.com
13	315	BEVERLY	SHIPP	8021 CENTRAL AVE	CLEVELAND	44104	(216) 767-3852	ms.bev10@yahoo.com
14	449	KAREN	PEEL	2216 25TH ST SW	AKRON	44314	(330) 962-0738	karen.peel@svindustries.com

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

## Ohio Unit Plan of Action

### 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 Unit Name: \_\_\_\_\_

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

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

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

**PROGRAM:**  
**COMMUNITY SERVICE**

**CITATION OF MERIT**



**REQUIREMENT**

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

- How did members recruit community volunteers (non-members) while engaged in ALA Community Service activities and/or projects? \_\_\_\_\_
- How did members engage high school students (with or without service hour requirements to graduate) in ALA Community Service activities and/or projects? \_\_\_\_\_
- Did members volunteer for or organize service projects for any of the ALA suggested days of service? If so, which days were most successful for offering service projects? Did you have any challenges? \_\_\_\_\_
- What types of community service activities and/or projects were done in your Unit? \_\_\_\_\_

**Program Summation:**

Total Number of Volunteers	Total Number of Junior Volunteers	Total Number of Volunteer Hours	Total \$\$ Spent to Promote Program	Total Number of Veterans Served	Total \$\$ Distributed to Recipients
			\$		\$

**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, 2017**

**Narrative Deadline: April 15, 2017**

**MAIL TO DISTRICT COMMUNITY SERVICE CHAIRMAN**

# Ohio Unit Plan of Action

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The Community Service Program promotes the American Legion Auxiliary's visibility within our localities through our commitment to community, state and nation. By being a brand advocate with the Community Service Program, our members demonstrate who we are, what we do, and why we matter.

## **COMMUNITY SERVICE**

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

The Community Service Program promotes the American Legion Auxiliary's visibility within our localities through our commitment to community, state and nation. By being visible in our localities, the Community Service Program demonstrates who we are, what we do and why we matter.

### **What can you do?**

- 1. Become visible within your community. Work with and invite other organizations to work on service projects to heighten awareness of the American Legion Auxiliary's local efforts to support our veterans, servicemembers, their families and the community.**

#### **Ideas:**

##### **Member**

- Review and implement the tips, ideas and strategies in the *ALA Service Not Self Volunteer Toolbox* to be a better volunteer and offer well-rounded service projects.
  - Topic areas include who and how your service helps; be a successful volunteer; be an effective volunteer manager; start serving; join a project, make a project and sponsor a project; and share your service.
- Volunteer at and help organize service projects on ALA suggested days of service.
- Volunteer at local libraries, food pantries, domestic violence shelters, senior citizen centers, assisted living centers, nursing homes, and for service projects and causes (walks, special events, etc.). Wear your Auxiliary apparel while doing so.
- Represent the Auxiliary as a member of local community boards and committees.
- Attend and represent the Auxiliary at special celebrations and events in the community like holiday parades, grand openings of community facilities and community leader recognition ceremonies.
- Complete a year of AmeriCorps service for a veteran's organization. The time commitment varies by project and could be anywhere from 8 hours per week to 40 hours per week.
- Volunteer with your local Meals on Wheels to deliver meals on days when they are typically closed (examples; Christmas and Thanksgiving). Wear your Auxiliary apparel while doing so.
- Remember to always be a visible representative of the Auxiliary. You can do this by wearing a shirt with the ALA name or emblem, an emblem pin, etc.
  - **Note:** If you are ordering anything with the ALA name or emblem from a source other than Emblem Sales, remember that a request first must be submitted through your department headquarters to National Headquarters for approval by the national secretary. Contact your unit for more information on this process.

##### **Unit**

- Purchase shirts with the American Legion Auxiliary name or emblem for members to wear while they volunteer.

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- **Note:** If your unit is ordering anything with the ALA name or emblem from a source other than Emblem Sales or your department, remember that a request first must be submitted through your department headquarters to National Headquarters for approval by the national secretary. Contact your department headquarters for more information on this process.
- Implement and promote the tips, ideas and strategies in the *ALA Service Not Self Volunteer Toolbox* to offer more well-rounded service projects.
  - Topic areas include who and how your service helps; be a successful volunteer; be an effective volunteer manager; start serving; join a project, make a project and sponsor a project; and share your service.
- Organize and participate in service projects for veterans, servicemembers, their families and local community programs on ALA suggested days of service.
- Register service projects on websites, community forums and social media to attract other community members to participate in your service projects.
- Volunteer for local service projects and causes (walks, special events, etc.). Work with your post home to offer space and their participation in local service projects and causes.
- Sponsor and participate in activities at local libraries, senior citizen centers, assisted living centers, nursing homes, service projects and causes (walks, special events, etc.).
- Attend and represent the Auxiliary at special celebration events in the community such as holiday parades, grand openings of community facilities and community leader recognition ceremonies.
- Connect to and be supportive of ALA Call to Service Corps AmeriCorps members and members serving other AmeriCorps veteran and military family projects in their communities.
- Partner with local Meals on Wheels to deliver meals on days they are closed (i.e. Christmas and Thanksgiving).

### Community Service Reporting

#### Mid-Year Reports

Mid-year reports reflect the program work of units in the department. Each Unit Community Service Chairman is required to submit a narrative report by **December 1, 2016**, to the Department Community Service Chairman

### NATIONAL AWARD INFORMATION & DEADLINES

Each award application must include the cover sheet found in this program Plan. All awards will be announced at National Convention during the Community Service pre-convention meetings.

**Unit Award:** Unit Community Service Award

**Type of Award:** Citation

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

#### **Materials and Guidelines:**

- Entries must include the award cover sheet located in this program Plan.
- Awarded to the most outstanding overall Community Service program in the division during the 2016-2017 administrative year.
- Include pictures and newspaper articles.
- Attach an award cover sheet, including the name of the award, as well as the name and contact information for the department and unit Community Service chairmen.

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- All entries must be sent to the department chairman emailed by 5:00 p.m. EDT April 15, 2017.

Ruth Peters  
3704 Twp Rd 32 South  
West Liberty Oh 43357

### Additional Resources You Can Use

1. [www.ALAforVeterans.org](http://www.ALAforVeterans.org):
  - *ALA Service Not Self Volunteer Toolbox*
  - How to Partner with Organizations for Community Outreach
  - How to Register a Service Project with All for Good
  - How to Register a Service Project with Eventbrite
  - How to Mobilize Community Support for Those Who Serve
  - How to Participate in a Martin Luther King Jr. Day of Service
  - How to Offer a Day of Service to a Veteran/Servicemember/Family/Community
2. ALA suggested days of service:
  - 9-11 National Day of Service and Remembrance (Sept. 11, 2016)
  - Make a Difference Day (Oct. 22, 2016)
  - Veterans Day (Nov. 11, 2016)
  - National Family Volunteer Day (Nov. 19, 2016)
  - Martin Luther King Jr. Day of Service (Jan. 16, 2017)
  - National Volunteer Week (April 23-29, 2017)
3. 9/11 National Day of Service and Remembrance website: [www.911day.org](http://www.911day.org)
4. Martin Luther King Jr. Day of Service website: [www.mlkday.gov](http://www.mlkday.gov)
5. The Community Blueprint website:  
[www.pointsoflight.org/programs/military-initiatives/community-blueprint](http://www.pointsoflight.org/programs/military-initiatives/community-blueprint)
6. Follow us on Facebook:
  - American Legion Auxiliary National Headquarters: [www.facebook.com/alaforveterans](http://www.facebook.com/alaforveterans)
  - American Legion Auxiliary Community Service Facebook group:  
[www.facebook.com/groups/ALACommunityService](http://www.facebook.com/groups/ALACommunityService)
7. Joining Community Forces Alliance website: [www.jointservicessupport.org/communityforces/](http://www.jointservicessupport.org/communityforces/)
8. ALA Call to Service Corps AmeriCorps Project:  
[www.ALAforVeterans.org/About/ALA-Call-to-Service-Corps](http://www.ALAforVeterans.org/About/ALA-Call-to-Service-Corps)

### **DEPARTMENT AWARD INFORMATION & DEADLINE**

**Anna Mae Beckley Plaque** - A plaque will be presented to the Unit for the best all-around Community Service Program. Unit activities must be during the 2016-2017 administrative year. Entry must be in narrative form not to exceed 1,000 words. Send to Department Community Service Chairman: **Ruth Peters, 3704 Township Road 32 South, West Liberty, Ohio 43357-9516**. Due By: **April 15, 2017**. The winner of the Anna Mae Beckley Plaque will be submitted to the Division Chairman for further consideration for National Unit Award.

**Mary Parker Plaque**- A plaque will be presented to the Unit with the most outstanding single Community Service **ACTIVITY** during the 2016-2017 administrative year. Entry must be in narrative form not to exceed 1,000 words. Send to Department Community Service Vice Chairman Diann Long, 17402 Independence Court, Brook Park, Ohio 44142, by the **April 15, 2017** deadline. The winner will be submitted to the Division Chairman for further consideration.

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**Spirit Of Community Plaque--** A plaque will be presented to the Unit with the best narrative on a Community Service **PROJECT** involving the Unit and other organizations. Entry must be in narrative form not to exceed 1,000 words. Send to Department Community Service Vice Chairman, Vice Chairman Diann Long, 17402 Independence Court, Brook Park, Ohio 44142 by the **April 15, 2017** deadline.

**Best Annual Report Award-**The District Chairmen will judge the Annual Report, based on a narrative not to exceed 1000 words. There will be one winner in each Membership Category based on goal. Deadline to each District Chairmen is **April 15, 2017**. The District Chairmen will forward the 1<sup>st</sup> Place winner in each Membership Category to the Department Chairman **Ruth Peters, 3704 Township Road 32 South, West Liberty, Ohio 43357-9516. Unit that do not submit a narrative are not eligible for this award.**

### **Membership Categories – Based On Goal, Not Actual Members Paid**

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
10-50	51-100	101-200	201-400	401-600	601 & Up

Please don't forget to include photos in your award/narrative submissions. We hope to recognize your Unit at Department Convention this year and need photos of your Community Service Projects and Events.