



Ohio Unit Plan of Action

**UPDATED PLAN OF ACTION!!
PLEASE READ AND PASS ON
TO JR. ACTIVITIES**



JUNIOR ACTIVITIES

CHAIRMAN

Allison Zornes
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(740) 372-2176 (home)
(740) 961-9086 (cell)
Email – shwee199621@gmail.com

2nd MEMBER

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3rd MEMBER

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Honorary Jr. President

Samantha Ferreira
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Honorary Jr. Vice President

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542 Thelma Ave
Akron Ohio 44314-2201
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(330) 283-9415

REPORT DUE :

**Please look INSIDE the PLAN
OF ACTION for Specific
Dates, there may be dates that
differ from April 15th**

SEND REPORT TO :

Your District Junior Activities Chairman
(address shown below)

District Junior Activities Chairman

<u>01</u>	262	COLLEEN PHILLIPS	C-032 CO RD 8B	HAMLER	43524-9785	(419) 274-4001	ckphillips43524@yahoo.com
<u>02</u>	096	AIMEE SHIPLEY	632 S. ELIZABETH ST	LIMA	45804	(419) 221-2837	aimeeshipley1983@gmail.com
<u>03</u>	120	ASHLEY EVANS	1078 MONTEGO DR	SPRINGFIELD	45503	(937) 206-7089	adevans83@gmail.com
<u>04</u>	450	LESLIE WILLIAMS	2451 BERGEN RD	BATAVIA	45103-9566	(513) 708-8890	lwilliams6994@yahoo.com
<u>05</u>	088	KAYLA CONWAY	1041 COOPER DR	ASHLAND	44805	(567) 203-8547	army_girlfriend1218@yahoo.com
<u>06</u>	085	MIRIAM MILLER	1104 LAWNVIEW AVE	NEWARK	43055	(740) 344-1453	None
<u>07</u>	471	BETTY TAYLOR	25 WILSON ST	PORTSMOUTH	45662-5778	(740) 250-3249	taylors6040@hotmail.com
<u>08</u>	027	BRENDA PORTER	14003 ST RT 7 S	GALLIPOLIS	45631	(740) 339-9984	None
<u>09</u>	027	LIZ MILLER	183 GILLETTE ST	PAINESVILLE	44077	(440) 354-5414	millers0806@msn.com
<u>10</u>	436	CONNIE MORTON	11022 KENT AVE NE	HARTVILLE	44637	(330) 877-1237	cjasmorton@hotmail.com
<u>11</u>	399	CONNIE BUCKMASTER	217 W 4TH ST	FRAZEYSBURG	43822	(740) 828-3765	conniebuckmaster@gmail.com
<u>12</u>	171	KIM MANN	6510 TUSSIC ST	WESTERVILLE	43082-9038	(614) 899-6922	kim.mann67@yahoo.com
<u>13</u>	196	KAYLA RINALDI	2542 LAUREL RD	HINCKLEY	44233	(440) 667-4344	kryanish@yahoo.com
<u>14</u>	566	KATHY BURKHAMMER	885 POLK AVE	AKRON	44314	(234) 738-8552	lovelyangelsof2@yahoo.com

SEE BACK SIDE FOR REPORT FORM & NARRATIVE INFORMATION

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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 # _____ Junior Membership Goal _____

Full Official Unit Name: _____

Unit President/Chairman (circle one) Name: _____

Phone Number: (____) _____ Email: _____ Member ID # _____

Specific Award Name (if applicable) _____

PROGRAM:

JUNIOR ACTIVITIES

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

- How has participation in the Patch Program increased enthusiasm among the Juniors? _____
- What are the various service projects in which Juniors were involved? Has participation in the service projects increased as the year has progressed? _____
- What type of volunteer hours did Junior members perform? _____
- What ways did your senior members mentor the Junior members? _____
- How does your unit plan to increase Junior member participation in meetings and activities? _____
- Please include pictures and news articles showing Juniors involved in their activities. _____

Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total \$\$ Spent to Promote Program	Total Number of Veterans Served	Total \$\$ Given 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.

Report Deadline: April 15, 2017

Narrative Deadline: April 15, 2017

MAIL TO DISTRICT JUNIOR ACTIVITIES CHAIRMAN

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The Junior Activities Program inspires active participation in members under age 18 so that they will become engaged, productive members who will want to continue their American Legion Auxiliary membership into adulthood.

JUNIOR ACTIVITIES

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

The Junior Activities Program inspires active participation in members age 17 and under so that they will become engaging, productive members who will want to continue their American Legion Auxiliary membership into adulthood.

What can you do?

1. Increase Junior membership.

Ideas:

Member

- Ask to speak at your post's monthly meeting. Bring Junior members and membership applications with you. Personally invite Legion members to sign up their daughter, granddaughters and great-granddaughters. Older Junior members could speak about the value of their membership to the post.
- Sign up your own eligible daughters, granddaughters and great-granddaughters.
- "Like" the national Junior Activities Facebook page (<https://www.facebook.com/alajuniors/>). Share the posts to your friends and encourage them to sign up their eligible Juniors.
- Teach your Juniors about The American Legion Family's eligibility requirements.
- Encourage your Juniors to invite their friends to attend ALA functions and volunteering opportunities, even if they are not eligible to join.
- If you don't have Junior members of your own, be sure to support them anyway. Offer to help the Junior Activities chairman and participate in their fundraisers.
- If you are a unit officer or chairman, offer to mentor one of your unit's Juniors. Teach her about your role with the ALA.

Unit

- Organize an active Juniors group. Give the Junior Activities chairman a budget to work with and space to hold meetings and fundraisers.
- Continually ask members to sign up their eligible daughters, granddaughters and great-granddaughters.
- Include information on Junior membership and activities in monthly newsletters.
- Include information on Junior membership in renewal notices.

2. Engage Juniors in programs of the American Legion Auxiliary.

Ideas:

Member

- Bring your Junior(s) to a meeting with you. Ask your unit president if the Junior(s) can lead the Pledge.
- Mentor a Junior in your unit. Teach them about your role as an officer and chairman. Help them understand what we do and why it matters.

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- Present any patches your Junior(s) earn at a unit meeting. They will be proud of their achievement and your fellow members will see what great work their Juniors are doing.
- Bring your Junior(s) to all appropriate ALA activities in which you participate. They can help distribute poppies, clean tables after dinners, etc.
- Older Junior members can mentor younger members by encouraging them to participate in Junior meetings, teaching them what they have learned about the ALA and our mission, and helping them earn their patches.

Unit

- Support and assist your Junior Activities chairman. Give her a budget to work with, space for meetings and fundraisers and be flexible with your activities so that Juniors can be involved. Provide her with an updated copy of the Junior Activities Handbook, which can be purchased from Emblem Sales or downloaded from the Junior Member Activities page in the Members Only section at www.ALAforVeterans.org.
- Post Junior activities on your unit department Facebook page with approval from parents and Junior member.
- Encourage older Juniors to become mentors to younger Juniors. Encourage participation as Miss Poppy and Little Miss Poppy from your Junior membership; use them to participate in public events and other functions for positive Public Relations within your community.
- Request the assistance of the School Guidance Counselors in promotion of your Junior program and its eligibility requirements when you contact them about Buckeye Girls State. BGS participants may be eligible for membership

3. Make Junior meetings fun and informative.

Ideas:

Member

- Junior members can help plan and lead the meeting to make it more fun and informative to their age group.
- Be flexible during your meetings. *Robert's Rules* can be intimidating and boring for Juniors; there will be plenty of time for them to learn. Keep an orderly meeting, but don't put too much emphasis on protocol.
- Plan activities that are fun, yet teach about the mission of the ALA. Remember, they are kids with short attention spans. Activities that involve light exercise are helpful to burn off their youthful energy. Have a service project relay race where the Juniors prepare buddy baskets or socks of love, do the cheers they learned at one of the national meetings, etc. If you need ideas, ask a teacher; it might end up being a great win/win as you share ideas.
- Crafts are another good activity for Juniors. They can make poppy crafts for a fundraiser, patriotic decorations for your post or local veterans home, handmade cards to send to veterans at your local VA, etc.
- Have snacks and drinks on hand. Juniors could even make poppy cookies to snack on.
- **Like the Department of Ohio Junior Facebook Page, where you can find all kinds of information about what is going on with the Juniors in Ohio.**

Unit

- Give your Juniors a place to display their crafts or artwork.

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- Help your Junior Activities Chairman find places to distribute the cards and crafts made by Juniors.
- Offer to help during Junior meetings.
- Offer activities for your Juniors at meetings that teach flag folding, meaning our ALA emblem parts and other things to educate in a fun and upbeat manner.

4. Promote and encourage Junior participation in the Patch Program.

Ideas:

Member

- Mentor Juniors and help them to acquire patches. The Patch Program activities can be found on the Junior Member Activities page in the Members Only section at www.ALAforVeterans.org.
- Hold a special meeting to help Juniors earn patches.
- Older Juniors can help the younger Juniors earn patches.

Unit

- Encourage Juniors to participate in the Patch Program.
- Encourage use of electronic patches on Juniors' social media sites.
- Give Junior members the opportunity to work on requirements for patches at unit functions.

Junior Activities Reporting

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department. Each Junior Activities chairman is required to submit a narrative report by **December 5, 2016**, to the Department Junior Activities Chairman. **Allison Zornes, 1885 Kizzie Run Road, Rarden, Ohio 45671-9026**

Annual Reports

Annual reports reflect the program work of units in the department. Each Unit Junior Activities chairman is required to submit a narrative report by **April 15, 2017**, to the **District Junior Activities chairman**. **District Chairman submit your reports with worksheets by May 1, 2017.**

Programs and Activities

1. Requirements, instructions and patch forms for the Junior Patch Program are available at www.ALAforVeterans.org.
2. A national Junior meeting will be held at the same time as Mission Training. Dates and meeting sites for the one-day training will be announced at a later date.
3. Spirit of Youth Scholarship for Junior members: Five scholarships in the amount of \$5,000 each will be awarded for the 2016-2017 Auxiliary year; one scholarship will be awarded in each division of the American Legion Auxiliary. Requirements and applications are available at www.ALAforVeterans.org and in the Education Program Action Plan.
4. Junior Projects:
 - Veterans History Project: www.loc.gov/vets
 - VA Student Volunteer Program: www.volunteer.va.gov/StudentProgram.asp
www.volunteer.va.gov/ParkeScholarship.asp
 - Children of Warriors National Presidents' Scholarship: www.ALAforVeterans.org
 - Mean Stinks: www.meanstinks.com

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NATIONAL AWARD INFORMATION & DEADLINES

Junior Public Relations Award: Best Media Coverage of Activity or Project

Award type: Citation at Department

Presented to: One Junior group (department, district or unit)

Materials and guidelines:

- Entries must include the award cover sheet with the Unit Name, Number and Jr. Activities Chairman information.
- Awarded to the Junior group with the best media coverage of their activities or a project.
- Narrative not to exceed 500 words. Include specific examples of media coverage, including news articles, news releases, newsletters, pictures of displays, ALA events, speeches, website address, social media activity, etc.
- All entries must be sent to the Department Chairman Allison Zornes, 1885 Kizzie Run Road, Rarden, Ohio 45671-9026, postmarked by **April 15, 2017**

Additional Resources You Can Use

1. www.ALAforVeterans.org:
 - a. Junior Activities Handbook - free on the ALA website; printed copies for purchase through Emblem Sales at emblem.legion.org
 - b. Junior Leadership Course
 - c. Junior Patch Program - information by level
 - d. ALA Unit Handbook (free on the ALA website; printed copies for purchase through Emblem Sales at <http://emblem.legion.org>)
 - e. ALA Annual Impact Report Form (part of the Programs Action Plan)
 - f. Veterans Affairs & Rehabilitation: A Guide for Volunteers
2. U.S. Department of Veterans Affairs information on student volunteers:
www.volunteer.va.gov/StudentProgram.asp
3. American Legion Auxiliary Junior Activities Facebook page:
www.facebook.com/alajuniors
4. Your national Junior Activities Committee members (see list on front page of this program Plan).

DEPARTMENT AWARD INFORMATION & DEADLINE

JUNIOR MEMBER OF THE YEAR AWARD (MERRY LYN PLAQUE) – This is a National and Department award recognizing the dedicated service, efforts and talents of our junior members. At minimum, criteria should include the following:

1. Consideration of only junior **members in good standing for 2016-2017**
2. Each Unit is limited to one nomination.
3. Outstanding contribution the junior has made through a program or project outlined in the Plan of Action and other than the office she may be holding (based on the current year only).
4. Her Junior group will select the junior nominee with the assistance of the Unit Junior Activities Advisor.
5. Nominee should not be serving as honorary Department Junior President.
6. Length of membership is not a criterion.
7. Name, membership number e-mail address and complete mailing address of nominee must accompany nomination.
8. A narrative typed essay not to exceed 500 words describing nominee's accomplishments during the current administrative year, it can be electronic mail or postal mail.

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9. Nomination must be signed by Unit Junior Activities advisor.
10. Please include pictures, either electronically or via postal mail.

Submit to Department Junior Activities Chairman Allison Zornes, 1885 Kizzie Run Road, Rarden, Ohio 45671-9026. Entries must be received **MARCH 15, 2017.**

DOROTHY MCCULLOUGH AMERICANISM PLAQUE – A plaque will be presented to the Junior Adviser reporting the most outstanding Americanism program during the current year.

1. Cover - Dorothy McCullough Americanism Plaque.
2. **Based on Narrative the 2016-2017** Department Report Form must accompany this entry.
3. Last page:
 - a. Unit adviser's name, address, e-mail and phone number
 - b. Unit name and number
 - c. District number
 - d. Number of words.

Submit to Department Junior Activities Vice Chairman Karen Peel, 2216 25th St. SW Akron, Ohio 44314-2202. Entries must be received **April 15, 2017.**

DEPARTMENT JUNIOR CONFERENCE COVER – One winner from each of the five classes will be selected. Winning entries to be copied and used in the Department Junior Activities Conference Program.

1. Paper - 8 1/2 x 11 white papers.
2. Black pencil or felt tip marker (must be hand drawn).
3. Design of the Department Presidents Theme.
4. Include the following on the cover.
 - a. American Legion Auxiliary
 - b. 65th Department Junior Convention
 - c. **APRIL 1st, 2017**
5. Include the following on the back written in pencil.
 - a. Juniors name and address
 - b. Class number
 - c. Unit name and number
 - d. District number
4. It will first be judged at the district Conference.

Junior Classes	
Class I	Birth to age 6
Class II	Ages 7-9
Class III	Ages 10-12
Class IV	Ages 13-15
Class V	Ages 16 -18

District Chairmen mail winning entries with the official winner's certificate taped to the back, to the Department Junior Activities Chairman. Allison Zornes, 1885 Kizzie Run Road, Rarden, Ohio 45671-9026. Entries must be received **MARCH 15, 2017.**

HELEN SLOAN PLAQUE (National and Department) – An engraved plaque will be presented to a Unit reporting the best Overall Junior Activities Program.

1. The Junior Unit must be goal.
2. Narrative form that demonstrates superior execution of at least two action steps from each of the objectives in the Junior Activities Plan of Action. Awarded to the unit with the most outstanding Junior Activities program.
3. Narrative not to exceed 1,000 words. Include specific examples of how your Juniors worked the ALA mission.
4. May include pictures, news articles, news releases, etc.

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5. First page - Helen Sloan Plaque
6. Last page
 - a. Unit name and number
 - b. District number
 - c. Junior adviser's name, address, email, and phone number , membership number
 - d. Number of words.

Submit to Department Junior Activities Chairman Allison Zornes, 1885 Kizzie Run Road, Rarden, Ohio 45671. Entries must be received by **April 15, 2017**.

MARTHA VAN HORNE REVOLVING PLAQUE – Number of juniors from the Unit in attendance at Department Junior Conference multiplied by the round trip miles traveled to the conference, to be presented at the Department Convention. Will be judged by the Registration/Junior Activities Committee for accuracy.

ERWINA EHRESMAN DEPARTMENT ATTENDANCE AWARD - The Unit with highest percentage of junior members in attendance at the Department Junior Conference to be presented at the Department Convention. Eligibility is as follows:

1. Junior Unit has a minimum enrollment of five.
2. Junior participated in the following four Auxiliary programs: Americanism, Children and Youth, Community Service, VA&R.
3. Must submit a unit report to the District Junior Activities Chairman. Will be judged by the Registration/Junior Activities Committee for accuracy.

JUNIOR CITATION OF MERIT

1. Junior membership must equal or surpass membership of the previous year by **May 31, 2017**.
2. Must participate in three or more of the American Legion Auxiliary programs.
3. Must submit a unit report to the District Junior Activities Chairman by **April 15, 2017**.

MEMBERSHIP GOAL RIBBON – Membership must equal or surpass membership of the previous year at Department Headquarters by **May 31, 2017**.

OHIO COUNTY TRAVELOGUE

1. **2016-2017** County will be Scioto County.
2. Travelogue must be written by hand.
3. Each entry you make has to be dated and include what you might have seen that visit.
4. Pictures may be included.
5. No written information printed from the internet.(However you can visit areas from Scioto County on the internet and tell it in your own words what you visited there. It must be like you are entering into a Diary like form.)
6. It should be put into a travel log. This is an inexpensive Journal book
7. The front cover should be blank.
8. The First page should include the following:

	Junior Classes
a. Scioto County Travelogue	Class I Birth to age 6
b. 2016-17	Class II Ages 7-9
c. Class number	Class III Ages 10-12
	Class IV Ages 13-15
	Class V Ages 16-18
9. Last page of the book should include the following.
 - a. Name of Junior

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- b. Birth date
- c. Unit number
- d. District number

District Chairmen mail winning entries with the official winner's certificate taped to the back, to the Department Junior Activities Vice Chairman Karen Peel, 2216 25th St. SW, Akron, Ohio 44314-2202. Entries must be received **MARCH 15, 2017**.

AMERICANISM SPIRIT PLAQUE

- 1. First Page- "I am an American Legion Auxiliary Warrior".
- 2. Explaining how you have promoted the Americanism Program
- 3. **Based on narrative the 2016-17** Department report Form must accompany this entry.
- 4. Essay should cover activities from **April 1st, 2016 through March 31st, 2017**.
- 5. Last page should include the following:
 - a. Junior name and birth date.
 - b. Unit name and number
 - c. District number
 - d. Number of words in your Essay.

Submit to Department Junior Activities Chairman Submit **to Department Junior Activities Vice Chairman Cindy Masowick, 9320 Root Dr, Streetboro, Ohio 44241**. Entries must be received by **April 15, 2017**.

JUNIOR CRAFT BOOK

- 1. Make a craft book of a center piece or a craft for a veteran's party, Auxiliary Party, etc.
- 2. Minimum of three crafts in craft book
- 3. Take pictures of how you made the craft and what material you used to make it with should have flags, poppy, Warriors in the craft
- 4. Explain in 500 words where, why, when it was used, and how many you made.
- 5. Use an 8 1/2 x 11 note book doubled spaced.
- 6. The front page should include "MY CRAFT PROJECT"
- 7. Last page should include the following:
 - a. Juniors name and Class # (age)
 - b. Unit number,
 - c. District number
 - d. Number of words in essay.

Submit to Department Junior Activities Vice Chairman Karen Peel, 2216 25th St. SW, Akron, Ohio 44314-2202. Entries must be received **MARCH 15th 2017**.

RULES FOR JUNIOR NARRATIVE HISTORY

INTRODUCTION (10 POINTS)

- 1. Title Page
 - 1. History of name and number of Unit Junior Group
 - 2. Name of honorary Junior historian
 - 3. Date: 2016-2017
- 2. Forward or Dedication
- 3. Picture of Honorary Junior President
- 4. Prayer
- 5. Pledge Of Allegiance
- 6. First verse of "The Star Spangled Banner"
- 7. Preamble to the Constitution of the American Legion Auxiliary

HISTORICAL CONTENT (70 POINTS)

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1. List of elected or appointed Honorary Junior Officers 2016-2017
2. List of Honorary Junior Unit Chairman or committee appointments held by your unit 2016-2017
3. The history shall be written as factual narrative, beginning with the installation of 2016-2017 Unit officers and ending with the summary of end of year reports and closing events of administrative year.
4. The signature of the Unit Honorary Junior Historian is to immediately follow the final paragraph of the history.
5. Index (optional)

APPEARANCE (10 POINTS)

1. Cover: Soft cover binder with the American Legion Auxiliary seal centered on the cover or a regulation imprinted binder with imprinted seal.
2. Paper: Plain white 8 1/2 x 11.
3. Page Setup: Margins for left and right margins should be "1.25" top and bottom margins should be "1". Page numbers should begin on the first page of the Historical Content. They should be centered and placed "0.5 from the bottom.
4. Spacing: Double-spaced, with the exception of the introductory pages (Title Page, Forward or Dedication, Photograph of Unit President, Pledge of Allegiance, "Star Spangle Banner" and Preamble), which shall be centered in the middle of the page. Paragraphs may be indented or in block form
5. Text: 12 Point font, Times New Roman or Arial style font
6. Technology: Computer preferred, but not necessarily in the third person. Clear, concise language with correct spelling. No decorations, computer graphics, pen or in drawings, illustrations, extra material or newspaper clippings. Be original and unique in thought and presentation

ARRANGEMENT (10 POINTS)

1. Written in narrative form , but not necessarily in third person
2. Clear, Concise language with correct spelling
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings
4. Be original and unique in thought and presentation

Mail to Department Historian- Brenda Schnitker, PO Box 216, Luckey, OH 43443 by **March 15th 2017**

The Jr. Prayer Book Program will not be promoted during the 2016-2017 year. We encourage the Juniors to send prayers to their District President and send on to the Department Chaplain for the President's Prayer Book.

Cindy Masowick is responsible for the Junior Patch Program, all questions regarding the program should be directed to her.

Karen Peel is responsible for the Junior Electronic Communication promotion (this is replacing the Pen Pal Program. Visit our Facebook Page at www.facebook.com/ALAOHIOJRS

There is a \$50.00 membership incentive to the unit for the largest increase in junior membership between April 1st, 2016 and March 31st, 2017.