



Department of Ohio Plan of Action Information



COMMUNITY SERVICE

CHAIRMAN

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Email –

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VICE CHAIRMAN

Colleen Phillips
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Hamler, Ohio 43524-9785
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REPORT DUE :

April 15, 2015

SEND REPORT TO :

**Your District Community
Service Chairman**

(address on below)

District Community Service Chairmen

<u>01</u>	479	DEB	MINIACI	303 VALLEYWOODS DR #1	SWANTON	43558	(419) 280-8900	
<u>02</u>	268	CYNTHIA	SCHAEFFER	420 S. CASS ST	DELPHOS	45833	(419) 303-5208	schaeffercds@gmail.com
<u>03</u>	668	JUDY	ROWETON	327 GALEWOOD DR	NEW CARLISLE	45344	(937) 845-8438	jkroweton@aol.com
<u>04</u>	534	MARY	BENDER	593 JUDY LANE	CINCINNATI	45238	(513) 451-1181	
<u>05</u>	447	JANE	YEAGER	17 E. HIGH ST	PLYMOUTH	44865		
<u>06</u>	085	LOLA	NIXON	44 CURTIS AVE	NEWARK	43055	(740) 345-1567	nix7lo@roadrunner.com
<u>07</u>	757	LINDA	LYONS	275 ANNIS CT	CHILLICOTHE	45601	(740) 701-6778	lyons@horizonview.net
<u>08</u>	371	DEBBIE	DOLES	15 TWILIGHT DR	JACKSON	45640	(740) 286-2342	dolesdebbie@yahoo.com
<u>09</u>	678	KIM	CARROLL	29958 ELGIN RD	WICKLIFFE	44092-1730	(440) 567-9751	k_janoky@yahoo.com
<u>10</u>	147	KAREN	PEALER	PO BOX 212	APPLE CREEK	44606	(330) 698-7203	kpealer@aol.com
<u>11</u>	495	DELMA	MATHENY	705 BARCLAY ST LOT 17	BELPRE	45714	(740) 525-8263	
<u>12</u>	144	VICKY	DALTON	1098 VIEW POINTE DR	COLUMBUS	43207	(614) 491-3551	vickyd144@aol.com
<u>13</u>	572	JANET	SKAPURA	6427 W 29 TH ST	PARMA	44134	(440) 886-1489	skapura5j@ameritech.net
<u>14</u>	464	LORI	SHIELDS	54 W. BARLOW RD	HUDSON	44236	(330) 352-7550	wtshields@gmail.com

SEE BACK SIDE FOR REPORT FORM & NARRATIVE INFORMATION

Department of Ohio Plan of Action Information

2014 – 2015 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

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

- What was the number of volunteers completing Community Service activities/projects?
- What was the number of volunteer hours completed for Community Service activities/projects?
- How much money was spent on Community Service activities/projects during the administrative year?
- What was the value of in-kind donations received for Community Service activities/projects during the administrative year?
- How many Walk, Run & Roll events were conducted? How much money was raised?
- What types of community service activities/projects were done in your department?

Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total Dollars Spent or Raised	Total Number of Veterans Served	Total Number People Affected
			\$		

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: 15 April 2015

Narrative Deadline: 15 April 2015

MAIL TO DISTRICT COMMUNITY SERVICE CHAIRMAN

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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 a brand advocate with the Community Service Program, our members demonstrate who we are, what we do, and why we matter.

What can you do?

1. Invite other organizations to join in community service projects for mission-related projects and activities.

Ideas:

Department

- Organize a Walk, Run & Roll for Our Veterans and Their Families to raise community awareness of The American Legion Family and raise funds to benefit your department veterans' projects. Find information at www.ALAforVeterans.org and in the How-To Sheet at the end of this section.
- Promote and support participants in the ALA Call to Service Corps or other AmeriCorps projects in your area and/or request a member for your area.
Departments can request an AmeriCorps VISTA member through the ALA Call to Service Corps project to support mission outreach programs/activities or in support of the Community Blueprint or Joining Community Forces initiatives.

Unit

- Walk, Run & Roll for Our Veterans and Their Families (find information at www.ALAforVeterans.org).
- Register service projects on websites such as Sign Up & Serve and Idealist to attract community members to participate in your service projects.
- 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.
- Apply for an AmeriCorps VISTA member through the ALA Call to Service Corps project to develop and organize community support programs in your town or city.
- Join a Community Forces Alliance or Community Blueprint coalition, participate actively as a source of knowledge in your community, and help plan various volunteer opportunities.

Member

- Participate in a Walk, Run and Roll for Our Veterans and Their Families.

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- Join a Community Blueprint Coalition and participate as a source of knowledge in the community and help plan various volunteer opportunities.
- Volunteer with your state National Guard to serve as a Community Forces liaison in their community.
- Complete a year of AmeriCorps service. The time commitment varies by project and could be anywhere from 8 hours per week to 40 hours per week.

2. Become visible within your community by working with other organizations on service projects, so that people will recognize the American Legion Auxiliary's local efforts. Below are a few examples.

Ideas:

Department

- Purchase and promote American Legion Auxiliary shirts that members can wear as they volunteer.
 - *Note:* If you or your unit 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 department headquarters for more information on this process.
- Organize, deliver and participate in service projects for veterans, servicemembers, their families and local community programs on ALA suggested days of service.
- Volunteer to assist units and members in coordinating and accomplishing community service projects and activities.

Unit

- Purchase and promote American Legion Auxiliary shirts that members can wear as they volunteer. (See above for information on wearing the American Legion Auxiliary emblem.)
- Organize a team of members to be brand advocates, and represent the Auxiliary at community events that raise awareness for things like cause walks.
- Organize, deliver and participate in service projects for veterans, servicemembers, their families and local community programs on ALA suggested days of service.
- Sponsor an activity at senior citizens centers, assisted living centers or nursing homes.
- 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.
- Participate in local service projects and causes (walks, special events, etc.) as a unit, wearing your Auxiliary apparel.
- Sponsor and participate in activities at local libraries, senior citizens centers, assisted living centers, nursing homes, service projects and causes (walks, special events, etc.)
- Be brand advocates and represent the Auxiliary at special celebration events in the community for such events as holiday parades, grand openings of community facilities and community leader recognition ceremonies.

Member

- Participate as visible Auxiliary members in all service projects on ALA suggested days of service.
- Volunteer at local libraries, senior citizens centers, assisted living centers, nursing homes, service projects and causes (walks, special events, etc.).
- Represent the Auxiliary on local boards and committees.

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- Remember to ALWAYS be a brand advocate when you represent the Auxiliary. You can do this by wearing a shirt with the ALA name or emblem, an emblem pin, etc. (See previous section for information about wearing the American Legion Auxiliary emblem.)
- Represent the Auxiliary by volunteering at local food pantries.
- Represent the Auxiliary as a member of local boards and committees.
- Participate in local service projects and causes (walks, special events, etc.).
- Be brand advocates and represent the Auxiliary at special celebration events in the community for such events as holiday parades, grand openings of community facilities and community leader recognition ceremonies.

Additional Resources You Can Use

1. www.ALAforVeterans.org:
 - How to Organize a Walk, Run, and Roll for our Veterans and Their Families packet
 - How to Partner with Organizations for Community Outreach
 - How to Register Service Projects on Volunteer Websites
 - How to Mobilize Community Support for Those Who Serve
 - How to Participate in a Martin Luther King Jr. Day of Service
2. 9/11 National Day of Service and Remembrance website: www.911day.org
3. Martin Luther King Jr. Day of Service website: www.mlkday.gov 4. The Community Blueprint website: www.the-communityblueprint.org \
4. Follow us on Facebook:
 - American Legion Auxiliary National Headquarters: www.facebook.com/alaforveterans
 - American Legion Auxiliary Community Service Facebook group: www.facebook.com/groups/110203022459992/ or search for “ALA Community Service”
5. Joining Community Forces Alliance website: www.jointservicessupport.org/communityforces/Default.aspx.
6. ALA Call to Service Corps: www.ALAforVeterans.org/About/ALA-Call-to-Service-Corps
7. ALA suggested days of service:
 - 9-11 National Day of Service and Remembrance (Sept. 11, 2014)
 - Make a Difference Day (Oct. 25, 2014) □ Veterans Day (Nov. 11, 2014)
 - National Pearl Harbor Remembrance Day (Dec. 7, 2014)
 - Martin Luther King Jr. Day of Service (Jan. 19, 2015)
 - National Volunteer Week (April 12-18, 2015)

NATIONAL AWARD INFORMATION & DEADLINES

Unit Award: Unit Community Service Award

Type of Award: Citation

Presented to: One unit chairman in each division (5 awards), announced at national convention

Materials and Guidelines:

- For the most outstanding overall Community Service program in the division during the 2014-2015 administrative year.
- Include pictures and newspapers articles.
- Units should submit their entry to their **District Community Service Chairman By April 15, 2015**-
See Front for Address.

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Unit Award: “Share What You’ve Been Doing” Award

Type of Award: Recognition in an *eBulletin*, a drawing will be held at the Community Service pre-convention meeting to select, at random, five entries to receive a gift certificate

Presented to: Recognition for all submissions, five recipients of the gift certificate

Materials and Guidelines:

- For units demonstrating how they increased brand awareness by associating the name of the American Legion Auxiliary with their Community Service program(s) and/or activity(ies) during the 2014-2015 administrative year.
- Provide a narrative or summary of these projects and activities.
- Include pictures and newspapers articles.
- Units should submit their entry to their **District Community Service Chairman By April 15, 2015- See Front for Address.**

Unit Award: Million Members Award

Type of Award: Citation Plaque

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

Materials and Guidelines:

- For the best demonstration on how working the mission of the Community Service Committee engaged, retained and attracted members to grow membership in the unit.
- Include pictures and newspapers articles.
- Units should submit their entry to their **District Community Service Chairman By April 15, 2015- See Front for Address.**

Member Award: Community Service Senior Member Volunteer of the Year Award

Type of Award: Citation

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

Materials and Guidelines:

- For outstanding service in at least one Community Service activity or project conducted during the 2014-2015 administrative year.
- Members being considered for this award may be nominated by a fellow Auxiliary member or nominate themselves.
- Nominators or applicants need to provide a summary of the nominee’s activities. Be sure to include the nominee’s unit name and number.
- Include pictures and newspapers articles.
- Units should submit their entry to their **District Community Service Chairman By April 15, 2015- See Front for Address.**

Member Award: Community Service Junior Member Volunteer of the Year Award

Type of Award: Special Gift from the National Chairman

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

Materials and Guidelines:

- For outstanding service in at least one Community Service activity or project conducted during the 2014-2015 administrative year.
- Members being considered for this award may be nominated by a fellow Auxiliary member or nominate themselves.

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- Nominators or applicants need to provide a summary of the nominee's activities. Be sure to include the nominee's unit name and number.
- Include pictures and newspapers articles.
- Department Community Service Chairman: **Julie Broughton, 2201 Sleaney Ave, Cincinnati Ohio, 45212** By **April 15, 2015**.

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 2014-2015 administrative year. Entry must be in narrative form not to exceed 1,000 words. Send to Department Community Service Chairman: **Julie Broughton, 2201 Sleaney Ave, Cincinnati Ohio, 45212**. The winner of the Anna Mae Plaque will be submitted to the Division Chairman for further consideration for National Unit Award. Due By **April 15, 2015**

Mary Parker Plaque- A plaque will be presented to the Unit with the most outstanding single Community Service **ACTIVITY** during the 2014-2015 administrative year. Entry must be in narrative form not to exceed 1,000 words. Send to Department Community Service Vice Chairman **Colleen Phillips, C-032 Rd 8b, Hamler, Ohio 43524-9785**, by the **April 15, 2015** deadline. The winner will be submitted to the Division Chairman for further consideration.

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, Send to Department Community Service Vice Chairman **Colleen Phillips, C-032 Rd 8b, Hamler, Ohio 43524-9785**, by the **April 15, 2015** 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, 2015**. The District Chairmen will forward the 1st Place winner in each Membership Category to the Department Chairman.

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