



Ohio Unit Plan of Action



CHAPLAIN

CHAIRMAN

Colleen Phillips
C-032 Co Rd 8 B
Hamler, Ohio 43524-9785
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CITATION OF MERIT



REQUIREMENT

REPORT DUE : April 15, 2018

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 _____	Membership Total As of Report _____		
Name of Person Completing Report: _____			Unit Chair. _____	_____	Unit Pres. _____
Phone # _____	Email _____	Membership ID (if available) _____		_____	
Specific Award Name(if applicable) _____					

Please fill in the boxes below. Program Summation:

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

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)

Narrative Deadline: April 15, 2018

MAIL TO DEPARTMENT CHAPLAIN

Colleen Phillips
C-032 Co Rd 8 B
Hamler OH 43524-9785

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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 Shirley'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.
- 14) Visit and Like Face Book pages. Department of Ohio American Legion Auxiliary Chaplain Page and American Legion Auxiliary Chaplains.

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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*”
- 4) www.ohiolegion.com Religious Emphasis Committee Chairman and Department Chaplain

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 7, 2017

YEAR END REPORT DUE: APRIL 15, 2018

DEPARTMENT AWARD INFORMATION & DEADLINE

Prayer Book Rules

The American Legion Auxiliary Insignia should be centered on the front Cover and the words - **Book of Prayers and Devotional Thoughts** - should also be on the front cover of the book.

- The book may be decorated any way you please, but remember, it is a Book of Prayers.
- Size: Book may be a 3” x 5” to 8.5” x 11”.
- You may use colored paper or clip art, but again, be tasteful.
- Please try to use Department President Shirley’s theme – **Making our Veterans Wishes come true.**
- First page – centered with Unit Name, Unit Number and Unit Chaplain’s Name.
- **If this is a District book, be sure to use the District Number and District Chaplain’s Name only.**
- Prayers and Devotional Thoughts should be next and centered on each page.
- Double space between the last line of the prayer and enter the information from the next rule in the next bullet.
- At the bottom of each page you should enter the Author’s Name, the Name of the individual submitting the prayer plus the Unit Name and Number of the individual who submitted the prayer/devotional thought.
- If you are sending a copy for the District or Department Book of Prayers, please be sure to include the name of the Department – Ohio – and your District number.
- Rules for handwritten entries will be the same and must be legible.
- Junior Chaplain **Book of Prayers and Devotional Thoughts** must be sent to Department Chaplain Colleen K Phillips, C-032 County Road 8B, Hamler, Ohio 43524-9785 by March 15th, 2018
- Unit Senior Books are due to the Department Chaplain Colleen K Phillips, C-032 County Rd 8B, Hamler Ohio 43524-9785 April 15th 2018
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2017-2018 Department Chaplain Personal Awards

- Certificates to each Chaplain that submits a **Book of Prayers and Devotional Thoughts** for judging.
- Personal gift and certificate – 1st & 2nd place Senior Members
- Personal gift and certificate – 1st & 2nd place Junior Members
- Certificate for each Unit and District Chaplain submitting a mid-year narrative. Unit narrative due to District Chaplain by December 1st. District Chaplain narratives are due to Department Chaplain by December 7th.
- All prayer books will be returned at Department Convention

2017-2018 Junior Awards

- Personal gift and certificate – Junior Department entry winner
- Personal gift and certificate – Junior Unit and District entry winner
- Certificate to each Junior Member that submits a **Book of Prayers and Devotional Thoughts**.

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, 2018

Note: The Award will be presented at the Department Convention in July 2018

DEPARTMENT CHAPLAIN SPECIAL AWARDS • Certificate to the Unit Chaplain/Member who submits the most prayers for President Shirley's prayer book. **DEADLINE IS APRIL 15, 2018**.

- 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.

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American Legion Auxiliary National Report and Award Cover Sheet

PLEASE BE AWARE THE AWARDS AND REPORTING PROCESSES HAVE CHANGED. READ THE FOLLOWING INFORMATION CLOSELY TO ENSURE THAT YOU HAVE SUPPLIED ALL NEEDED INFORMATION.

Member: The National Report and Award Cover Sheet should be attached if you are reporting. Submission may make you or your unit/department eligible for a national award.

Department Chairman and Unit Chairman: This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a department or unit national award.

- Send all award entries/year-end narrative reports to the appropriate program's division chairman unless otherwise noted in the Annual Supplement to the Programs Action Plan.
- All year-end narratives will be judged as award entries.
- Award winners are announced in the respective committee "pre-con" meeting prior to the start of ALA National Convention. All awards will be mailed to the winners' department headquarters at the close of ALA National Convention.

To all submitting this form:

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted, and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission.

Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at www.ALAforVeterans.org.

For the award for which you wish to be considered, please refer to the 2017-2022 Programs Action Plan at www.ALAforVeterans.org for the specific criteria such as photographs, narrative length, submission deadline, and point of contact. Please include all required documentation along with your submission of the National Report and Award Cover Sheet. All awards will be mailed to the department office after ALA National Convention. Department presidents may wish to recognize award recipients by presenting them with the award at a department function.

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American Legion Auxiliary National Report and Award Cover Sheet

Please note, your report will also be viewed as an award entry.

Complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

National committee sponsoring award: _____

Type of Award: ☐ Department ☐ Unit ☐ Member

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (circle one) name: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please see your committee's Annual Supplement to the Programs Action Plan to determine where to send this form.