



Department of Ohio Plan of Action



PUBLIC RELATIONS

CHAIRMAN

Debbie Monroe
4605 Bells Lake Apt B
Cincinnati, Ohio 45244
(513) 289-2220

Email – docadacca@aol.com

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) _____			

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.

Narrative Deadline: April 15, 2018

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

- How has your Unit website and/or Facebook page inspired units to develop social media at the local level? _____
- Has your unit been mentioned in local media promotion of mission-related activities? What type of promotions have they received? _____
- Did your Unit do any Public Service Announcements? How were they received? _____
- How does your Unit keep an active and updated media contact list? _____
- Has there been specific social media events sponsored by either your unit broadly spread the brand of the ALA? _____
- What specific activities have you done to work toward Goal 5 of the Centennial Strategic Plan- Build Brand Loyalty? _____
- _____

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total Dollars Spent to Promote all Programs
			\$

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PUBLIC RELATIONS

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

Public Relations promotes who we are, what we do and why we matter.

What can you do?

1. Promote a positive image of the American Legion Auxiliary by supporting and promoting the efforts of Goal 5 of the Centennial Strategic Plan (*With The American Legion, Build Brand Loyalty*) and the use of the variety of public relations materials and resources available online.

Ideas:

Member

- Give an *Auxiliary* magazine gift subscription to your local library and doctors' offices. See the subscription form at the end of this program Plan.
- Distribute ALA brochures and posters in the community at libraries, job fairs, medical facilities and post homes. Print brochures online from the Member Resources section at www.ALAforVeterans.org, or order them from your department secretary.
- Wear your officially branded ALA apparel and "Honoring Their Service" button when out and about. Button order forms are available at www.ALAforVeterans.org.
- Be prepared to answer when asked who the Auxiliary is, what we do in your community, and why we matter.

Unit

- Develop a list of local media contacts for your unit to use. Step-by-step instructions are included in the *Public Relations Guide and Tips for Volunteer Recruitment* toolkit, available in Marketing & Promotional Materials in the Member Resources section at www.ALAforVeterans.org.
- Build relationships with your local media and political figures to educate them on who we are, what we do and why we matter.
- Write a letter to the editor and/or news release for patriotic holidays and events. Templates can be found in Marketing & Promotional Materials in the Member Resources section at www.ALAforVeterans.org.
- Familiarize yourself with and utilize the *Public Relations Guide and Tips for Volunteer Recruitment* toolkit, *ALA Branding Guide* and other tools available in the Member Resources section at www.ALAforVeterans.org.
- Order a copy of the "Step Up, ALA" public service announcement DVD (\$10) to take to your local television stations and request they air it, or request a free 15-second version for your public broadcasting station. To order the 60-second version DVD or request the 15-second version, email pr@ALAforVeterans.org.

2. Build brand loyalty of the American Legion Auxiliary through the utilization and promotion of websites, social media and other electronic communications.

Ideas:

Member

- Promote Auxiliary events on your personal social media accounts.
- Subscribe to *ALA eNews* and *In the Know eBulletin* via www.ALAforVeterans.org.

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- Link to www.ALAforVeterans.org and/or the “Step Up, ALA” commercial (<https://youtu.be/TgahjxlhGC0>) in your personal email signature.

Unit

- Create or improve and actively maintain a unit website that adheres to brand standards (see *ALA Branding Guide* at www.ALAforVeterans.org).
- Create and maintain an active social media presence for your unit on one or more platforms that you are comfortable with (i.e., Facebook, Twitter, Instagram).

Public Relations promotes who we are, what we do, and why we matter. Public Relations and the 2014-2019 ALA Centennial Strategic Plan: promoting who we are strengthens our brand (Goal 5) and makes us appealing to potential members who will recognize our common goal of helping veterans, servicemembers, and their families (Goal 1).

Public Relations Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award’s materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Public Relations committee contact information may be found on the Public Relations committee page on the national website, www.ALAforVeterans.org.

- A. **Member Award:** ALA Brand Ambassador
 - Deadline: April 15, 2018
 - Sent to Department PR Chairman Member postmarked or emailed by 5 p.m. EST on the deadline listed above.
- B. **Unit Award:** New Website or Social Media Account Launch
 - Deadline: April 15, 2018
 - Send to Department PR Chairman Member postmarked or emailed by 5 p.m. EST on the deadline listed above.
- C. **Unit Award:** Most Outstanding Unit Public Relations Program
 - Deadline April 15, 2018
 - Send to your Department Chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

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NATIONAL AWARD INFORMATION & DEADLINES

NOTE: Please be sure all award entries for the above National Awards include the attached cover sheet with all information filled in appropriately. All entries are to be received by Department Public Relations Chairman Debbie Monroe 4605 Bells Lake Drive Apt B Cincinnati Ohio 45244 by **April 15, 2018**.

Public Relations Reporting:

Department Newsletter: will be sent in the Bulk Mailing each month. The newsletter will be called “**The Centennial Countdown**” The stories featured each month will be the history of your Unit, such as when you were chartered, how many members were chartered, your officers, basic history of your unit and your current membership. Also I need articles explaining how your unit is promoting The Next 100 Years. Are you promoting membership drives, do you tell the history of The American Legion Auxiliary? I also will put in the newsletter as many Unit functions as possible, so please keep those articles coming.

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department, and are intended as an opportunity for mid-year correction. Each department Public Relations chairman is required to submit a narrative report by **January 5, 2018** to the division Public Relations chairman, plus copy the national Public Relations chairman.

Year-End Reports

Annual reports reflect the program work of units in the department, and may result in a national award for participants if award requirements are met. Each Unit Public Relations chairman is required to submit a narrative report by **April 15, 2018** to the Department Public Relations chairman.

DEPARTMENT AWARD INFORMATION & DEADLINE

1. A certificate will be given to the District President whose Units submit the most PR items in her District by a deadline of **APRIL 15, 2018**.
2. A certificate will be given to the District President whose percentage of Units submit the most PR items in her District by a deadline of **APRIL 15, 2018**.
3. A “special GIFT” will be given to the Unit PR Chairman and Unit President who submits the most PR items by **DECEMBER 31, 2017**. The “special GIFT” and recognition will be given at Department Mid-Winter Conference.
4. A “Special GIFT” will be given to the Unit PR Chairman and Unit President who submits the most PR items by **APRIL 15, 2018**. The “special GIFT” and recognition will be given at Department Summer Convention.
5. A certificate will be given to each Junior that prepares a Junior press book.

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DEPARTMENT PRESS BOOKS

MARIE MOORE PLAQUE – Best Press Book in Class I (Unit membership over 200) awarded to the Unit submitting the best press book with the Most All around Activity in Publicity. (See guidelines below.)

DORIS WAINWRIGHT PLAQUE - Best Press Book in Class II (Unit membership under 200) awarded to the Unit submitting the best press book with the Most All around Activity in Publicity. (See guidelines below.)

NANCY SALLOT PLAQUE – Awarded to the Unit submitting the Best Press Book covering All Communications (Press, radio, television, website). (See guidelines below.)

GUIDELINES FOR THE PRESS BOOKS

- Press book must be no larger than 12” x 15”.
- First Page must include name and address of Unit Chairman and the Unit Name.
- A narrative not to exceed 1,000 words describing how the PR programs were promoted in the Unit and referring to newspaper clippings included in the press book.
- Photostat copies of newspaper articles may be used, but must not exceed 1/3 of the total articles in the press book.
- The name of the newspaper, date and page number must be at the top of each article. Articles should be in chronological order.
- Newspaper articles and photographs concerning Auxiliary functions or programs should be included in chronological order.
- No more than three (3) different copies of the Unit newsletter should be included.
- **Embellishments belong in scrapbooks, not in a press book**
 - ➔ All submissions must follow the guidelines, and all Press Books/Narratives must have return postage to be returned to the Unit.
 - ➔ Send entry to the Department Public Relations Chairman Debbie Monroe 4605 Bells Lake Drive Apt B Cincinnati Ohio 45244.

DEADLINE FOR PRESS BOOKS IS APRIL 15, 2018

ANNE ESHELMAN PLAQUE – (District Presidents Only) this award is to encourage District Presidents to inform their Units of pertinent information on activities throughout their District and the Department of Ohio. Awarded to the District President with the best newsletter based on the following criteria:

- Six bulletins/newsletters mailed between **MAY 1, 2017 AND APRIL 1, 2018.**
- Appeal to the membership
- Value of information contained
- Copy arrangement (layout)

Please Note: The District President is to mail or email to the Department Public Relations Chairman your best six newsletters to be judged by **April 15, 2018.** **Please** continue to send all newsletters to Department Public Relations Chairman so as to have for Mid-Year and End of Year Reporting.

UNIT AWARD – A citation will be awarded to the Units purchasing the most gift subscriptions to the Auxiliary Magazine. (These subscriptions include schools, libraries, VA Clinics, etc.)

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UNIT NEWSLETTER AWARD – An award will be presented to the Unit PR Chairman who submits the Best Unit Newsletter. Copies of three (3) Unit newsletters must be submitted. Include a narrative of 1,000 words or less by the Unit PR Chairman on how the newsletter is prepared and how it is distributed. The newsletter may be one that is published jointly by the Post and the Unit. A copy of the Unit ALA Impact Report should accompany the submission. Send entry to Department Public Relations Chairman Debbie Monroe 4605 Bells Lake Drive Apt B Cincinnati Ohio 45244.

DEADLINE NO LATER THAN APRIL 15, 2018.

Unit # _____ **Unit Goal** _____ **Unit Chairman Name** _____

Address _____ **Phone** _____

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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.

2017-2018 Annual Supplement: Page 83