



Ohio Unit Plan of Action



VETERANS AFFAIRS & REHABILITATION

CHAIRMAN

Louise Aigner
6115 Smith Road
Brook Park, Ohio 44142

(216) 337-4037 (cell)
Email –
laigner109@yahoo.com
REPORT DUE :

VICE CHAIRMAN

Robyn Cooper
901 West High Street
Piqua, Ohio 45356
(937) 773-0165 (home)
(937) 214-6307 (cell)
Email –
thecoop1420@juno.com
April 15, 2018

Department Hospital Director

René Reese
6543 Engle Road
Brook Park, Ohio 44142
(216) 362-0609 (home)
(216) 409-0122 (cell)
Email – rqr21@sbcglobal.com

SEND REPORT TO : **Your District VA & R Chairman**
(address shown below)

CITATION OF MERIT



District VA&R Chairmen

REQUIREMENT

01	587	PAM	BRENNEMAN	1467 GAGE ST	TOLEDO	43612	(419) 476-6832	pam52@buckeye-express.com
02	217	MAGGIE	WILEY	317 S. BROOKLYN AVE	SIDNEY	45365	(937) 489-1792	howmaw71@gmail.com
03	184	ROBYN	COOPER	901 W. HIGH ST	PIQUA	45356	(937) 773-0165	thecoop1420@juno.com
04	194	MARSHA	GIEHLS	118 S. WEST ST	MASON	45040-3688	(513) 398-6566	aux194@embarqmail.com
05	535	SANDY	VAN HOUTEN	4802 BELLVILLE RD NORTH	BELLVILLE	44813	(419) 886-4745	
06	085	LOIS	SINGLETON	936 WEST VILLAGE DR	NEWARK	43055-2853	(740) 344-1904	loispat@hotmail.com
07	757	PATRICIA	OLAKER	207 CEDARWOOD TERRACE	CHILLICOTHE	45601-1778	(740) 775-3389	None
08	011	JODIE	KEELS	626 N. MAPLE ST	LANCASTER	43130	(740) 415-8844	flok2991@gmail.com
09	151	CHRISTINE	BETTS	463 MILL ST	CONNEAUT	44030	(440) 265-8161	tinkins49@hotmail.com
10								
11	495	MARGARET	PERKINS	715 BARCLAY ST LOT 46	BELPRE	45714	(740) 860-3052	None
12	532	AMY	STACEY	322 CONSTANCE ST	LOCKBOURNE	43137	(614) 402-5146	amy.stacey@voago.org
13	703	RHONDA	JANOWSKI	3126 PAXTON DR	BRUNSWICK	44212	(216) 407-8867	janawskr@aol.com
14	464	PATTY	MILLER	400 MAY AVE	CUYAHOGA FALLS	44221	(330) 928-4448	plmiller54@att.net

Ohio Unit Plan of Action

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 INFORMATION

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

MAIL TO DISTRICT VA & R CHAIRMAN

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

- How did the units participate in the caregiver support program? _____
- Describe how members earned their Service to Veterans hours. _____
- Did your unit assist at a Stand Down? What went well; what would they do differently? _____

Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total \$\$ Spent to Promote Program *	Total Value of In Kind Donations
			\$	\$

*Please include the assessment of \$0.75 per paid member.

Ohio Unit Plan of Action

VA & R

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

The Veterans Affairs & Rehabilitation program promotes our mission to enhance the lives of veterans, military and their families.

What can you do?

- 1. Provide opportunities for Auxiliary members to serve veterans and their families as volunteers at VA health care facilities through the VA Voluntary Service (VAVS).**

Ideas:

Members

- Become a regular VAVS volunteer.
- Invite others to become VAVS volunteers with you.
- Enter all of your VAVS hours into the VAVS tracking system. Note: VA Healthcare facilities volunteer hour tracking system is different from the tracking utilized for ALA hour bars. Please consult the Auxiliary hospital representative at your facility.

- 2. There isn't a VA hospital close to your community? Find opportunities for Auxiliary members to serve veterans in your area. These hours will count toward your Service to Veterans pin and hour bars.**

Service to Veterans

Service to Veterans recognizes volunteers who provide service to veterans, service members and their families outside a VAMC. Volunteers conduct projects and work for military/veterans and/or families from their homes and in their communities. Service to Veterans volunteers maintain their own recordkeeping and dollars spent. A new pin has been designed to reflect the work of those who volunteer in their communities and at home for veterans. Hour bars, which attach to the pin, are also available to earn. More information may be in the Veterans Affairs & Rehabilitation: A Guide for Volunteers available online for download at www.alaforveterans.org. To purchase a printed copy, please visit www.emblem.legion.org.

Ideas:

Member

- Support veterans from the comfort of your community or home. Service to Veterans combines community volunteer opportunities and volunteering opportunities created in your home.
- Sew quilts for the Quilts of Valor Foundation. For more information, please visit www.qovf.org/.
- Help a veteran use the Internet.
- Supply postage for local veterans in rest homes or assisted living facilities.
- Organize a clothing drive.
- Organize transportation for veterans to assist them with essential errands.
- Find out what is needed and volunteer.
- Report your Service to Veterans hours to your unit VA&R chairman.
- See Awards section of this Plan for information on Hour Bar Recognition.

Unit

- Become the catalyst to find needs and encourage members to help veterans in their community.
- Provide hospitality for a job fair for veterans.

Ohio Unit Plan of Action

- Coordinate with local quilt shops to help your unit sponsor a quilting event in support of Quilts of Valor.
- Contact members, including those who only occasionally attend meetings and events and invite them to participate for specific limited duration projects that would help area veterans.
- Compile and record hours provided by your members.
- Coordinate with your PR chairman to tell the community what work your unit members are doing for veterans.

3. Assist veterans in accessing VA benefits including, but not limited to, health care. This should include coordinating with the local American Legion Post Service Officer.

Ideas:

Members

- Coordinate with local American Legion posts to identify the local Service Officer or see list at www.legion.org/serviceofficers.
- Help eligible veterans attain benefits through referrals.
- Encourage eligible veterans to use the VA health care system and its services, including hospitals, Community Based Outpatient Clinics, Vet Centers, etc.
- Participate in and encourage veterans and their family members to participate in town-hall meetings organized by The American Legion in advance of the Legion's *System Worth Saving* site visits to VA health care systems: www.legion.org/systemworthsaving.
- **Resource:**
VA Health Care Hotline for women veterans
1-855-VA-Women (1-855-829-6636); explore.va.gov/health-care

Unit

- Invite the local, county or state Service Officer to be the guest speaker at a unit/department event.

4. Assist in activities that help homeless veterans.

Ideas:

Members and Units

- Give a helping hand to the Legion's homeless veteran coordinator in your department and offer to assist that coordinator in responding to requests for assistance from homeless veterans or homeless veteran service providers.
- Crochet hats, scarves or mittens to be distributed to homeless veterans. Use information provided by your department chairman to contact the homeless veteran coordinator at the VA health care system nearest you to explore what the unit or you can do to help homeless veterans in your community.
- Participate in the VA Project CHALENG organized by the VA health care system nearest to you. (Project CHALENG for Veterans enhances the care for homeless veterans provided by your local VA and its surrounding community service agencies.)
- Contact your local post chairman and offer your assistance if requests for help come through the Legion's Family Support Network (FSN).
- Raise funds for local American Legion posts to help veterans and their families through the Family Support Network for veterans at risk of losing their housing or homeless veterans transitioning to permanent housing.
 - Make payments of overdue rent, utility payments or deposits and security deposits.

Ohio Unit Plan of Action

- Host or volunteer at homeless veterans' stand downs, events where homeless veterans receive free goods and services such as haircuts and medical exams.
- Contact homeless veteran emergency shelters, transitional housing projects and permanent housing projects in your community and identify the organization's volunteer and in-kind contribution needs, including:
 - Meal preparation and serving
 - Clothes collection and distribution
 - Assembly and delivery of hygiene kits, buddy baskets
 - Purchasing or securing household items or furniture
- Reach out to specific homeless veterans, such as residents of projects mentioned above to provide her/him practical, social and moral support.
- Compile "blessing bags" to be given to the local police department or other organizations that deal with the homeless veteran population.
- Create a "Tree of Warmth" by collecting scarves, mittens, hats and attaching them to a tree in a location the homeless frequent. Include a sign that says "Please Take if Needed," "Free if Needed," or something similar.

5. Support rehabilitation and healing of veterans through arts, crafts and hobbies.

National Veterans Creative Arts Festival (NVCAF)

NVCAF is the national, annual competition and festival that recognizes the progress and recovery made through recreation therapy and raises the visibility of the creative achievements of our nation's veterans after disease, disability or life crisis. As the national presenting sponsor, the American Legion Auxiliary should strive to increase monetary support by encouraging departments to sponsor fundraisers that will contribute to the increased awareness and support of this program.

Ideas:

Members/Units

- Obtain and become familiar with the 2014 edition of *ALA Guide for Volunteers*.
- Help your unit and department earn recognition at National Convention through donations to support VA Creative Arts Festivals. Volunteer individually, with a fellow member, or as a unit at a local Creative Arts Festival.
- Identify arts, crafts and hobby projects targeted to veterans (such as writing, oral history recording, visual and performing arts, quilting and gardening). A unit may organize a project of its own or introduce a unit to veteran arts, crafts and hobby projects already operational in the community. See *Arts Deployed: Action Guide and Webinars* to help you bring the arts to your community. www.alaforveterans.org/Programs/Veterans-Affairs---Rehabilitation/
- Contribute donated supplies to help supplement visual veteran artists' needs for their projects. Contact your department chairman or your local VA hospital coordinator for a list of items.
- Donate, through departments, funds that help local veterans attend state and national Wheel Chair Games, Veterans Creative Arts Festivals, ParaOlympics, etc.
- Encourage individuals to support state VA Creative Arts Festivals through donations. Contributing departments will be recognized at National Convention. One method may include challenging units to earn a bronze, silver or gold award given by NVCAF in recognition for financial donations to the program. Departments, units or individuals can earn the Bronze award for donations to the National Veterans Creative Arts Festival of \$1,000 to \$1,999; the Silver award for donating \$2,000 to \$4,999; or the Gold award for \$5,000 and above. ALA National Headquarters submits qualifying donations

Ohio Unit Plan of Action

to NVCAF staff each July. Donations considered are those received in the national office from August 1, 2016, to July 31, 2017.

- Recruit members to volunteer at local Veterans Creative Arts Festivals conducted by many VA health care systems across the country.
- Apply to the ALA Foundation for an ALA Local Veterans Creative Arts Festival/Creative Arts Workshop Grant to assist your local VA health care system in preparing for and/or conducting a local Creative Arts Festival.
- Advocate for art therapy, music therapy, drama and recreational therapy programs in VA health care systems.

6. Help The American Legion, State Department of Veterans Affairs and Chamber of Commerce promote job fairs for veterans and their families.

Ideas:

Members

- Take part in a veteran job fair by organizing or working at an informational table. Other opportunities include helping implement a Legion-sponsored job fair and/or co-hosting a Legion Family information table at a U.S. Chamber of Commerce Foundation-sponsored job fair. Additionally, Auxiliary members may initiate and host a job fair for veterans in their community.
- Serve as a career e-mentor for women veterans.
- Volunteer for Habitat for Humanity, specifically if a house build is supported by The American Legion.

Unit

- Host an informational table at a local job fair.
- Support the Legion by helping host a local job fair at your post home.

ALA Resources

How to Organize a Job Fair for Veterans and/or Military and Veteran Spouses

Additional Resources

- www.uschamber.com/hiringourheroes
 - Serve as a career e-Mentor for women – Encourage Auxiliary members to serve as career mentors for female veterans via electronic communications. The e-mentoring network, operated by the Business and Professional Women's Foundation, Joining Forces and Mentoring Plus, virtually pairs female veterans with career mentors and subject matter experts for guidance and support
- www.ementorprogram.org/p/milspouse/
 - Home Building – Support home building and renovation projects for veterans and their families by volunteering for Habitat for Humanity. Locate veteran-specific projects through The American Legion. For additional information, view www.legion.org/documents/legion/pdf/habitat.pdf

7. Assist and support caregivers of veterans.

Ideas:

Members

- Familiarize yourself with the service of the VA caregiver support program.
- Familiarize yourself with the Military and Veteran Caregiver Peer Support Network.

Ohio Unit Plan of Action

- Become a veteran caregiver peer support trainer or volunteer
- Become a Legacy Corps AmeriCorps member if the Legacy Corps project is offered in a state or locality near you.
- Volunteer as a VA Voluntary Service volunteer support caregiver if the VA health care system closest to you offers such volunteer opportunity.

Units

- Familiarize your unit and community with the services of the VA caregiver support program.
- Invite the VA caregiver support coordinator in the VA healthcare system closest to you to make a presentation to your unit, district or community-wide meeting.

ALA Resources

Legacy Corps Frequently Asked Questions

Additional Resources

VA Caregiver Support – www.caregiver.va.gov/

Elizabeth Dole Foundation- www.elizabethdolefoundation.org

Military and Veteran Caregiver Peer Support Network - www.taps.org/MVCN/

The Veterans Affairs & Rehabilitation program promotes our mission to enhance the lives of veterans, military and their families. The Veterans Affairs & Rehabilitation Program and the 2014-2019 ALA Centennial Strategic Plan: Our work to enhance the lives of veterans, military and their families provides our members opportunities to serve in volunteer leadership roles within their local Veterans Affairs hospital (Goal 3), which broadens our membership pool (Goal 1) among a target population and builds brand loyalty (Goal 5) with the veterans themselves.

VA&R 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 VA&R committee contact information may be found on the VA&R committee page on the national website, www.ALAforVeterans.org.

Service to Veterans

B. Unit Award: Most Outstanding Unit VA&R Program

- Deadline: June 1, 2018
- Send to national VA&R chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

C. Department Award: Best Department VA&R Program

Ohio Unit Plan of Action

- Deadline: June 1, 2018
- Send to national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

National Veterans Creative Arts Festival (NVCAF) support recognition

- A. **NVCAF Award:** NVCAF Support Recognition
- Deadline: July 31, 2018
 - Send donations to the ALA Foundation to National Headquarters

Veteran Affairs Voluntary Service (VAVS)

- A. **National Award:** VAVS Volunteer of the Year /ALA NAC Nominee
- Deadline: November 1, 2017
 - Submitted by the chiefs of voluntary service and department chairman to the national VAVS deputy
- B. **Member Award:** 10,000 Hour Volunteer Service
- Deadline: March 31, 2018
 - Verification of hours must be mailed or emailed to National Headquarters by the first Friday in June
- C. **Member Award:** 20,000 Hour Volunteer Service
- Deadline: March 31, 2018
 - Verification of hours must be mailed or emailed to National Headquarters by the first Friday in June
- D. **Individual Recognition Award:** Volunteer Recruitment & Service Department
- Deadline: March 31, 2018
- E. **Individual Recognition Award:** 100 Percent VAVS Meeting Attendance
- Awarded to each representative and deputy who has 100 percent attendance to VAVS committee meetings at her assigned facility.
- F. **Department Recognition from The American Legion Award:** Michael Guty Homeless Veterans Outreach
- Deadline: January 15, 2018
 - Entries must be approved by the department adjutant or department employment chairman and sent to The American Legion National Headquarters
- G. **James H. Parke Scholarship**
- Deadline: November 1, 2017
 - See www.va.gov for information on VAVS, James H. Parke Scholarship

DEPARTMENT of OHIO AWARD INFORMATION & DEADLINE

Sue Friedrich Plaque: best overall *VA&R Program* by a Unit based upon their narrative. Entries must be in narrative form not to exceed 1,000 words and must include a completed copy of the annual report form. Include the name and address of the Unit Chairman and forward to Department Chairman, Louise Aigner, 6115 Smith Road, Brook Park OH 44142 by **April 15, 2018**

Marie Moore Fund Plaque: awarded to the Unit donating the most money per capita (based upon

Ohio Unit Plan of Action

membership goal) to the Marie Moore fund (gifts presented to the *VAMC* to be used in support of Veterans). Donations must be received in ALA Department Headquarters, P.O. Box 2760, Zanesville, OH 43702-2760 by **June 01, 2018**.

Olive Ruffner Plaque: Awarded to the most outstanding VA Volunteer. Nominations are to be submitted to the Department Hospital Director, Rene Reese, 6543 Engle Road, Brook Park, OH 44142 by **April 15, 2018**.

Veterans Affairs & Rehabilitation Reporting:

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 VA&R chairman is required to submit a narrative report by **January 5, 2018** to the division VA&R chairman, plus copy the national VA&R 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 department VA&R chairman is required to submit a narrative report by **May 15, 2018** to the division VA&R chairman, plus copy the national VA&R chairman. Members and units should follow their department's protocol and deadlines.

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

- How did the units participate in the caregiver support program? _____
- Describe how members earned their Service to Veterans hours. _____
- Did your unit assist at a Stand Down? What went well; what would they do differently? _____

Ohio Unit Plan of Action

Service to Our Veterans Pin

Volunteers receiving their FIRST 50 volunteer hours have the option of receiving a Service to Our Veterans Pin to wear and hold their future hour bars. Hours are to be turned into the Department VA&R Vice Chairman, however those wishing to order a Pin may do so on the form below. There is no cost to the volunteer if it is the Volunteers 1st Pin. Volunteers that have already received their Volunteer Pin may purchase additional pins or new pins at their own expense thru Emblem Sales or thru Department.

SERVICE TO OUR VETERANS PIN

UNIT: _____

DISTRICT: _____

NAME OF VOLUNTEER: _____

Membership #: _____ Number of hours: _____

NAME OF VOLUNTEER: _____

Membership #: _____ Number of hours: _____

NAME OF VOLUNTEER: _____

Membership #: _____ Number of hours: _____

NAME OF VOLUNTEER: _____

Membership #: _____ Number of hours: _____

NAME OF VOLUNTEER: _____

Membership #: _____ Number of hours: _____

Certifying Member or Unit VA&R Chairman: _____

This information is to be turned into the Vice Chairman of VA&R by April 15, 2018 to receive your pins and hours bars at the Department Convention.

(additional names may be put on the back of the form)

Ohio Unit Plan of Action



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.

Ohio Unit Plan of Action



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.