



Ohio Unit Plan of Action



JUNIOR ACTIVITIES

CHAIRMAN

Aimee Shipley
632 South Elizabeth Street
Lima, Ohio 45804
(419) 221-2837 (home)
(419) 516-1724 (cell)
Email –
aimeeshipley1983@gmail.com

Honorary Jr. President

Makenah Leibert
2300 Canterbury Circle
Akron, Ohio 44319
(330) 283-9415 (home)

REPORT DUE :

SEND REPORT TO :

2nd MEMBER

Pat Miller
400 May Avenue
Cuyahoga Falls, Ohio 44221
(330) 928-4448 (home)
(330) 212-1411
Email –
plmiller54@att.net

3rd MEMBER

Lori Shields
54 Barlow Road
Hudson, Ohio 44236
(330) 352-7550 (home)
(cell)
Email – wtshields107@gmail.com

Honorary Jr. Vice President

April 15, 2019

Your District Junior Activities Chairman
(address shown below)

District Junior Activities Chairman

| | | | | | | | | |
|----|-----|---------|------------|------------------------|-------------|------------|----------------|----------------------------|
| 01 | 587 | SANDY | MACK | 5931 YARMOUTH AVE | TOLEDO | 43623 | (419) 348-1761 | mack593.sm@gmail.com |
| 02 | 387 | DEB | MEYER | 90 N. LINCOLN ST | MINSTER | 45867 | (419) 628-3339 | rdmeyer@nktelco.net |
| 03 | 120 | ASHLEY | EVANS | 1367 WILLOW CHASE DR | SPRINGFIELD | 45503-7724 | (937) 206-7089 | adevans83@gmail.com |
| 04 | 450 | LESLIE | WILLIAMS | 18 MEADOWS DR #25 | MILFORD | 45150-2859 | (513) 708-8890 | lwilliams6994@yahoo.com |
| 05 | 257 | DEB | SUTTERLIN | 950 TWP RD 2506 | PERRYSVILLE | 44864 | (330) 465-9230 | Debsutterlin270@gmail.com |
| 06 | 085 | MIRIAM | MILLER | 1104 LAWNVIEW AVE | NEWARK | 43055 | (740) 344-1453 | None |
| 07 | 471 | BETTY | TAYLOR | 25 WILSON ST | PORTSMOUTH | 45662-5778 | (740) 250-3249 | taylors6040@hotmail.com |
| 08 | 78 | SHANTI | LEITWEIN | 9900 STATE ROUTE 664 N | LOGAN | 43138 | (740) 270-4004 | shanileitwein@yahoo.com |
| 09 | 336 | LUCY | MORRIS | 1013 BRENTWOOD | PAINSVILLE | 44077 | (440) 579-5994 | |
| 10 | 436 | CONNIE | MORTON | 11022 KENT AVE NE | HARTVILLE | 44637 | (330) 877-1237 | cjstmorton@hotmail.com |
| 11 | 495 | FLO | HARPOLD | 533 WIRT ST | BELPRE | 45714 | (740) 423-7766 | |
| 12 | 171 | KIM | MANN | 6510 TUSSIC ST | WESTERVILLE | 43082-9038 | (614) 899-6922 | kim.mann67@yahoo.com |
| 13 | 091 | DONELLA | KLINE | 26963 ELIZABETH LANE | OLMSTED TWP | 44138 | (440) 235-5399 | dkline@chnnet.com |
| 14 | 566 | KATHY | BURKHAMMER | 885 POLK AVE | AKRON | 44314 | (234) 738-8552 | lovelyangelsof 2@yahoo.com |

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| 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. A Unit must submit a narrative in order to receive credit for an award submission or Citation of Merit. Narrative - there is no word count requirement. Simple or elaborate stories will be accepted as a 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 consider answering the questions below and include them in your Unit's Narrative/Story about your program.

1. How has participation in the Patch Program increased enthusiasm amount the Juniors? _____
2. What are the various Service projects in which Junior were involved? Has Participation in the service projects increased as the year has progressed?

3. What Type of Volunteer hours did Junior members perform?

4. What ways did your senior members mentor the Junior Members?

5. How does our unit plan to increase Junior member participation in meetings and activities? _____

Please include picture and new articles showing juniors involved in their activities.

The National Cover Sheet is included on the backside of this form. Please fill out the Unit or Member Portion and send with the Narrative this sheet, the back of this sheet and your Narrative to your District or Department Chairman

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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.

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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. Junior Activities and the 2014-2019 ALA Centennial Strategic Plan: Inspiring active participation by ALA members age 17 and under, the Junior Activities program builds a strong future for the ALA by engaging productive members to carry on its mission for life. (Goals 1 and 3)

Junior Activities 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:

Junior Activities Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units. Each unit Junior Activities chairman is asked to submit a narrative report by **December 15, 2018** to Aimee Shipley, Department Junior Activities chairman.

Year-End Reports

Annual reports reflect the program work of units. Each Unit Junior Activities chairman is required to submit a narrative report by **April 15, 2019** to the District Junior Activities chairman.

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 2018-2019**.
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.
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 Aimee Shipley, 632 S Elizabeth St., Lima, Ohio 45804. Entries must be received **MARCH 15, 2019**.

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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 a narrative. The 2018 - 2019 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 3rd Member Lori Shields, 54 Barlow Rd., Hudson, Ohio 44236. Entries must be received **April 15, 2019.**

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. 66th Department Junior Convention
 - c. **APRIL 7, 2019**
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

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 |

4. It will first be judged at the district Conference.

District Chairmen mail winning entries with the official winner's certificate taped to the back, to the Department Junior Activities Chairman, Aimee Shipley, 632 S Elizabeth St., Lima, Ohio 45804. Entries must be received **MARCH 15, 2019.**

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.
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.

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Submit to Department Junior Activities Chairman, Aimee Shipley, 632 S Elizabeth St., Lima, Ohio 45804. Entries must be received by **April 15, 2019**.

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, 2019**.
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, 2019**.

MEMBERSHIP GOAL RIBBON – Membership must equal or surpass membership of the previous year at Department Headquarters by **May 31, 2019**.

OHIO COUNTY TRAVELOGUE

1. **2018 - 2019** County will be Richland 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 Richland 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. Richland County Travelogue | Class I Birth to age 6 |
| b. 2018-19 | 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
 - 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 2nd Member Pat Miller, 400 May Ave., Cuyahoga Falls, Ohio 44221. Entries must be received **MARCH 15, 2019**.

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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 a narrative. The 2018-2019 Department report Form must accompany this entry.
4. Essay should cover activities from **March 1, 2018- February 28, 2019**.
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 2nd Member Pat Miller, 400 May Ave., Cuyahoga Falls, Ohio 44221. Entries must be received by **March 15, 2019**.

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 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 3rd Member **Lori Shields, 54 Barlow Rd., Hudson, Ohio 44236**. Entries must be received **MARCH 15, 2019**.

BEST MEDIA COVERAGE OF ACTIVITY OR PROJECT (Department and National Award)

1. Presented to a Junior Group with the best media coverage of their activities or project.
2. Narrative not to exceed 500 words.
3. Include specific examples of media coverage, including news articles, news releases, newsletters, pictures of displays, ALA events, speeches, website address, social media activity, etc.

Submit to Department Junior Activities Chairman Aimee Shipley, 632 S Elizabeth St., Lima, Ohio 45804. Entries must be received by **APRIL 15, 2019**

RULES FOR JUNIOR NARRATIVE HISTORY

RULES FOR SENIOR UNIT SCRAPBOOK CONTEST

I. **CONTENT**

A. Title Page

- i. "Scrapbook of Unit (Number, Name, District)
- ii. Name and Address of Unit Historian
- iii. Date: 2018 – 2019

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B. Chronological History

- i. Pictures (brief captions and dates) of Officers and Chairmen
- ii. Pictures (brief captions and dates) of Unit activities
- iii. Newspaper articles
- iv. Programs

II. **FORMAT**

- A. Red or blue notebook with paper size of 8 ½ x 11 inches or larger
- B. Typewritten, word processor or computer may be used
- C. “Scrapbook” should appear on front cover
- D. Signature of entrant

III. **DEADLINE: SCRAPBOOKS MUST BE RECEIVED BY March 15, 2019**

Send your Scrapbook to: Department Historian Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813

C. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, photographs, newspaper articles and/or clippings.

D. Be original and unique in thought and presentation.

V. **DEADLINE: HISTORIES MUST BE RECEIVED BY March 15, 2019**

Send your History to: Department Historian Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813

RULES FOR JUNIOR SCRAPBOOK CONTEST

I. **CONTENT**

A. Title Page

- i. “Scrapbook of (Junior Name, Unit Number and District)”
- ii. Name and Address of Junior
- iii. Date: 2018 – 2019

B. Chronological History

- i. Pictures (brief captions and dates) of Officers and Chairmen (can be Department, District and/or Unit)
- ii. Pictures (brief captions and dates) of activities Junior was involved in.
- iii. Newspaper articles
- iv. Programs

II. **FORMAT**

- A. Red or Blue notebook with paper size of 8 ½ x 11 inches or larger
- B. Typewritten, word processor or computer may be used
- C. “Junior Scrapbook” should appear on front cover
- D. Signature of entrant

III. **DEADLINE: SCRAPBOOKS MUST BE RECEIVED BY March 15, 2019**

Send your Scrapbook to: Department Historian Dayna Beyer, 6013 Garber Rd., Bellville, Ohio 44813

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RULES FOR JUNIOR NARRATIVE HISTORY

I. INTRODUCTION (10 POINTS)

- A. Title Page
 - i. History of Junior name and number of Unit Junior Group
 - ii. Name and address of Junior
 - iii. Date: 2018 – 2019
- B. Forward or Dedication
- C. Picture of Honorary Junior President (Department, District and/or Unit)
- D. Prayer
- E. Pledge of Allegiance
- F. First verse of “The Star Spangled Banner”
- G. Preamble to the Constitution of the American Legion Auxiliary

II. HISTORICAL CONTENT (70 POINTS)

- A. List of elected or appointed Honorary Junior Officers 2018-2019
- B. List of Honorary Junior Unit Chairman or committee appointments held by your Unit 2018 – 2019
- C. The history shall be written as factual narrative, beginning with the installation of 2018 – 2019 Unit officers and ending with the summary of end-of-year reports and closing events of the administrative year.
- D. The signature of the Junior is to immediately follow the final paragraph of the history.
- E. Index (optional)

III. APPEARANCE (10 POINTS)

- A. Cover: binder for loose-leaf paper, preferably blue or red, with 2 ½” gold foil American Legion Auxiliary Seal centered on the cover or a regulation binder with imprinted seal.
- B. Paper: Plain white 8 ½” x 11”.
- C. Page Setup:
 - i. Margins for left and right margins should be 1.25”; top and bottom margins should be 1”.
 - ii. Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5” from the bottom.
- D. Spacing: Double-spaced, with the exception of the introductory pages (Title Page, Forward or Dedication, Photograph of Honorary Junior President (Department, District and/or Unit), Pledge of Allegiance, “Star Spangled Banner” and Preamble), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
- E. Text: 12 point font, Times New Roman or Arial style font.
- F. Technology:
 - i. Computer preferred, but not necessarily in the third person
 - ii. Clear, concise language with correct spelling.
 - iii. No decorations, computer graphics, pen or ink drawings, illustrations, extra material or newspaper clippings.
 - iv. Be original and unique in thought and presentation.

IV. DEADLINE: JUNIOR HISTORIES MUST BE RECEIVED BY APRIL 15, 2019.

Send your History to: Department Historian Dayna Beyer, 6013 Garber Rd.,
Bellville, Ohio 44813

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Junior 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.
- This can be either a book of prayers submitted by an **Individual Junior Member or a Junior Unit**.
- 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 Kathy’s theme – **Leaders of Volunteering Everyday**.
- First page – centered with Unit Name, Unit Number and Unit Chaplain’s Name.
- 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.
- Should this prayer book be submitted by a junior unit it must include a prayer/devotion by each junior member of the unit and the unit’s senior adviser.
- 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.
- Unit Junior Books are due to the Department Chaplain Karen Peel, 2216 25th St., Akron, Ohio 44314 March 15, 2019.

2018-2019 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**.

A. Poppy Poster Contest

- Each Unit is asked to sponsor a Poppy Poster Contest in their local schools or with Junior members.

The Unit chooses their winning entry and must send it by **April 15, 2019** to: Department Poppy Chairman, Sandy Van Houten, 4802 Bellville N Rd., Bellville, Ohio 44813.

Contest classes are:

| | | | |
|-----------|--------------|-----------|------------------------------|
| Class I | Grades 2 & 3 | Class IV | Grades 8 & 9 |
| Class II | Grades 4 & 5 | Class V | Grades 10 & 11 |
| Class III | Grades 6 & 7 | Class VI | Grade 12 |
| | | Class VII | Students with *Special Needs |

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* Special needs is defined as those students in special education classes or on a waiting list to enter such a class; a student with an identified disability but not in a special education class for reasons other than wait listing.

- Poppy Poster Requirements

1. Each poster shall have a fitting slogan not to exceed ten (10) words. The articles 'a, and, an, the' are *not counted* as words. The words 'buddy' and 'buy,' *cannot* be used.
2. The words 'American Legion Auxiliary' must be used in the design of the poster and will not be counted in the (10) word count.
3. Each poster must include a picture of the red Flanders Field poppy.
4. The poster shall be on 11"x14" poster board. (Drawing paper will not be accepted).
5. The United States flag may be used as long as there are no infractions of the flag code.
6. Judging Criteria
 - 50% - Poster Appeal (layout, message, originality)
 - 40% - Artistic Ability (design and color)
 - 10% - Neatness
7. Media used shall be watercolor, crayon, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils or markers.
8. *Written in ink* on the back of the poster (not attached) shall be the class in which the entry is submitted, the name, address, age and grade of the contestant and the name of the department.
9. Submissions become the property of the American Legion Auxiliary. Through submission of artwork, contestants and their legal guardians' grant non-exclusive reproduction and publication rights to the works submitted and agree to have their names and artwork published for commercial use without additional compensation or permission.
10. The poster shall be the work of only one individual.
11. The label 'In Memoriam' from the veteran-made poppy *may not be used*.
12. While ALA representatives will do their best to return all posters, it is not guaranteed. We recommend participants take a picture or scan their poster for their records.
13. Submissions become the property of the American Legion Auxiliary

Pat Miller is responsible for the Junior Patch Program, all questions regarding the program should be directed to her. All worksheets for the Patch Program should be sent to Pat Miller 400 May Avenue, Cuyahoga Falls, Ohio 44221.