



Department of Ohio Plan of Action



LEADERSHIP

CHAIRMAN

Pam Bates
2122 Willow Run Circle
Enon, Ohio 45323
(937) 974-2316 (cell)
Email – pamelabates9@gmail.com (preferred communication)

REPORT DUE: April 15, 2019

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) _____				

Answer the following Questions or include answers in your narrative

- Did the unit discuss at your meetings any of the ideas in the “What Can You Do” from #1 through #4 sections of the Plan of Action? YES ____ NO ____
- If YES, what topics or presentations were discussed. (list on back of this report-can be in bullet form)
- #5 in the POA deals with Nurturing Goodwill. Did the unit use any of the “What Can You Do” ideas to enhance goodwill in your unit? YES ____ NO ____
- If YES, what topics or presentations were discussed. (list on back of this report-can be in bullet form)
- Did the unit provide the members with information of who we are and what we do and where to find such information? YES ____ NO ____
- If YES, what information was provided to the members. (list on back of this report-can be in bullet form)

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 go to your District
or Department Chairman

Department of Ohio 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.

Department of Ohio Plan of Action

NATIONAL & DEPARTMENT NARRATIVE INFORMATION

To qualify for the Department Citation of Merit the Unit must submit a program Narrative. Additionally Program Award Narratives must include an Award Cover Sheet to be found at the end of the Plan of Action Supplement. Follow all criteria when composing your Unit Program Narratives.

Criteria for ALL narratives are as follows unless specifically stated in the criteria:

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, examples and news articles.

LEADERSHIP

Narrative Deadline: April 15, 2019

EMAIL OR MAIL TO DEPARTMENT LEADERSHIP CHAIRMAN

Pam Bates: pamelabates9@gmail.com 2122 Willow Run Circle, Enon, OH 45323

The Leadership Program and the 2014-2019 Centennial Strategic Plan – In support of Goal 3 (Develop Leadership at All Levels), the Leadership Committee raises awareness of leadership development opportunities through How To Sheets (www.alaforveterans.org) and online resources (listed at the end of What Can You Do #5).

LEADERSHIP

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

The Leadership program raises awareness of ALA leadership development opportunities.

What Can You Do?

1. Learn about and promote participation in the ALA Leadership Academy, which is being developed as a result of the ALA Centennial Strategic Plan.

Ideas:

Member

- Work with a mentor to develop/enhance interest, skills and knowledge of the ALA.
- Become familiar with the different types of leadership training available through your Department, the national organization and your community. Pick one that appeals to you and participate wholeheartedly.
- Build your leadership skills by volunteering to chair a short-term project.
- Give a short presentation on ALA training opportunities to the unit.

Department of Ohio Plan of Action

Unit

- Get to know the members of your unit. Help them identify the skills they can put to use in service to our veterans. Not all leaders have titles.
- Survey members to identify their interests and skills. Match projects based on individual member's strengths.
- Develop a plan to incorporate at least one aspect of leadership learning, monthly or quarterly, at meetings.
- Hold a workshop/brunch focusing on preparation of reports and applying for awards.
- Provide the ALA pin to new members.
- Purchase a Unit Guidebook to share among members at meetings and encourage them to go online to download information.
- Identify individuals willing to assist members who wish to acquire or strengthen computer skills in order to communicate via the internet.
- Identify individuals who lack the ability to communicate via the internet and ensure their inclusion in all unit and Department communications.
- Participate in the ALA Leadership Academy as a unit.

2. Enhance leaders' knowledge about ALA history, programs and organization.

Ideas:

Member

- Take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
- Attend district/Department training sessions/workshops.
- Volunteer to be a trainer/course leader.
- Ask questions.
- Share past experiences.
- Prepare a personal history of your involvement in the organization; refer to *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab, to discover how national endeavors may have influenced your personal history.
- Attend a Mission Training session or other national event.

Unit

- Initiate new members. Offer every new member an orientation packet.
- Offer an ALA information refresher course for all members.
- Encourage members to take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
- Recognize members who have completed the course either in a meeting or via public relations.
- Encourage members to participate in Mission Training or other national event.

Department of Ohio Plan of Action

3. Encourage the use of ALA reference documents and materials, such as the Unit Guide Book, Unit, Department, and National Constitution & Bylaws, Department Operations Guide, ALA Girls State Program Guide, and the national website listing of previous annual reports, to include the Centennial Strategic Plan initiatives.

Ideas:

Member

- Download/purchase the referenced documents and become familiar with them.
- Volunteer to assist a Junior member in learning about the documents of the ALA.
- Ask questions about any programs or terminology you don't fully understand.
- Ask members to review the Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws, noting things found puzzling or not understood. Bring these questions to your Leadership chairman for clarification.
- Participate in the ALA Innovative Leadership Video Contest Challenge. If chosen, your video will be playing on the ALA YouTube channel. Go to www.ALAforVeterans.org or your Department Leadership chairman for specific information.

Unit

- Set aside a time to discuss important ALA documents at unit meetings and develop a committee to address changes in procedures based upon a review of the referenced documents.
- Develop a plan to assist Junior members in learning about the referenced documents.
- Utilizing available materials, collectively develop a unit plan for projects on which your unit wishes to work.
- Hold a workshop to explain unit Constitution & Bylaws, Standing Rules, how the unit finances are structured, how the budget is planned, and how to write meeting minutes.
- Set aside a "show me where it's printed" at meetings where members can ask why something is done the way it is or where in the governing documents it says we have to do it this way.
- Ask members to review the Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws noting things they don't understand or find puzzling and address what comes from the discussion by documenting the results. Set aside time to answer any questions that arise from any discussions on ALA documents. Follow guidelines on www.ALAforVeterans.org. Submit, to the national organization, the name of any member who demonstrates an innovative leadership recruitment or development practice, for a National President "Shout out." Follow guidelines on www.ALAforVeterans.org.

4. Offer a mentoring program, utilizing the knowledge and experiences of members that have served as leaders beyond the unit level.

Ideas:

Member

- Complete a (member/leader data) unit survey for your unit. Refer to www.ALAforVeterans.org, Leadership page, and How To sheet found at the end of this program Plan.
- Volunteer to be a mentor for a member or Junior member on the unit/Department level.

Department of Ohio Plan of Action

- Learn the process and apply for a unit, Department and/or national appointment.
- Seek election to a unit, Department or national office.
- Apply for a unit, Department or national committee appointment.

Unit

- Use positive, experienced members to train and guide new members.
- Encourage members to volunteer to train/guide new members.
- Encourage members to become “experts” in some areas so that they can become the unit mentor in that area.
- Discover potential leaders and talent within your unit by collecting a unit survey form from every member.

5. Nurture a culture of goodwill at all levels of the organization.

Ideas:

Member

- Resolve to consider your own behavior before evaluating others.’ Expect the best of people.
- Participate in discussions or debates while demonstrating respect for opinions that are different from your own. When you disagree, extend the olive branch of friendship since we all share a common mission.
- Speak privately with another member directly, rather than involving others with your concerns.

Unit

- Invite new members to participate in meetings and events.
- Always greet new members and offer a new member packet.
- Provide unit officers/board of directors contact information.
- Unit leaders should encourage members to work their issues out directly with the parties involved rather than attempting to fix the situation by intervening.
- Listen to what members have to say and thank them for their ideas.
- Be open, rather than critical, of the ideas of others.
- Assist in positive solutions to conflicts by focusing on the desired outcome.
- Give praise and recognition when members do what is asked or go beyond what was expected.

Additional Resources You Can Use

1. www.ALAforVeterans.org:
 - a. *ALA Senior Basics Course: A Course on our History and Legacy*
 - b. *Junior Leadership Course: “The ALA: My Organization and What I Need to Know to Grow as a Member”*
 - c. PowerPoint: “Officer Duties and Responsibilities”
 - d. How to sheets
 - e. Unit Guide Book
 - f. National Constitution & Bylaws
 - g. New Member Packet, refer to Membership Programs Action Plan How To sheets

Department of Ohio Plan of Action

- h. Members Only section - filled with valuable information for all members: Membership and new members suggestions and sample information; Member resources and Benefits; Department and Unit Resources for Support Tools
2. Robert's Rules of Order
3. Basic Parliamentary Procedure
4. Your national committee members (see front page of this program Plan)
5. American Legion Flag & Emblem Sales: 1-888-4LEGION, emblem.legion.org
P.O. Box 36460, Indianapolis, IN 46236-0460
6. www.alaohio.org
 - a. Ohio Senior & Junior On-line Courses
 - b. *Mission Training Slide Shows: Unit, District, Conduct & Protocol, Leadership, Department & Miscellaneous*

National **Leadership 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 Leadership committee contact information may be found on the Leadership committee page on the national website, www.ALAforVeterans.org.

As part of your narrative report, please include answers to the following questions:

- What department trainings were held for units and were they well attended by returning and new participants?
- What topics or presentations were included in the trainings?
- Did you provide feedback on the training as to what you learned; how you would improve the training; and what other training you would like to attend in the future?
- Did training include nurturing a culture of goodwill?
- Did your unit implement the unit member data survey? What were the responses?

A. **Unit Award:** Most Outstanding Unit Leadership Program

Deadline: April 15, 2019

Award: Citation Plaque

Presented to: One unit in each division (5) that best demonstrates innovative methods to help members develop the leader within.

Materials and Guidelines:

Types of training provided

Number of members attending leadership skills workshops/trainings

Department of Ohio Plan of Action

Must have participation in American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy

Must show increased participation in Mission Training

Send to: Department Chairman (see page 1 for email and address) Department Chairman will forward all narratives to the Central Division Chairman.

Enhance your Program Narrative by checking out the What Can I Do ideas.

Department Award: Best Department Leadership Program

Deadline: April 15, 2019

Award: Citation to a department in each division (5)

Presented to: One department in each division that best demonstrates what her department did to promote a culture of goodwill.

Materials and Guidelines:

Include recommendations from units and members.

Send to: Department Chairman (see page 1 for email and address) Department Chairman will forward all narratives to the Central Division Chairman.

Enhance your Program Narrative by checking out the What Can I Do ideas.

DEPARTMENT AWARD INFORMATION & DEADLINE

Leadership 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. UNITS should submit this report to the **Department Leadership Chairman** by December 15, 2018. Use the “What Can I You Do” as a guide as well as a memory jogger.

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. UNITS should submit this report to the Department Leadership Chairman by April 15, 2019. Use the “What Can I You Do” as a guide as well as a memory jogger.

DEPARTMENT AWARD INFORMATION

DEADLINE TO DEPARTMENT CHAIRMAN – APRIL 15, 2019

Department Award: Most Outstanding Overall Leadership Program Award

All Program Narratives include:

Award Type: Plaque

Presented to: The unit Leadership chairman who best exemplifies what her unit did to build leadership skills of unit members during the year.

Materials and Guidelines:

Follow the National Materials and Guidelines presented in this report. It is not necessary to write 2 separate reports. You may submit your National entry as a Department Entry.

Send to: Department Chairman (see page 1 for email and address)

Enhance your Program Narrative by checking out the What Can I Do ideas.

Department of Ohio Plan of Action

DEADLINE: APRIL 15, 2019 FOR CERTIFICATES

- **Certificate of Completion & Leadership Pin:** Goes to members who complete a 2-4 hour training workshop given by the Department Chairman or District Leadership Trainers. A Registration fee of \$5 is charged for this training.
- **Certificate of Participation:** Goes to Units that complete a Leadership Report.
- **Certificate of Excellence & gift :** Goes to Units that complete the Leadership Report and provide a narrative 1000 words or less that reflect what the unit accomplished in Leadership using the POA "What You Can Do" section. *Note: This could be a candidate for submittal for the Most Outstanding Unit Leadership Program at both National and Department Level so make sure you attach the "Award Cover Sheet" provided at end of the Plan of Action Supplement.
- **Certificate of Excellence & gift:** Goes to members who complete the National ALA Academy (1) Culture of Goodwill and (2) Leadership – Living our Motto of Service Not Self. A hard or soft copy should be sent to the Department Chairman.
- **Certificate of Excellence & gift** Goes to the Unit Junior Chairman that writes a narrative on how she promoted leadership activities for the juniors using the POA ideas.

DISTRICT LEADERSHIP TRAINERS

DIST

- 1 GWEN SCHROEDER
gweniesue@yahoo.com
- 2 DEBORAH MEYER
rdmeyer@nktelco.net
- 3 CAROL T ROBINSON
abernia@aol.com
- 4 DONNA RAY
rrayent@aol.com
- 5 MARY ANN DULL
alamadlady54@yahoo.com
- 6 BRENDA MORSE
419-560-1866
- 7 KATHI JO ZORNES
katjo74@juno.com
- 8 TAMMY DILLON
tomtammy49@columbus.rr.com

DIST

- 9 MICHELLE ZAYAKOSKY
post214michellez@gmail.com
- 10 BETH TOALSTON
batoalston@hotmail.com
- 10 MARTHA LEE THATCHER
thatcher_m@sbcglobal.net
- 11 PAM JACKSON
beverlyvillage@midohio.twcbc.com
- 12 JUDY LEDDY
jal85@aol.com
- 13 RENE REESE
rqr21@sbcglobal.net
- 14 KAREN PEEL
karen.peel@svindustries.com