



## Ohio Unit Plan of Action



### MEMBERSHIP

#### CHAIRMAN

Kristen Little  
17324 Independence Court  
Brook Park, Ohio 44142  
(216) 265-9611 (home)  
Email – kll721@yahoo.com

**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 in your narrative**

Please share how your department is using membership tools and other Auxiliary programs to engage, retain and recruit members, which tools were most effective, and which incentives were most effective.

**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**

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, 2019**

**MAIL TO DEPARTMENT MEMBERSHIP CHAIRMAN**

**Kristen Little, 17324 Independence Court, Brook Park, Ohio 44142**

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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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The role of the Ohio Membership Team is to encourage and support the nationwide effort to attract and retain a diverse, active membership and establish new units to ensure the future of the American Legion Auxiliary.

Members enable us to carry out our mission to assist veterans, their families, youth and our communities.

**Theme: National – Enhancing Membership in 2019**  
**Theme: Department – Membership – “Century of Service”**

## **MEMBERSHIP**

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

The role of the national Membership Committee is to encourage and support the nationwide effort to attract and retain a diverse, active membership and establish new units to ensure the future of the American Legion Auxiliary. Members enable us to carry out our mission to assist veterans, military, and their families.

### **National Membership Vision**

By honoring our veterans and military through meaningful service, the American Legion Auxiliary will grow membership by our centennial anniversary. In order to grow the organization, we must let members know that they are the auxiliary’s most valuable asset. ***Note: Our Centennial Anniversary will be celebrated during the 2019-2020 administrative year.***

### **What Can You Do?**

#### **1. Enhance member experience**

##### **Ideas:**

##### **Units and Departments**

1. Retain all current members
  - What is a member in good standing?
  - A member who is current with annual dues is a member in good standing.
  - A member failing to pay annual dues by January 31 of the current membership year, shall be classed as delinquent and shall be suspended from all membership privileges.
  - **Unit, department and national leaders “Lead by Example” date: In the spirit of goodwill, the National Membership Committee urges all members who hold an elected or appointed position on the unit, department or national level to have their 2019 dues paid by September 1, 2018.** Rational: Members follow leaders’ examples. Paying your dues early encourages others to do the same, giving you the rest of the year to concentrate on recruitment and Auxiliary programs.
2. What is the value of a volunteer’s time?
  - The time Auxiliary members volunteer is invaluable. In 2015, it was valued at \$3.1 billion!
  - To enhance a member’s volunteer contributions, offer ideas and opportunities in which members can support and deliver the Auxiliary’s mission.

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- Examples for members: Volunteer at a VA Medical Center serving as veterans' escorts to appointments, participate in a stand down to provide necessities for homeless veterans, mentor military children with the big brother/big sister concept.
- Recognize all members for any and all contributions — volunteering, serving as a chairman or officer, preparing food, organizing events, being a mentor to new members, contacting other members to renew, being a good example of *Service Not Self*, etc.

## 3. Share member tools.

- Help members set up a user profile on the national website, [www.ALAforVeterans.org](http://www.ALAforVeterans.org), so that they can access the "Members Only" section and take advantage of all the tips and tools available.
- Inform members of member benefits and discounts available.
- Rid units/departments of member discrimination. (Goal 1 & 2)
- Ensure a positive experience for all members.
- Be welcoming, kind and respectful to members of all ages and backgrounds.
- Ask for new ideas and be open to them. Encourage personal contact between members of the unit. Demonstrate *Service Not Self* in all activities and interactions with others. Realize that not all members will attend meetings, and be respectful of their choice.
- Create meaningful participation.
- Hold regular information sessions to refresh members on ALA programs.
- Ask members to participate in programs they are passionate about.
- Establish a membership committee or team to support efforts throughout the department.
- Deploy active and consistent communication with units and districts/counties.
- Share contact information of committee/team with units.
- Use membership tools, available at [www.ALAforVeterans.org](http://www.ALAforVeterans.org), and ensure all units have access to all membership resources.
- Utilize your committee/team by giving them an assignment to make your program a success.
- Challenge members to help recruit members using "You Plus One, New or Renew." Offer a small incentive for achieving the challenge.

## 2. Reach out to former members.

### Ideas:

### Units and Department

- Identify former members: Use the ALAMIS member database, or contact your department headquarters, to obtain an Unpaid Roster (information on members who have not paid dues since 2015).
- Reach out to former members: Set up a committee to establish a phone bank of members who will call former members. Meet periodically to make calls – monthly, quarterly, semi-annually. Develop a script to identify reasons for not renewing and what would cause the former member to consider rejoining. A sample phone script is included in the "How to hold a revitalization event or participate in TAL District Revitalizations" how to sheet. Send follow-up letters to those contacted, thanking them for taking the time to talk with you. Send letters

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to those you were unable to reach.

- Share former members' feedback with the unit; determine what the unit might need to do differently to retain all members.

## 3. Attract new members.

### Ideas:

#### Units and Departments

- ☐ Ensure a positive new-member experience.
- ☐ Personally contact a new member shortly after she joins.
- ☐ Provide a personalized welcome letter from the unit president or membership chairman. Also send a New Member Kit, available at [www.ALAforVeterans.org](http://www.ALAforVeterans.org), and personalize it for your unit and department. *See "Suggested Additions to New Member Kit" to help create a complete new member packet.*
- ☐ Find out how a new member wants to be involved and which volunteer activities might best suit her skills and interests. *Utilize the interest form provided in the Leadership Programs Action Plan.*
- ☐ Offer a variety of volunteer opportunities in which new members can participate, at times convenient to them, to support and deliver the Auxiliary's mission. *See the ALA Service Not Self Volunteer Toolbox at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) for tips, ideas and strategies on how to be a better volunteer.*
- ☐ Be welcoming, kind and respectful to persons of all ages and backgrounds.
- ☐ Do not expect all new members to attend regular meetings; be grateful for whatever way she wants to participate, even if only to pay her dues.
- ☐ Assign a "big sister" or mentor to each new member.
- ☐ Increase the ALA's visibility in the community.
- ☐ Increase community involvement by using ALA programs that encourage responsible, active citizenship supporting our military service members and their families.
- ☐ Engage other community-based organizations in ALA projects such as welcome home/deployment events, support of military families and providing services that may include plumbing, carpentry, childcare, etc., for families of those deployed.
- ☐ Volunteer at schools, giving flag demonstrations and serving as mentors, with a special emphasis on military children and the issues they face with deployments and transfers. Contact JROTC leaders to assist with projects.
- ☐ Encourage Junior members to recruit their eligible friends and relatives.
- ☐ Identify recruitment target groups such as women veterans, military families, and relatives of American Legion members, ALA Girls State alumnae and local colleges.
  - **Waive first-year membership dues for eligible women veterans.**
  - **The national portion of the 2018 dues (\$9) and Department (\$8) will be waived for the new women veteran members. Units are encouraged to do the same.**
  - To process, send application to your department. Indicate on her application that this member is part of the "Honor Our Female Veterans" program.
- ☐ Ensure the ALA is appealing to new members.
- ☐ Exhibit *Service Not Self* in all activities and interaction with others.
- ☐ Create a significant membership experience for Junior members. Encourage Junior members to attend the senior meeting to share their vision of the unit. Encourage

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struggling units to elect Junior members to positions that don't incur significant liability risks. Examples include: Chaplain, Sgt.-At-Arms, and Historian.

## 4. Understand and Respect Member Rights

### Units

- ☐ Membership dues
- ☐ Members can pay dues in one of the following ways:
  - ☐ Directly to the appropriate member in their unit
  - ☐ Via the renewal notice sent by National Headquarters
  - ☐ Via [www.ALAforVeterans.org](http://www.ALAforVeterans.org)
  - ☐ **Effective with the 2016 membership year, members have the *option* to renew their dues online.**
- ☐ Membership cannot be withheld from a member who chooses to pay her dues online.
- ☐ Once a member has paid her current year's dues, regardless of payment method, she is a member in good standing and entitled to all rights and privileges of membership.
- ☐ Units have a legal and fiduciary responsibility to process a member's dues (new or renewal) in a timely manner. Failure to do so is a violation of the members' rights and due process. Dues received by the unit should be transmitted to your department once a month (minimum).
- ☐ Membership cards
  - ☐ Membership cards are provided by the national organization and shipped to departments to distribute to their units.
  - ☐ Units must provide to members their membership card as soon as payment is received.
  - ☐ Units must provide membership cards to members who renew online as soon as the unit becomes aware that the member has paid, either by notification from their department or, for units having ALAMIS access, via the "Unit Dues Paid Online" report which is available 24/7.

Auxiliary. Members enable us to carry out our mission to assist veterans, military, and their families. Membership and the 2014-2019 ALA Centennial Strategic Plan: By living our values, the members of the national Membership Committee encourage and support the nationwide effort to attract, engage and retain a diverse, active membership – person by person – to ensure the future of the American Legion Auxiliary. (Goals 1 – 5)

By honoring our veterans and military through meaningful service, the American Legion Auxiliary will grow membership by our centennial anniversary. In order to grow the organization, we must let members know that they are the Auxiliary's most valuable asset. *Note: Our centennial anniversary will be celebrated during the 2019-2020 administrative year.*

### Membership Awards Deadlines and Submission Requirements from National:

- A. **Member Award: R5 – Recruit/Rejoin**
  - Award: Special gift from the national Membership chairman
  - Presented to: Members

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- Deadline: May 1, 2019
- Materials and guidelines:
  - Award will be presented to members who recruit or rejoin five or more Auxiliary Junior or senior members. Rejoins must not have paid dues after 2015.
  - Send to National Headquarters, Attn: Membership Division.
  - One entry per recruiter.
  - All verified entries will be eligible for \$250 cash drawing.

**B. Member Award: Silver Brigade**

- Award: Special gift from the national president
- Presented to: Members
- Deadline: May 1, 2019
- Materials and guidelines:
  - Award will be presented to members who recruit 25 or more new senior Auxiliary members.
  - Send to National Headquarters, Attn: Membership Division.
  - All verified entries will be eligible for a \$500 cash drawing.
  - One gift per recruiter.

**C. Department Award: All Treats No Tricks**

- Award: \$1,000
- Presented to: Departments
- Deadline: October 31, 2018
- Materials and guidelines:
  - Award will be presented to departments that have no units with '0' membership as of October 31.
  - To qualify, National Headquarters must receive membership by October 31.

**D. Department Award: Find Your Pot 'O' Gold**

- Award: \$500
- Presented to: Departments
- Deadline: March 17, 2019
- Materials and guidelines:
  - Award will be presented to departments that have no units with '0' membership as of March 17.
  - To qualify, National Headquarters must receive membership by March 17.
  - Departments that received the 'All Treats No Tricks' Award are not eligible.

### Membership Reporting:

#### Mid-Year Report

Mid-Year reports reflect the program work of units in the department, and are intended as an opportunity for mid-year correction. Each Unit Membership chairman is asked to submit a narrative report by **December 20, 2018** to the Department Membership chairman.

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



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- How is your Unit encouraging renewals? Provide three examples.
- Did working any of the ALA programs help to generate new members? ( Example: Teaching flag etiquette at a school resulted in two teachers joining the ALA.)
- Have any of your members implemented new/innovative ideas or practices to increase renewals and/or sign up new members? If so, what are they?

### 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 Membership chairman is asked to submit a narrative report by **April 15, 2019** to the Department Membership chairman.

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

- As the Unit Membership Chairman, how have you disseminated information to your members?
- Did your Units have any unit membership awards (not including any Department membership awards)?
- Did having these membership awards help to retain or increase membership?
- What did you do to encourage membership?
- What were your successes throughout the year?
- What were some of your hurdles/difficulties faced during this year?

### **Renewal Notice Schedule**

The first renewal notice will be mailed by September 15 for the following membership year. A second notice is mailed by January 15 for the current membership year. Units are encouraged to supplement the national renewal notices with unit generated renewal notices and personal phone calls. The ALA membership year is from January 1 to December 31.

**Sample Letters below:**

- To Former Members to rejoin
- To Legionnaires for eligible Ladies in the home
- To Unit members & Legionnaires for a Revitalization Event
- Telephone Script to call



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AMERICAN LEGION AUXILIARY

2016-2017 PROGRAMS ACTION PLAN HOW TO GUIDES

(LETTER TO LEGIONNAIRE CONCERNING REVITALIZING A UNIT)

**It is recommended this letter be written on post stationery.**  
*SAMPLE LETTER*

Date

Dear Legionnaire,

When you joined The American Legion, you chose to continue your fellowship with others who have served our country. You also chose to support an organization that stands strong for veterans and their rights as American citizens.

Our American Legion post is very interested in assisting the American Legion Auxiliary in re-organizing our local ALA unit. The American Legion is proud of this unit's past goals and accomplishments. Thanks to these Auxiliary volunteers, many veterans, service members and their families as well as our community have benefited.

To make this unit stronger, we welcome the eligible girls and women you know to join our American Legion Family. There are many different programs and activities for members of all ages to volunteer. Please contact either of us for additional information about the Auxiliary's programs and activities. We can be reached at XXX-XXX-XXXX and XXX-XXX-XXXX respectively.

The revitalization event for both Post \_\_\_\_\_ and Unit \_\_\_\_\_ will be held on \_\_\_\_\_ date \_\_\_\_\_ at \_\_\_\_\_ location \_\_\_\_\_ from *start time* to *end time*. Representatives from the unit will be available to speak to anyone interested in joining the American Legion Auxiliary.

Remember, those eligible for membership are the wife, daughter, mother, granddaughter, great granddaughter, sister and grandmother of a Legionnaire or deceased veteran who served during the eligibility dates.

Thank you for your consideration.

\_\_\_\_\_  
Post Commander

\_\_\_\_\_  
Unit President

Membership

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AMERICAN LEGION AUXILIARY

2016-2017 PROGRAMS ACTION PLAN HOW TO GUIDES

(LETTER TO UNIT MEMBER CONCERNING REVITALIZATION EVENT)

**It is recommended this letter be written on unit stationery.**  
*SAMPLE LETTER*

Date

Dear Unit Member,

As you know, the American Legion Auxiliary has a proud heritage of volunteering, and as a volunteer member you understand the importance of our programs and activities and the effect they have on our veterans, service members and their families. The possibilities for us to continue to have an impact in these areas are limited only by our creativity, desires and enthusiasm.

As a member you have been able to volunteer in many capacities in your unit. If you are a member who has not volunteered as much as you would like, now is the time to take another look your options and find new ways for our mission outreach programs to fit into your life. We also ask your help in attracting other women who want to make a difference in the lives of veterans, servicemembers and their families.

We invite you to attend a special revitalization event for Unit \_\_\_\_\_. This event will be held on \_\_\_\_\_ date \_\_\_\_\_ at \_\_\_\_\_ location \_\_\_\_\_ from \_\_\_\_\_ *Start time* to \_\_\_\_\_ *End time*.

A team of unit members will be available to answer questions on the Auxiliary's programs and activities to help you decide where your interests best fit and at what level you would like to participate. Please come by and visit us anytime between *Start Time* and *End Time*.

Thank you for being a member and a volunteer with our exceptional organization. We look forward to your continued membership and volunteer work.

Sincerely,

\_\_\_\_\_  
Unit President

\_\_\_\_\_  
Unit Secretary

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AMERICAN LEGION AUXILIARY

2016-2017 PROGRAMS ACTION PLAN HOW TO GUIDES

(LETTER TO FORMER MEMBER ASKING HER TO REJOIN THE UNIT)

**It is recommended this letter be written on unit stationery.**  
*SAMPLE LETTER*

Date

Dear Former Member,

When you joined the American Legion Auxiliary, you chose to stand strong for veterans, the military, their families and our communities. You chose an organization that has supported and touched with kindness many veterans and their families.

I know that you cared about the programs and activities of the American Legion Auxiliary. That is why I am inviting you to rejoin Unit \_\_\_\_\_.

An application for membership is enclosed along with a sheet showing the many benefits available to Auxiliary members. The dues are \$XX.XX for senior members and \$X.XX for Juniors. Please mail completed application and dues to:

Name, Unit Secretary  
American Legion Auxiliary Unit XXXX  
Street Address  
City, State Zip

Or, please come visit us during our revitalization event occurring, Date at location from Start Time to End Time. Members of the unit will be available to answer any questions you may have about the Auxiliary and our programs as well as assist you in rejoining the unit.

If you have any questions, contact one of the individuals at the address and phone number listed below.

We look forward to your participation in the programs and activities of the American Legion Auxiliary!

Sincerely,

\_\_\_\_\_  
Unit President  
Unit XXXX  
Street Address  
City, State Zip  
Phone Number  
Email

\_\_\_\_\_  
Unit Membership Chairman  
Unit XXXX  
Street Address  
City, State Zip  
Phone Number  
Email

Membership

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AMERICAN LEGION AUXILIARY

2016-2017 PROGRAMS ACTION PLAN HOW TO GUIDES

## SUGGESTED TELEPHONE SCRIPT FOR FORMER/EXPIRED MEMBERS

Hello. This is \_\_\_\_\_. I am a member of the American Legion Auxiliary in insert city and/or state and I see that you were once an ALA member. I'm calling because we are conducting a membership drive and want to invite you to renew your membership.

**If they reply affirmatively:**

Great! I'd be happy to email or send you the application. Is this contact information still correct? (Verify address & email). If you aren't sure if you still have your proof of eligibility documents, you may be able to contact your previous unit or your department headquarters to see if they've retained them.

**Optional:** If there are other women in your family who might be interested in joining, please invite them. I can send additional applications or you can forward my email address to them.

**If they object or reply negatively,** simply thank them for their time.

**If they have any questions that you are unable to answer,** you can refer them to the department headquarters:

American Legion Auxiliary Department of XXXXX  
Phone: XXX-XXX-XXXX  
Name of Department Secretary

**If you need to leave a message:**

Hello. This is \_\_\_\_\_. I am a member of the American Legion Auxiliary in insert city and/or state and I see you were once an ALA member. I'm calling because we are conducting a membership drive, and we want to invite you to rejoin our great organization.

If you are interested in rejoining the American Legion Auxiliary, please call the Department of \_\_\_\_\_ insert state \_\_\_\_\_ at \_\_\_\_\_ insert dept secretary/membership chair's phone number \_\_\_\_\_ and they will be happy to assist you!

**\*\*Keep a record of the objections to find a pattern of responses. This indicates changes your unit may need to address to get members to pay their dues and participate in our programs. If your unit is not experiencing growth or renewals, changes should be made.**

Membership

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## **DEPARTMENT MEMBERSHIP UNIT AWARDS**

Jane Bates Membership Plaque: Unit with the highest numerical increase over goal.

Patricia Riley Membership Plaque: Unit with the second highest numerical increase over goal.

Doloris Kilgore Membership Plaque: Unit with the highest percentage of membership over goal.

Jackie Bayer Membership Plaque: Unit with the most new members per capita. (New members divided by goal---New units will use the number of charter members, all other units will Use 2018-2019 goal)



## **INCENTIVES FOR 2018-2019**

1. \$100 award to the Unit for not being a goose egg Unit by 30 September 2018. (Winner drawn from all those that meet the criteria.)
2. \$100 award to the District that has the largest percentage of non-goose egg Units by 30 September 2018. (Winner drawn from all those that meet the criteria.)
3. \$75 award to the Unit that makes goal by 11 Nov 2018. (Winner drawn from all those that meet the criteria.)
4. \$75 award to the District with the most goal Units by 31 December 2018. (Winner drawn from all those that meet the criteria.)
5. \$100 award to the District with the highest membership percentage by Poppy Shop, 7 April 2019. (Winner drawn in case of a tie.)
6. \$100 award to the Unit with the highest percentage over goal by Poppy Day, 24 May 2019. (Winner drawn from all those that meet the criteria.)
7. \$100 award to the Unit with the highest per capita increase over goal by 31 May 2019. (Winner drawn from all those that meet the criteria.)
8. \$100 award to the Unit with the most rejoins from 1 August 2018 to 31 May 2019. (Winner drawn from all those that meet the criteria.) There will be a form for the Unit to track their rejoins with the member name, member ID, date of rejoin.

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### \* MEMBERSHIP ENHANCEMENT: EXAMPLES

1. To be used for cost of extra mailing of letters or post cards to help the units reach their membership goals.
2. To be used to help struggling units who are within reach but lacking 1-5 to reach their goals, pay department & national cost of dues for them.
3. To be used for cost of materials for Membership tables or displays within District to encourage new Membership for units at functions, events, or meetings.

These are just examples think of some ideas that you can use the extra money for but use it for the purpose it is meant for **MEMBERSHIP!!!!** As District Presidents' you are responsible for your units and helping them in any way possible these incentives can help you do that. Be part of the **TEAM** and **"Join Us"** in striving for more **Members** and everyone reaching their **GOALS**. "In Service Not Self".

### GOALS

1. If Goal or above by **May 31, 2018** no increase to membership.
2. Units with 10 – 400 members – increase by 2
3. Units with 401 – or more members – increase by 3
4. Juniors will have no increases if they reached Goal or above by May 31, 2018, if not will increase by 1

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## 2019 R5 – Recruit & Rejoin

For members who recruit or rejoin five (5) or more Junior or Senior Auxiliary members. Rejoined members must not have paid dues since 2016. **One entry per recruiter.**

Certification forms must be received in Department Headquarters **no later than April 1, 2019.**

### CERTIFICATION FORM

*Please type or print legibly*

Recruiter's Name: \_\_\_\_\_ Recruiter's Member ID#: \_\_\_\_\_

Recruiter's Dept: \_\_\_\_\_ Unit #: \_\_\_\_\_

Recruiter's Address: \_\_\_\_\_

#### Name of New and/or Rejoined members

#### Member ID (if known)

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

#### ***Certified by:***

Dept. Secretary printed name: \_\_\_\_\_ Dept: \_\_\_\_\_

Dept Secretary Signature (*required*): \_\_\_\_\_

**Units** – please send certified forms to:

American Legion Auxiliary  
Departments Headquarters  
**Attn:** Membership Division  
PO Box 2760  
Zanesville Oh 43702-2760

**Form must be received in Department Headquarters by April 1, 2019 to be eligible**

Each recruiter will receive a special gift selected by the 2019 National Membership Chairman and be entered in a cash drawing for \$250.

**One award per recruiter.**

This form may be duplicated.

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## SILVER BRIGADE

An Auxiliary member who recruits **25 or more new 2019 Senior Auxiliary Members** will qualify for enrollment in the **Silver Brigade** of the American Legion Auxiliary. TAL and SAL members are also eligible to receive this award. Certification forms must be received by Department Headquarters no later than **April 1, 2019**.

### CERTIFICATION FORM

*Please type or print legibly*

Recruiter's Name: \_\_\_\_\_ Recruiter's Member ID#: \_\_\_\_\_

Recruiter's Dept: \_\_\_\_\_ Unit #: \_\_\_\_\_

Recruiter's Address: \_\_\_\_\_

### Names of TWENTY-FIVE New Senior Members recruited:

*NOTE: Forms submitted with less than 25 certified names will be disqualified.*

- |           |           |
|-----------|-----------|
| 1. _____  | 14. _____ |
| 2. _____  | 15. _____ |
| 3. _____  | 16. _____ |
| 4. _____  | 17. _____ |
| 5. _____  | 18. _____ |
| 6. _____  | 19. _____ |
| 7. _____  | 20. _____ |
| 8. _____  | 21. _____ |
| 9. _____  | 22. _____ |
| 10. _____ | 23. _____ |
| 11. _____ | 24. _____ |
| 12. _____ | 25. _____ |
| 13. _____ |           |

#### ***Certified by:***

Unit Secretary printed name: \_\_\_\_\_ Unit # \_\_\_\_\_

Unit Secretary Signature (required): \_\_\_\_\_

Unit President printed name: \_\_\_\_\_

Unit President Signature (required): \_\_\_\_\_

Dept. Secretary printed name: \_\_\_\_\_ Dept: \_\_\_\_\_

Dept Secretary Signature (required): \_\_\_\_\_

**Units** – please send certified forms to:

**SILVER BRIGADE AWARD**  
American Legion Auxiliary  
Department Headquarters  
Membership Division  
PO Box 2760  
Zanesville Oh 43702-2760

**Forms must be received in Department Headquarters by April 1, 2019.**

**Note:** Silver Brigade winners will receive a special gift from the National President. Only one gift per Silver Brigade winner.

**This form may be duplicated.**