

**MISCELLANEOUS TOPICS  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OHIO  
LEADERSHIP PART 7**



**PREPARED BY: PAM BATES, DEPARTMENT LEADERSHIP CHAIRMAN**

**THE DISTRICT  
GUIDE TO THE AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OHIO  
LEADERSHIP PART 7**



**★ TALK THE TALK AND WALK THE WALK ★**

**If we don't conduct ourselves as knowledgeable and informed members – we cannot expect to tell others “WHO WE ARE AND WHAT WE DO”.**

**If we don't teach and inform our members the correct protocols and traditions, we cannot expect to have good, informed and efficient meetings.**

**These power point presentation PARTs will provide some basics at Unit, District and Department levels.**

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# MISSION & VISION STATEMENT



## MISSION

In the spirit of service, not self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.

For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

## VISION

The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace and security.

# ALA TAG LINE



***A Community of Volunteers  
Serving Veterans, Military,  
and their Families***

# **UNIT MEMBERS**

## **GUIDE TO THE AMERICAN LEGION AUXILIARY**

### **DEPARTMENT OF OHIO**

### **LEADERSHIP PART 7**



<b>PART 1</b>	<b>THE UNIT</b>
<b>PART 2</b>	<b>THE DISTRICT</b>
<b>PART 3</b>	<b>THE DEPARTMENT</b>
<b>PART 4</b>	<b>CONDUCTING A MEETING</b>
<b>PART 5</b>	<b>PROTOCOL &amp; CONDUCT</b>
<b>PART 6</b>	<b>THINKING ABOUT BEING UNIT/DISTRICT/DEPARTMENT LEADER</b>
<b>PART 7</b>	<b>MISCELLANEOUS</b>

In reading all the Parts, you will find that there is repetition in many areas. This is done because it doesn't matter at what level you are working, much of the information is the same.

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# MISCELLANEOUS TOPICS



ATTITUDES

CHAIN FOR COMMUNICATING

MID & END YEAR REPORTS

WRITING A NARRATIVE STORY

TAKING THE CHALLENGE

THANK YOU

PREPARED BY: PAM BATES, DEPARTMENT LEADERSHIP CHAIRMAN

# ATTITUDES ARE CONTAGIOUS ... IS YOURS WORTH CATCHING



NEGATIVE ATTITUDE		PROACTIVE ATTITUDE
We've never done it that way before.		We have the opportunity to be first.
It's too complicated.		Let's look at it from a different angle.
We don't have the resources.		Necessity is the mother of invention.
It will never work.		We'll give it a try.
There's not enough time.		We'll reevaluate some priorities.
We already tried it.		We learned from the experience.
There's no way it will work.		We can make it work.
It's a waste of time.		Think of the possibilities.
It's a waste of money.		The investment will be worth it.
We don't have the expertise.		Let's talk with those who do it.
Our members won't go for it.		Let's show them the opportunities.

# ATTITUDES ARE CONTAGIOUS .. IS YOURS WORTH CATCHING



NEGATIVE ATTITUDE		PROACTIVE ATTITUDE
The way we do it is good enough.		There's always room for improvement.
We don't have enough money.		Maybe there is something we can cut.
We're understaffed.		We're a lean machine.
We don't have enough room.		Temporary space may be an option.
We don't have the equipment.		Maybe we can sub it out.
It's not going to be any better.		We'll try one more time.
It can't be done.		It'll be a challenge.
No one communicates.		Let's open the channels.
Isn't it time to go home?		Days go by quickly around here.
I don't have any idea.		I'll come up with some alternatives.
Let someone else deal with it.		I'm ready to learn something new.
We're always changing direction.		We're in touch with our members.

# ATTITUDES ARE CONTAGIOUS .. IS YOURS WORTH CATCHING



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# ATTITUDES ARE CONTAGIOUS .. IS YOURS WORTH CATCHING



NEGATIVE ATTITUDE		PROACTIVE ATTITUDE
Our Units won't buy it.		We'll do better at educating them.
Our Department is the wrong size.		We're perfect for this project.
It doesn't fit us.		We should look at it.
It's contrary to policy.		Anything's possible.
It's not my job.		I'll be glad to take the responsibility.
I CAN'T.		I CAN.





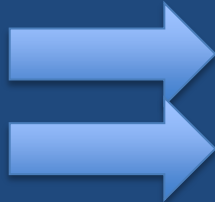
# CHAIN FOR COMMUNICATING

Please DO NOT CONTACT National Directly—Follow the procedure below

- If your Unit has questions about auxiliary do's and don'ts or general information, please follow the CHAIN OF COMMAND to eliminate confusion:

Unit President

District President



District President

Department President

Effective  
Communication

- If your Unit needs help with a program contact:

District Chairman



Department Chairman

- You may contact the Department Secretary if you have questions. She may answer or direct them to the appropriate individual.

# HOW TO COMPLETE A MID & END YEAR REPORT



- Review & Read the OHIO Plan of Action
  - Mailed to the Unit President to distribute to the Unit Chairman
  - Find online at [www.alaohio.gov](http://www.alaohio.gov)
  - Request an email copy from the Department Chairman
  - Determine objectives to accomplish during the year
    - ✓ locate this information under – What Can You Do? – Ideas for the member and the unit. It is **IMPORTANT** to read thoroughly and completely as each program has different criteria. Some require dollar values; number of volunteers; number of veterans served (be specific - “many” is not numerical); impact reports some require totally different information. One size does not fit all.

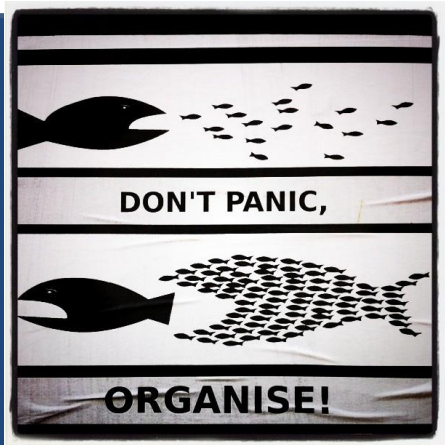


# HOW TO COMPLETE A MID & END YEAR REPORT



- **Compile data, total numbers, activities from your members and treasurer and then determine where the information fits the Ohio Plan of Action objectives.**
  - ✓ If an activity crosses several Programs, decide to use the numbers on one or distribute them across the Programs that are involved.
- **Write the narrative, and forward it by deadline to the individual who is to receive the report. This is listed in the Plan of Action.**
- **If we as department chairmen do not receive information from our units, we cannot report “What Ohio Does” for the programs.**

# WRITING YOUR UNIT NARRATIVE STORY



- The word narrative often panics people. Don't let it! You are really writing a story about what your unit did or if it's a member specific award, what they did for the program.
- Think of a member you have not seen for a long time. Here's your chance to tell that member what has been happening in the unit for the year.
- Review and read the OHIO Programs Action Plan awards...there will be two types you can submit – National and Department. Each has different criteria. Some require impact reports in order to be considered. **READ CAREFULLY!**

# WRITING YOUR UNIT NARRATIVE STORY



- **Where to start:**
  - Plan ahead - check the Programs Action Plan and decide what the unit would like to accomplish and what goals the unit needs to accomplish to achieve any awards. Remember most units cannot do all the programs. Pick and choose what your unit does best.
  - Try and keep a journal of what your unit and members have done through the year.
  - Go to the Programs Action Plan – What Can You Do? – Ideas for the member and the unit.
  - When you find the “What Can You Do” section, you will see there are subtitles on what to accomplish...go to the ideas for members and unit under that subtitle. Then decide if the unit has accomplished any of those activities.

# WRITING YOUR UNIT NARRATIVE STORY



- **Where to start: (continued)**
  - Once you have gone through all the subtitles and determine the activities the unit has accomplished start writing...who, what, when, where and how.
  - Be very specific in your writing. Try to write in the 3<sup>rd</sup> person...not my or I, but the unit, chairman or member. If the award is member specific, you will have to mention the name.
  - Keep in mind that the Department Chairman, are looking for the criteria specific to their program. If in doubt what to write, contract the Department Chairman and ask for advice.
  - Trust me...you will not get it right on the first writing...it may take 3 or more times...start early...write then walk away...come back reread and rewrite...suggest you put a Revision on each copy just in case you removed something and now you want it back.

**IT'S UP TO YOU TO MAKE OUR ORGANIZATION  
SUCCESSFUL...CAN YOU MEET THE CHALLENGE?!**



## Moving Greatness To Success





- ❖ You have come to the end of 7 mini leadership slideshows.
- ❖ I hope you were able to use the information provided.
- ❖ If you have any questions, contact your Department Leadership Chairman.
- ❖ If you have any recommendations for other topics or comments to enhance the current 7 mini leadership slideshows, contact your Department Leadership Chairman.