



Ohio Unit Plan of Action



CHAPLAIN

CHAIRMAN

Carol T. Robinson
 8483 Woodgrove Dr.
 Centerville, Ohio 45458-1853
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CITATION OF MERIT



REQUIREMENT

Year-End Report Due: April 15, 2021

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 this report form with boxes completed and answer the questions below in order to earn the Citation of Merit. Narrative - word count must follow directions given in award guidelines. 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 # _____	Unit Membership Goal _____	Unit 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 must be typed written in narrative form.
 Narrative must not exceed 1,000 words.
 Narrative may include photographs and news articles.

Narrative Deadline: April 15, 2021

Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total Dollars Spent or Raised	Total Number of Patriotic/Veteran Programs/Events
			\$	

MAIL TO DEPARTMENT CHAPLAIN

Carol T. Robinson
 8483 Woodgrove Dr.
 Centerville, Ohio 45458-1853

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CHAPLAIN

Congratulations on your election or appointment as Chaplain of your Unit, County, or District. You will find the office of Chaplain to be a most rewarding experience. Serving as Chaplain can be such a source of joy and deep satisfaction. One very important thing to keep in mind is that the American Legion Auxiliary does not promote any one religion. And therefore, we must not offend anyone by promoting our own religion. Just as our military is made up of men and women of all faiths, we must remember that our Unit, County or District may have members of a faith other than our own. Let us work to preserve our religious freedom. Our veterans fought to keep our Nation strong and free – honor them by regarding each person’s choice of prayer.

As Chaplain, you should attend all meetings and have an opening and closing prayer at each meeting. Prayers may come from the chaplain handbook or other documents. Your prayers do not always have to be “perfect” – they just have to come from your heart.

Duties of the Chaplain

- 1) Attend all meetings and have an opening and closing prayer.
- 2) Report names of members who are ill or shut-in at meetings.
- 3) Send sympathy cards to the family who has lost someone and if possible, visit the funeral home; ask if the family would like an Auxiliary service or dinner. It is the Unit Chaplains responsibility to have a resolution of respect available for the family of a deceased Unit member. The Chaplain will coordinate with the Unit Membership Chairman to ensure a membership data form is completed and sent to Department.
- 4) Be in charge of religious services for your Unit, such as draping the charter or performing Memorial Services.
- 5) Visit members and veterans who may be shut-in or in nursing homes/hospital – make a simple prayer bookmark or card they can keep to comfort them.
- 6) Keep in touch with Gold Star mothers; remember them during the holidays.
- 7) Send cards to members and their families in the case of illness, loss, or hard times.
- 8) Incorporate music into the Chaplain’s program whenever possible.

Resources

- 1) www.ALAforVeterans.org
- 2) ALA Unit Guide Book
- 3) Guidelines for National Chaplain ALA
- 4) American Legion Auxiliary Magazine “*Reflections*”
- 5) ALA Chaplain’s prayer book
- 6) Facebook pages: Department of Ohio American Legion Auxiliary Chaplain Page and American Legion Auxiliary Chaplains

DEPARTMENT AWARD INFORMATION & DEADLINES **YEAR-END REPORT DUE: APRIL 15, 2021**

The year-end report is a narrative of your Chaplain duties/accomplishments from May 1, 2020, to April 1, 2021, along with the Department report form. Photos are always encouraged with your narratives that spotlights the Chaplain’s programs or events.

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2020 – 2021 Senior Prayer Book Guidelines

Book of Prayers and Devotional Thoughts – should also be on the front cover of the book as the title.

- Size: Book may be a 3” x 5” or 8.5” x 11”.
- You may use colored paper or clip art, but be respectful.
- Please try to use Department President Kristen’s theme – **Respect, Advocate, Care, Education.**
- First page – centered with Unit Name, Unit Number, and Unit Chaplain’s Name.
- If this is a District book, be sure to use the District Number and District Chaplain’s Name only.
- “Prayers and Devotional Thoughts” should be next and centered on the page.

Senior Chaplain Books are due to the Department Chaplain Carol T. Robinson, 8483 Woodgrove Dr., Centerville, Ohio 45458-1853, by April 15, 2021.

2020 – 2021 Senior Department Chaplain Awards

- Certificates will be given to each Chaplain (Unit, or District) that submits a **Book of Prayers and Devotional Thoughts** for judging.
- All prayer books will be returned at Department Convention

2020 – 2021 Junior Prayer Book Guidelines

Book of Prayers and Devotional Thoughts – should also be on the front cover of the book as the title.

- Size: Book may be a 3” x 5” or 8.5” x 11”.
- You may use colored paper or clip art, but be respectful.
- Please try to use Department President Kristen’s theme – **Respect, Advocate, Care, Education.**
- First page – centered with Unit Name, Unit Number, and Unit Chaplain’s Name.
- If this is a District book, be sure to use the District Number and District Chaplain’s Name only.
- “Prayers and Devotional Thoughts” should be next and centered on the page.

Junior Chaplain Books are due to the Department Chaplain Carol T. Robinson, 8483 Woodgrove Dr., Centerville, Ohio 45458-1853, by April 1, 2021.

2020-2021 Junior Department Chaplain Awards

- Certificates will be given to each Chaplain (Member, Unit or District) that submits a **Book of Prayers and Devotional Thoughts** for judging.
- All prayer books will be returned at Department Convention

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THE RUTH ADAMS PLAQUE

Entries must be submitted in a narrative form either typed, computer-generated, or neatly handwritten or hand-printed on 8-1/2" X 11" papers and bound in a softcover or folder. The narrative must be double-spaced and not to exceed 1,000 words.

- The cover page must include:
 - Name and number of Unit
 - District number
 - Name and address of Unit Chaplain
 - Word count not to exceed 1000 words.
 - Subject of narrative: "Best Year-Round Chaplain Report."
 - **ENTRIES MUST BE POSTMARKED ON OR BEFORE APRIL 15, 2021**

Please include photos with your narratives of your Unit that spotlights your Chaplain program or events your Chaplain is holding. We hope to recognize Unit Chaplains during this year's Department Convention.

PRAYER/DEVOTIONAL BOOKS (Change for this year ONLY)

We will not be making a prayer book for President Kristen. Don't worry! President Kristen and I have come up with another idea!

Each Unit, County or District (Seniors and/or Juniors) are asked to make prayer or devotional books to give to the VA Medical Centers and/or Community Based Outpatient Clinics (CBOCs).

Instructions:

- Size: Book may be a 3" x 5" or 5" x 7"
- Page limit: minimum 10 pages, maximum 25 pages
- Front Cover should read (centered):
 - Book of Prayers and Devotional Readings
- Inside Cover should read (centered):
 - May the readings be a reminder of God's love, guidance, and His many blessings.
 - Prayers and Devotional Readings
- Last page should read (centered):
 - Auxiliary Emblem
 - District number, Unit name and number, city and state.
 - Your name is optional, but NOT recommended.

More detailed instructions will be forthcoming. There will be sample books available to see at School of Instruction and Mid-Winter.