



# Ohio Unit Plan of Action



## CHAPLAIN

### CHAIRMAN

Carol T. Robinson  
 8483 Woodgrove Dr.  
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### CITATION OF MERIT



### REQUIREMENT

**Year-End Report Due: April 15, 2020**

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. <b>Please complete the following.</b> 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)				

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.

Optional-A copy of your Unit ALA Impact Form (Only necessary if the Plan requires it of Action Directions)

**Narrative Deadline: April 15, 2020**

### 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
			\$	

**The National Cover Sheet is included on the backside of this form.**

**Please fill out the Unit or Member Portion and send with your**

**Narrative. Send your narrative, this report form and National Cover Sheet to your Department Chairman.**

### MAIL TO DEPARTMENT CHAPLAIN

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

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## American Legion Auxiliary National Report and Award Cover Sheet

See the Annual Supplement to the Programs Action Plan to determine where to send this form.  
**Please note, your report will also be viewed as an award entry if this cover sheet is attached.**

**Complete the following if you are applying for a member award.**

Unit #: \_\_\_\_\_ Full official unit name: \_\_\_\_\_

Name of state where you are a member: \_\_\_\_\_

Member's Full Name: \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Nominating Member (if different from above): \_\_\_\_\_

Nominator's Phone number: (\_\_\_\_) \_\_\_\_\_

Nominator's Email address: \_\_\_\_\_

National committee sponsoring award: \_\_\_\_\_

Name of the award you are applying for: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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: \_\_\_\_\_

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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) Make a Prayer or Devotional Book to use and encourage all members to send prayers for Department President Kristen’s Book.
- 9) Encourage Junior members to make Prayer Books and to send prayers.
- 10) Incorporate music into the Chaplain’s program whenever possible.

### Resources

- 1) [www.ALAforVeterans.org](http://www.ALAforVeterans.org)
- 2) ALA Unit Guide Book
- 3) Guidelines for National Chaplain ALA
- 4) American Legion Auxiliary Magazine “*Reflections*”
- 5) [www.ohiolegion.com](http://www.ohiolegion.com) Religious Emphasis Committee Chairman and Department Chaplain
- 6) ALA Chaplain’s prayer book
- 7) Facebook pages: Department of Ohio American Legion Auxiliary Chaplain Page and American Legion Auxiliary Chaplains

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## NATIONAL AWARD INFORMATION & DEADLINES

National is requesting a Mid-Year Report from each Department Chairman (as well as an end of year report). Therefore, I am asking every Unit Chaplain to please send me a Mid-Year Report of what your Unit has done thus far.

### **MID-YEAR REPORT DUE: DECEMBER 7, 2019**

Mid-year report is a narrative of your Chaplain duties/accomplishments from May 1, 2019, to December 1, 2019

### **YEAR-END REPORT DUE: APRIL 15, 2020**

The year-end report is a narrative of your Chaplain duties/accomplishments from May 1, 2019, to April 1, 2020, along with the Department report form and the National Coversheet.

## **DEPARTMENT AWARD INFORMATION & DEADLINE**

### **2019 – 2019 Senior 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 cover should have the Auxiliary Emblem centered.
- Size: Book may be a 3” x 5” to 8.5” x 11”.
- You may use colored paper or clip art but be respectful.
- The book must have a dedication in the front.
- The book must contain the Pledge of Allegiance and the Preamble to the Constitution.
- 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 each page.

**Senior Chaplain Books are due to the Department Chaplain Carol T. Robinson, 8483 Woodgrove Dr., Centerville, Ohio 45458-1853 by April 15, 2020.**

### **2019 – 2020 Senior Department Chaplain Awards**

- Certificates 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

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## 2019 – 2020 Junior Prayer Book Rules

- The book cover should have the Auxiliary Emblem centered.
- Size: Book may be a 3” x 5” to 8.5” x 11”.
- You may use colored paper or clip art but be respectful.
- The book must have a dedication in the front.
- The book must contain the Pledge of Allegiance and the Preamble to the Constitution.
- 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 each page.
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**Junior Chaplain Books are due to the Department Chaplain Carol T. Robinson, 8483 Woodgrove Dr., Centerville, Ohio 45458-1853 by April 1, 2020.**

## 2019-2020 Junior Department Chaplain Awards

- Certificate 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

### 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
    - Subject of narrative: “Best Year-Round Chaplain Report.”
    - **ENTRIES MUST BE POSTMARKED ON OR BEFORE APRIL 15, 2020**
- Note: The Award will be presented at the Department Convention in June 2020

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## **DEPARTMENT CHAPLAIN SPECIAL AWARDS:**

- Certificate to the Unit Chaplain/Member who submits the most prayers for President Kristen's prayer book. **DEADLINE IS APRIL 15, 2020.**
- Certificate to the Unit Chaplain/Member who submits a prayer or devotional thought to be used in the monthly bulk mailing.

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.