



HIO FEBRUARY BULK MAILING 2018

To: Unit Presidents
District Chairmen
Department Chairmen
Department Executive Committee
Hospital Representatives & Deputies
Past Department President

VERY IMPORTANT MAILING!!!

PLEASE OPEN AND READ THRU THIS MAILING. IT CONTAINS IMPORTANT DOCUMENTS.

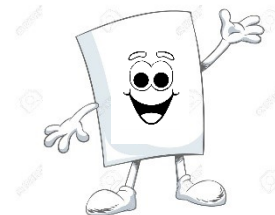
This mailing contains valuable information regarding **Department Junior Convention & Poppy Shop** as well as, the **Unit End of Year Report Kit and Unit Data Forms**. Please share with all members:

- ***UNIT DATA FORM (ivory) Unit Membership or Treasurer-Deadline April 1st, 2018***
This is a mandatory form that must be completed annually so we have the correct information on your Dues Renewal

- **President's Message – All members**
- **Membership (yellow) – Membership Chairman and All Members**
- **AEF(lilac) –AEF Chairman**
- **Chaplain – (buff) – Unit Chaplain**
- **Community Service – (salmon)**
- **Education (blue) – Education Chairman**
- **Call To Department Junior Convention (white):**
 - Tentative Schedule
 - Rules and Order of Business
 - Awards Information
 - **Housing Information is included in this Mailing**
 - Registration Form
 - Delegate & Alternate Forms
- **Jr. Activities – Jr. Activities Chairman**
- **Leadership (salmon) – All Members**
- **Past Presidents Parley (pink) – PPP Chairman**
- **Poppy Program & Poppy Shop Information(cherry) – All Members**
 - Little Miss Poppy Application
 - Tour Information
 - **Housing for Poppy Shop & Jr. Convention(ivory)**
- **KIT OF REPORTS: END OF YEAR REPORTS (green)**
- ***Unit Chairmen and President- Deadline: April 15th***
 - **Citation of Merit Requirements**
 - **Consolidated Unit Year End Impact**
 - **Numbers Report-Needed to report Statistics to Congress**
 - **Program Reports**



Don't Toss Me
Away!!
Housing for
Poppy Shop &
Jr. Conv.
& KIT OF
REPORTS are
included in
me!





February, 2018
BULK MAILING

Hi Ladies,

It is time to take a look at the deadlines coming up for the various programs and see what you have accomplished this year and what there is still to be done. Some of the things coming up are:

- ✓ March 2 – Deadline for BGS Application Request Form before price goes up
- ✓ March 5 - Housing deadline at the Days Inn, 11410 US Route 250, Milan, OH for Poppy Shop/Jr. Convention - \$49.99 a night plus tax and fees
- ✓ April 3 – Completed BGS Applications MUST be received at Department Headquarters
- ✓ April 7 – Junior Convention, Spring DEC meeting, Spring Finance Meeting at Post 83 in Sandusky, Ohio
- ✓ April 8 – Poppy Shop at Ohio Veterans Home

Please make sure that you are checking your Plan of Action for deadline dates, reservation deadlines for upcoming events, and ideas that can still be implemented this year.

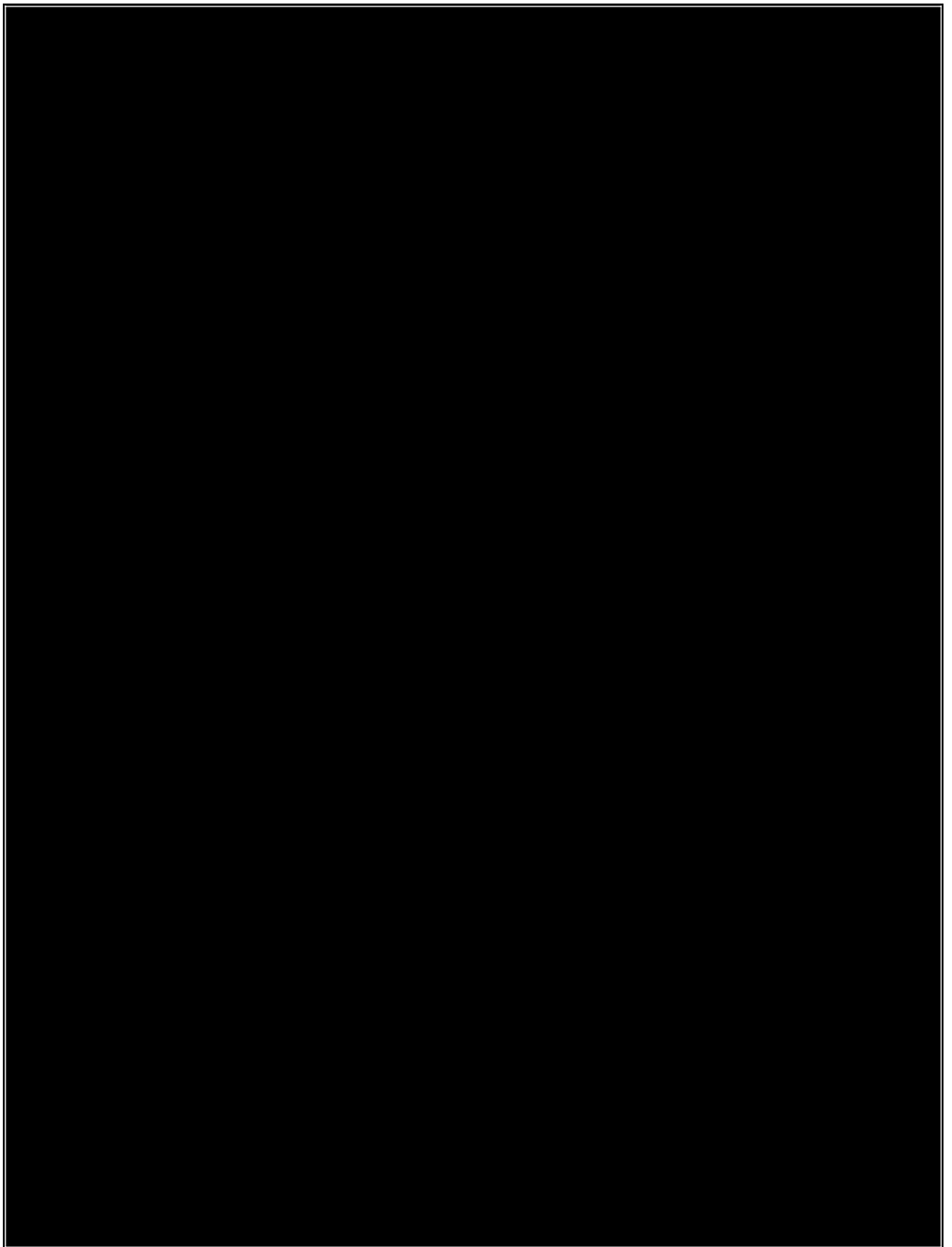
There is still time to have a fundraiser for my special project, *“Making Our Veteran’s Wishes Come True”*. Please get the word out that there is funding for special “wishes” that our servicemen and women, veterans or veterans families may have. I am anxious to grant wishes to these men and women because I know they would like to do things or need things done for them and can’t because of a lack of money. Tell your Legion about my project and send letters out to corporations and organizations asking to contribute to this worthwhile cause. No donation is too small. If you need more information or a brochure or application, please visit our website where these can be found.

We are now into February and it is time to assess what we need to do to become a goal Unit, a goal District and a goal Department. Membership is *everyone’s* responsibility, not just the membership chairman. She cannot do it by herself. As of January 31, any member not paid is now considered delinquent by National. (Even if the Unit has received the payment of dues and the member has received her card, the member is not in good standing until the Unit sends the dues to Department.) Please make that important phone call or visit that member who has not yet renewed. There is nothing like the personal touch. And as always, please be kind as you make these contacts.

Please pray for the family of Debbie Monroe, our Department 2nd Vice, as she went to be with the Lord on February 4, 2018. Funeral services were conducted on February 9, 2018. Debbie will be sadly missed by all.

Love to all,

Shirley



MEMBERSHIP

We only have a couple of weeks to help Department get that \$500 so if you are "0" Unit please send in your dues only if it is 1(one) your Officers should have been paid already, we must be a department with no zero units by March 3, 2018. There are 5 of you out there!!!! Anyone who is not "0" Thank You and if you know someone from these units and can help please do so. Contact your District President.

Goose Egg Units

District 3 – unit 708 Hollansburg
District 7 – unit 653 Washington Court House
District 9 – unit 247 Lowellville
District 13 – unit 559 Maple Heights

REMINDER OF DUES INCREASE AND BREAKDOWN Effective for Year 2019 Dues starting in August 2018

	Senior Dues	Junior Dues
National	\$12.00	\$2.50
V A & R assessment	\$0.75	\$0.75
C&Y assessment	\$0.25	\$0.25
National Convention	\$0.30	
Department Convention	\$0.20	
Buckeye Messenger	\$1.50	
General Fund (Dept.)	\$8.00	\$2.75
To be sent in	\$23.00	\$6.25

If you must increase your Unit dues do so now

Kathy Heichel
Department Membership Chairman

AUXILIARY EMERGENCY FUND



Many tragedies occurred this past year; our country faced hurricanes, fires, floods, and many suffered with financial struggles. The Auxiliary Emergency Fund is there to help members move a step forward. If you know a member who is struggling, reach out to her and let her know about our AEF. Encourage her to complete the application. The application is attached to the Action Plan or go to <http://www.ALAforVeterans.org> and click the tab *Auxiliary Emergency Fund*.

I encourage Units to hold fundraising events for the AEF that will help our members in need. And thank you to those who have or are planning events. Every dollar is needed and greatly appreciated.

Several items I would like to share from the National Western Division AEF Chairman:

1. Please read this note of thanks we received from an ALA member impacted by Hurricane Irma: “My sincere thanks for this needed grant fund and especially how swiftly and easily everyone involved on the line made it for me. We have workers here now getting jobs done fast, and the fridge is restocked. My husband and I have more situations to take care of, but by January 2018, we plan to be able to be active again in our local post.”
2. *I expect to pass through this world but once. Any good therefore that I can do, or any kindness that I can show to any fellow creature, let me do it now. Let me not defer or neglect it, for I shall not pass this way again.* — Stephen Grellet

I believe that quote is in the heart of every Auxiliary member – for all we do for our veterans, military, children, community and each other.

So... get your thinking caps on and plan a fun way to raise money for the Program. Refer to the Action Plan for some ideas or the National website (noted above). A lot of easy and fun ideas!

We are not many weeks away from the deadline for submitting year-end reports. I cannot express enough how important it is to submit a report for your Unit. The form is very easy to read and complete. Your information is valuable to Department and National. Often times we do not realize within our Units the total dollars spent, or number of volunteers and their hours, or how many people were impacted by what we did within the various Programs until we do put our reports together. Be proud of those projects regardless of how big or small and report them!! I don't think anyone would disagree that all Units should have some “bragging rights!”

Thank you for all you do in support of the American Legion Auxiliary, God's blessings to one and all.

Carole Sowards, AEF Chairman

Chaplain February 2018

Time is flying by and I know it has been a busy year with a lot of need for prayer. I hope many of you have been praying for our Government and all our leaders and continue to pray daily.

- One of my favorite resources is **Moms in Prayer**. This site has some great suggestions on prayer and how important it is to pray for our children no matter the age. I hope you have downloaded the Four Steps of prayer. It is a great resource.
- **Presidential Prayer team** sends me prayers daily and who we need to pray for in our Government.

Intercessors for America is another resource to pray concerning our government and what areas we need to be praying about. (Many Resources ask for money and we need to remember to donate to our American Legion Auxiliary projects).

It is very important that you send a **Data Form** to Department when a member dies. Discuss this at a meeting so all members know this needs to be done. Several years ago the officer taking care of this in my own unit ended up quite ill and then in a nursing home. Her replacement did not take the time to read her responsibilities and did not realize this was part of her responsibilities. **So** if you discuss this important job at a meeting all will know the importance of this job. It was also a reminder to our unit to go over each officer's responsibilities yearly.



PLEASE send me prayers and inspirational thoughts for President Shirley's Prayer books.

SPECAIL thanks to everyone who sent me prayers for those dealing with sickness. I am making a special prayer book for illness and tough times.

Please encourage all members to send prayers typed would be great or neatly printed. If you can send them by April 15th it would be greatly appreciated.



An Irish Prayer:

May God give you, For every storm, A rainbow,
For every tear, A smile,
For every care, A promise,
And a blessing in each trial.
For every problem life sends, A faithful friend to share,
For every sigh, A sweet song,
And an answer for each prayer.



Community Service

Buckeye Chuck saw his shadow but even if he hadn't, we know that there will be plenty of need for warm clothing for those without permanent housing. Please consider donating cold weather clothing to shelters in your area. As you make room in your closet for items you or family members may have received during the holidays, think of those who could use warm clothing on a cold day. All sizes are needed as many shelters have both children and adults living there. Those children would also be grateful for a gently use toy or book.

Food is also an item that is always needed. Consider sponsoring a food drive or volunteering with another organization that is holding one. Many food pantries receive large donations during the holidays but the giving drops off after the first of the year. The need for food never ends!

Another item that is needed year round is blood. Perhaps your post home can be used as a blood drive site. Contact your local Red Cross for more information

One item mentioned in a mid-year report was a program that I had never heard of but want to pass along to all of you. This unit continues to collect calendars and day planners for a local nursing home after the activities director informed them that "you would have thought we were giving out money, the residents liked them so much". What a great idea! I receive many calendars and planners that I do not need, in the mail or from local businesses. Check with facilities in your area that might like to have these items. If you make a donation to an organization for the unsolicited item, record the donation for your chairman. Every little bit counts. Thank you to Marilyn Warner of Akron Unit 209 for reporting on this wonderful idea.

The severe weather in parts of our state may unfortunately have made members eligible for our Ohio Disaster Emergency Assistance Program. Information and the application are available on the Department website. A member must submit their application within **30 days** of the date the emergency occurred.



Community Service Chairman – Diann Long

Education

Deb Meyer, Chairman

It is hard to believe we are now past mid-year. I received mid-year reports from six unit education chairmen and I give a big thank you to those units for reporting. Reports show that we have been supporting our school and children with educational supplies and equipment. A unit has been working with their school administration and teachers to develop a bullying program. Presidential rulers and writing supplies have been donated to schools along with flags for a flag etiquette program. Units have helped with the A & G tests given to high school students.

In December eight Continuing Education Scholarship forms were received and eight students received \$200. They were from District One: Joseph Boyk, Megan Boyk and Ashley Madaras; District Three: Joshua Ewing and Marie Ewing; District 13: Thomas Reckart; and District 14: Emily Nuber and Kaitlyn Nuber. All units reporting mid-year have contacted their schools and gave information of American Legion Auxiliary Scholarship Program. The scholarship forms are due to the units by March 1, 2018. They must be signed by the Unit Presidents so Unit Presidents please **check to make sure all information and letters are attached before you sign the scholarship form**. If all information and letters of recommendation are not attached, that student will not be eligible to receive a scholarship. If your deadline is March 1st, do not start judging before the deadline. As stated in the Plan of Action form a committee to read and select one scholarship winner from the unit for each scholarship. I would suggest the committee not include mothers, grandmothers, aunts or other relative of a student submitting a scholarship form. Work to make the selection as fair as possible. All winning scholarship on the unit level must be submitted to me by March 15, 2018. This is a rather quick turnaround so have your committee ready and a date selected to read and choose the unit winners so they can get to me on time.

What is your unit doing to help military children and families in your local schools? I know there might not be a lot of military families in your community but there are several air and National Guard bases in Ohio. If you are close to one of them, check with the schools and churches to see if families are moving in and are new to your area. They should be able to put you in contact with military families new to your area. What can you do to help make their transition easier in the schools and community? We live in a world in which networking can be helpful. You can help new families by being a contact to help them in everyday concerns such as grocery stores, doctors, youth groups and organizations. This will help new families feel welcomed.

Has your unit look into the Veterans in Community Schools Program? There is a layout of how to get started. Have you talked to your Post to see if there are Legion members that would be interested in going into the classroom and sharing with students?

Several years ago Brian Williams had a report on the Medal of Honor Foundation. After the discussion of the importance of the mentality servicemen and women have of "No man left behind" and how in dire situation we all have a responsibility

for each other, I decided to check out the Medal of Honor website. I found some very interesting information. First of all you can have Medal of Honor recipients speak to school groups. There is important protocol to follow which is listed on the website. The last I looked Ohio has two veterans who were awarded the Medal of Honor, one from the Cleveland area and the other from Columbus. There is a character development program with lesson plans for teachers to follow that educate students about veterans and their service. There are forty-two lesson and I know that no teacher has time to do all of them but maybe they could pick out some that would viable in their classroom. One of our language arts teacher printed a couple to do with her students for journal writings. I have chosen to do a couple plans for when I discuss leadership with my students. Periodically, there are webinar discussions of historical events that history or government teachers might be able to use in their classrooms. You can sign up for their newsletter at <http://themedalofhonor.com> It is something worth checking out and letting our educator know what is available to them..

In early April statewide testing will begin. There will be students who come to school without breakfast only to sit through several hours of testing hungry. Our school has an organization that see each child has a granola bar and juice box each day of testing so all children have something in the stomachs before testing starts each morning. Check with your schools and see how you can help with such a project. If there is no such project in your school, is this something your unit could do? We all want to see that our students have the best advantages when they are testing.

When we all work together with our schools and their organizations, education only get better for all children. What we do today will have a positive effect for our students in the future.



American Legion Auxiliary
JUNIORS



Department of Ohio Junior Convention

April 7, 2018

Commodore Denig American Legion Post
3615 Hayes, Ave, Sandusky, Ohio 44870

The 66th Department Junior Convention of the American Legion Auxiliary, Department of Ohio, will be held at Commodore Denig American Legion Post 83 on April 7th, 2018. Honorary Department Junior President, Zoey Schroder will preside.

PURPOSE: To elect the 2018-2019 Honorary Department Junior President and the Honorary Department Junior Vice President; to install the newly elected Honorary Department Junior Officers and Honorary District Junior Presidents; to present awards; and to conduct any other necessary business.

Activities Include:

Friday Evening April 6th, 2018 (optional)

Join us at the Days Inn in Milan where we'll be swimming and participating in fun activities.

(See Housing for more information)

Saturday April 7th, 2018

(Dress Slacks or Skirts/Dresses are encouraged for the Convention)

Program Workshop
District Pre-Convention Caucus
Installation of Honorary Department Junior Officers
&
Honorary Junior District Presidents
Special Guest Speaker
Crafts and Recreation

Registration Form due to Department HQs by March 30th.
Cost is 6.00 per Person

See Department Website for Hyperlinks to Forms and Housing Information
www.alaohio.org



AMERICAN LEGION AUXILIARY



DEPARTMENT JUNIOR CONVENTION
Commodore Denig American Legion Post 83
3615 Hayes Ave
Sandusky, Ohio 44870

SCHEDULE

Friday, April 6, 2018

Join us at the Days Inn Milan for Swimming and Activities
(Optional)

Saturday, April 7, 2018

9:00 - 10:00 am	Registration
10:00 - 10:30 am	Doughnuts, Juice, Milk
10:30 - 10:45 am	Welcome & Instructions Dept Jr. Chair Karen Peel
10:45 - 11:30 am	District Caucuses
11:30 - 12:00 pm	Nominations & Elections
12:00 - 12:45 pm	BREAK - LUNCH
12:45 - 1:15 pm	Installation of New Dept Jr Officers
1:15 - 1:45 pm	Presentation of Some Jr Activities Awards -Dept Jr Activity Committee
1:45 - 2:45 pm	Special Guest/Breakout Sessions
2:45 pm	End Remarks & Benediction
3:00pm	Possible Recreational Activities



AMERICAN LEGION AUXILIARY

Department of Ohio, Inc.

PO Box 2760

Zanesville, Ohio 43702-2760

(740) 452-8245

Juniors

DEPARTMENT JUNIOR CONVENTION RULES AND ORDER OF BUSINESS

April 7, 2018

The Convention meetings shall be called to order at the designated time.

The Chair may deviate from the printed program when necessary.

The audience shall remain seated during the business of the Convention, unless participating in the program. No one shall be permitted to enter or leave the Convention hall during the presentation of awards, when a speaker has the floor, or during voting.

A member wishing to address the Convention shall rise, address the Chair and, when recognized, shall give her name, Unit, and District number before stating her business.

Only registered Delegates, or authorized Alternates acting as Delegates, seated in the assigned location, are eligible to vote.

An alternate replacing a delegate unable to attend the convention shall have her senior advisor notify the third member of the Department Junior Activities Committee, who is in charge of the registration committee.

All Junior and Senior members shall observe appropriate conduct and dress during Department Junior Convention.

The District Junior Activities Chairman or the Senior District President shall be the adult advisor for the District Delegation.

The Credentials Committee shall report at such times as directed by the Chair.

Each District Junior President shall poll her delegation and announce the voting strength upon District Roll Call prior to voting. This number cannot be more than that reported by the Credentials Committee.

No one will be permitted to enter or leave the Convention Hall during voting time. Delegates must remain in their District, not leaving the section in which their District is located, except for dire emergency. Delegates will lose their vote if not in the proper voting section when voting by ballot occurs.

Nominations for Honorary Junior Officers shall be made from the floor by her District's Honorary Junior President.

The current edition of "Robert's Rules of Order Newly Revised" shall be the parliamentary authority on all points not covered by these rules.

American Legion Auxiliary
Department Junior Convention
April 7, 2018

Awards Information Form

_____ Unit Number

_____ District Number

_____ Membership – number of paid Juniors as of February 28,
2018

_____ Date sent Junior Activities Unit Report to District Chair

_____ Number of Juniors from your Unit attending the 2018
Department Junior Convention

_____ Round-trip mileage – number of miles traveled from Post
home to Department Junior Convention multiplied by 2

Check the following American Legion Auxiliary programs your Junior Unit participated in this year – May 2017 through March 2018.

_____ Americanism

_____ Children & Youth

_____ Community Service

_____ Veterans Affairs & Rehabilitation

Senior Advisor Verification:

Name: _____ **Phone:** _____ **Email:** _____



*Poppy Shop
&
Department Jr. Convention*

Hotel Accommodations

A Block of Rooms have been reserved at a Discounted Rate for
Friday, April 6th & Saturday, April 7th, 2018
Individuals must make their own reservations by contacting:



11410 US Rt. 250

Milan, Ohio 44846

Phone 419-499-4961

Group Name: American Legion Auxiliary

Price: \$49.99 plus tax

Cut off for Reservation

March 5, 2018

AMERICAN LEGION AUXILIARY
Department of Ohio, Inc.
PO Box 2760
Zanesville, Ohio 43702-2760
(740) 452-8245

REGISTRATION FORM

Please complete and return to Department Headquarters by March 7th, 2018.

DEPARTMENT JUNIOR CONVENTION
Commodore Denig American Legion Post
3615 Hayes Ave
Sandusky, Ohio, 44870
April 7th, 2018

District # _____ Unit # _____ Unit Name _____

Advisor Name _____

Address _____

City, State, ZIP _____

Phone Number _____

Name	Junior, Senior or Guest	Workshop (yes or no)	Lunch \$6.00
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total			\$

Make check payable to American Legion Auxiliary, PO Box 2760, Zanesville, Ohio 43702-2760 Check # _____

**AMERICAN LEGION AUXILIARY
Department of Ohio, Inc.**

**2018 DEPARTMENT AND DISTRICT JUNIOR CONVENTION
DELEGATE/ALTERNATE CERTIFICATION FORM**

District # _____ Unit # _____ Unit Name _____

Advisor Name _____

Address _____

City, State, ZIP _____

Phone Number _____ Junior Membership Currently _____

The number of delegates is based on Junior membership as of the District Jr. Convention Date or February 28th, whichever date occurs first. Unit Junior groups with ten (10) or less members are entitled to a maximum of three (3) delegates. Unit Junior groups with more than ten (10) members are entitled to three (3) delegates for the first ten (10) members plus one (1) additional delegate for each additional five (5) members. Delegates must be at least 6 years of age. Department Junior President, Vice President, and District Junior Presidents are Delegates At Large.

DELEGATE AT LARGE NAME	BIRTH DATE	AGE	
------------------------	------------	-----	--

1. _____	_____	_____	_____
2. _____	_____	_____	_____

DELEGATE NAME	BIRTH DATE	AGE	
---------------	------------	-----	--

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

ALTERNATE NAME	BIRTH DATE	AGE	
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1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

I, _____, Unit Junior Activities Advisor, certify that the above Juniors are in good standing and are duly selected to be delegates to the 2018 Department and District Conventions.

Send one copy to Karen Peel, by March 15, 2018 and one copy to your District Chairman (see Plan of Action) one week prior to District Convention. Please keep a copy for your record.

JUNIOR ACTIVITIES
KAREN PEEL. AIMEE SHIPLEY & KAYLA CONWAY

Greetings from the Junior Activities Committee!

Thank you to the few Units that took the time to send me a mid-winter report.

Like all other reports, Junior Activities report is due to ***your District Junior Activities Chairman by April 15th***.

Please be sure to check the plan of work for the dates when everything is due. There are items that are due in March and items that are due in April.

Travel logs, craft books and conference covers are judged at the District level first. District Chairmen – please note in the plan of work when they are due and where they are to be sent.

- Conference Covers go to Karen Peel.
- Travel Logs go to Aimee Shipley.
- Craft Books go to Kayla Conway.

We must receive these by March 15 in order to complete the judging in time for Junior Conference on April 7th. This means you should be holding your District Junior Conferences in time for these to arrive by March 15th. Please read the directions. Make all the pertinent information is on each item. We don't want to disqualify something after all their hard work.

Prayer Books go to Colleen Phillips and History Scrapbooks go to Vicky Buck.

There are other awards that can be won. Read through the plan of action and grab some of these awards for your Unit!

If you have pictures of your activities – please include them with your report.

I hope all of your Juniors have been working on their patches. All the ***completed*** sheets go to Aimee Shipley.

I hope to see all our Juniors at the Department Junior Conference on April 7, 2018 in Sandusky. It will be a lot of fun!

Thank you for all the donations for President Zoey's Special Project. We will be filling bags again at Junior Conference. We are looking for donations of the following items:

- Hand sanitizer
- Hair Brushes
- Socks
- Pony Tail Holder / Hair ties
- Nail Polish
- Kleenex
- Chap Stick
- Hats
- Gloves
- Wipes
- Feminine Products

All of these items can be purchased at the Dollar Tree. We appreciate all of your donations. If your Unit would like to make a monetary donation, please send your donation to Department right away. Be sure to earmark it for President Zoey's Special Project.

Thank you all for everything that you do for our Juniors!



American Legion Auxiliary

In the Spirit of Service Not Self for Veterans, God and Country

HOW TO COMPLETE A REPORT & WRITE A NARRATIVE STORY

Pamela Bates, Department Leadership Chairman

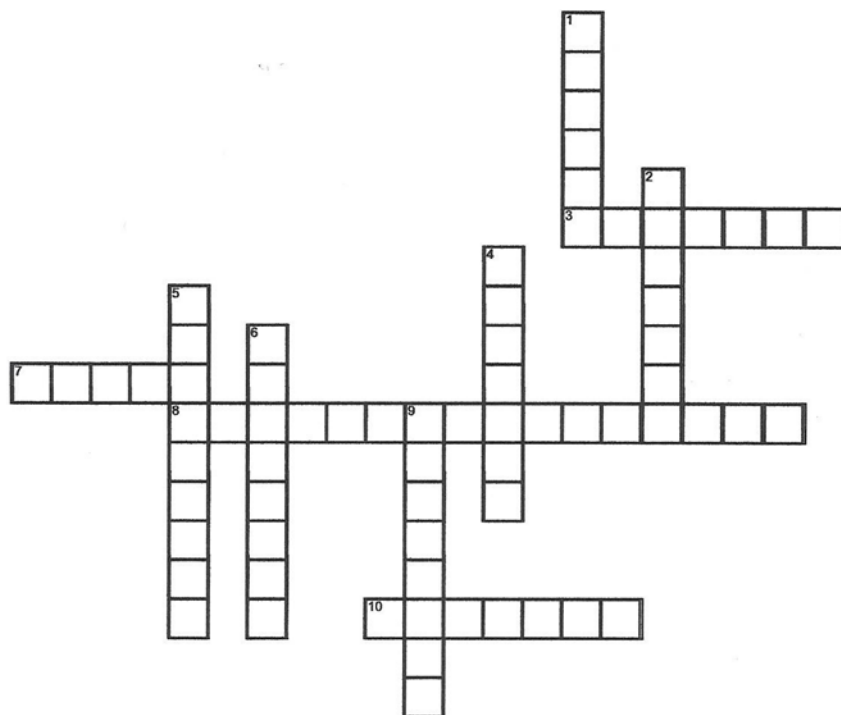
WRITING YOUR UNIT NARRATIVE STORY



THIS APPLIES TO ANY PROGRAM NARRATIVE

- 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 thoroughly and carefully the OHIO PLAN OF ACTION 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 and all have a cover sheet that needs to be attached.
- Where to start:
 - Plan ahead - check the Plan of Action 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 Plan of Action section – 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.
 - 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 3rd 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 Chairmen, are looking for the criteria specific to their program. If in doubt what to write, contact 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.

NURTURING A CULTURE OF GOODWILL



Across

- 3 Setting an _____ of good behavior starts with you
- 7 _____ directly on the member you are speaking to
-- don't act distracted
- 8 Using manners, respect and empathy when dealing with members
- 10 _____ In private

Down

- 1 _____ In public
- 2 Should be used between social media and the personal touch
- 4 At the core of the "golden rule" -- do unto others as you would have them do unto you
- 5 This is what you should do at a meeting someone else expressing an opinion
- 6 This should be done daily using kindness, generosity and gratitude
- 9 This is unacceptable behavior at a meeting

WORD LIST:

BALANCE
BULLYING
DISCUSS

EXAMPLE
FOCUS
LISTENING

PRACTICE
PRAISE
RESPECT

TEACHABLEMOMENTS

PAST PRESIDENT'S PARLEY
MARTHA C. SETLOCK, DEPT. OF OHIO CHAIRMAN

PLEASE NOTE: EMIAL ADDRESS CHANGED TO: mwalunissetlock41@gmail.com

Believe it or not but it is already February and time for each Unit to seriously consider making a check-off list of what still needs to be finalized before the Auxiliary year ends. For Past President's Parley, some suggestions for your list could include:

- . How many former Unit leaders served as mentors this year
- . Did your Past leaders encourage members to run for office or to volunteer for a program chairman?

All Past Presidents on all levels of the ALA would be the first to acknowledge that our organization would not be what it is today without the dedicated Unit members, who through the years, have volunteered to help wherever they are needed.

To recognize the contributions made by these valued members, each Unit can select one member who has never held an office higher than Unit President to compete for the "Unit Member of the Year Award."

See your Plan of Action for criteria and for the nomination form. It would be wonderful to receive 400 of these and believe it or not there are more than that that deserve to be nominated. The winner will be recognized at the Department Convention in Columbus and at the National Convention "Women of the Year Luncheon" in Minneapolis.

Please don't forget that the Past President's Parley awards scholarships at convention for those students who are going to pursue nursing in college. Distribute the applications for this award at your local high schools.

Next Bulk Mailing will give information on recognition of women in the military. I hope you have one from each branch of service entered into the competition..

DON'T FORGET APRIL 15th ALL REPORTS ARE DUE. YOU CAN SEND THEM EARLIER BY SNAIL MAIL OR EMAIL.

2017 - 2018

For a Successful Poppy Program
Round 4



Hoping you all had a wonderful '*heart*' day and used Poppies to make great bouquets with taking them to the teachers at your local schools to get the students started on making those Poppy Posters. Refer to the Plan of Action for criteria.

Taking extra Poppies will be a plus so the students could use as a model to create their own on the Posters. Stay an extra half hour to help the students with understanding the significance of our 'Red Poppy' made by hospitalized Veterans.

Hopefully you have all started to select your 'Little Miss Poppy, Junior Miss Poppy and Master Poppy' with bringing them to Poppy Shop Open House on April 8, 2018 at OVH in Sandusky, Ohio.

Kindly refer to the enclosed flyer(s) and application sheets on your entries as indicated above.

Reminder: *Deadline dates are important* - be sure to keep them!

Watch for your copy of the next Buckeye Messenger, as winners for the Mid-Winter Poppy Usage Items, Blue Afghan Raffle and 50/50 Raffle are listed. My sincere thanks to those that purchased tickets to help costs associated with the Creative Arts Festival.

Note: Remember to submit a 'Little Miss Poppy Scrapbook' using the instructions and criteria on page 6 of the Poppy Plan of Action. *Oops* - forgot to tell you who to send it to and date. Scrapbook is sent to me, your Department Poppy Chairman on or before *April 15, 2018*. Age group is 6-12 and entries are submitted by the Units.

If you need help with anything, do not hesitate to call, write or e-mail and answers will be sent immediately.

Gail Roddy
Department Poppy Chairman
160 Ravenna Street
Hudson, OH 44236-3465
H-330-653-8928
e-mail: gailroddybgail@aol.com



POPPY SHOP OPEN HOUSE



'making our Veterans wishes come true, for a successful poppy program'

Sunday April 8, 2018

Ohio Veterans' Home
Sandusky, Ohio

- ▶ Poppy Shop Open House is open to all American Legion Family Members, including American Legion, American Legion Auxiliary, Sons of the American Legion, 40 et 8, 8 et 40 and their families and friends

- ▶ Guest Speaker will be American Legion Auxiliary Central Division Vice President Patricia Ward.

- ▶ Participants in the Little Miss (ages 2-6), Junior Miss (ages 7-17) and Master Poppy (ages 2-17) will parade in their *proper poppy attire* as part of the program. All must complete an application and return on or before March 23, 2018.

- Registration: 8:30 AM
- Tours of OVH, Poppy Shop and Museum: 9:00 – 10:15 AM
- Poppy Shop Program: 10:30 AM
- Lunch (at a nominal fee): 12:00 PM
in the Veterans' Dining Hall
- Hotel Accommodations may be made at:

Days Inn
11410 US Route 250
Milan, Ohio 44846
419-499-4961

Use Group Name: American Legion Auxiliary
Cut-off for Reservations: March 5, 2018
Group Rate: \$49.99 plus tax and fees

POPPY SHOP OPEN HOUSE APPLICATION

for

Little Miss Poppy, Junior Miss Poppy & Master Poppy



POPPY SHOP OPEN HOUSE
SUNDAY APRIL 8, 2018
Ohio Veterans' Home – Sandusky



This application must be completed, mailed and received by
Gail Roddy, Department Poppy Chairman
(see address below)
on or before March 23, 2018

▶ Please remember that *Poppy attire* is to be worn by all participants ◀

Name: _____

Sponsoring Unit, Post, SAL: _____

School, grade & age: _____

Parents: _____

Hobbies, extracurricular activities, sports or accomplishments:

Thankyou for taking the time to complete this application. It helps in preparation of the program and ensures that each participant receives proper recognition.

Gail Roddy
Department Poppy Chairman
160 Ravenna Street
Hudson, Ohio 44236-3465

**The KIT OF REPORTS IS THE OTHER
FILE ATTACHED TO THIS EMAIL**

**It is also located on the Department
Website at**

www.alaohio.org