



OHIO 2018 MARCH MAILING

To: Unit Presidents
Department Chairmen/Committees
Hospital Representatives/Deputies
District Chairmen
Department Executive Committee
Past Department Presidents

PLEASE OPEN AND READ THRU THIS MAILING. IT CONTAINS IMPORTANT DOCUMENTS. This mailing contains the **2018 District Summer Call To Convention** and other valuable information. Please share the following with all members:

- ✓ District Call To Convention (white envelope) – *all members*
 - District Summer Convention Call (white)
 - Convention Representation By Units (white)
 - Delegates-At-Large per District (pink)
 - Department and District Convention Delegate Certification Form (2) (blue)
 - Department and District Convention Alternate Certification Form (2) (yellow)
 - District Convention Alternate to Delegate Certification (white)



Also included in the mailing is the NEW Officer Certification FORM. Please adhere to the deadlines and turn these forms in by the due date as not doing so could have major repercussions to you Unit.

- ✓ Message from President Shirley – *all members*
- ✓ Centennial Countdown (ivory) – *all members*
- ✓ AEF (lilac) – *AEF Chairman*
- ✓ Buckeye Girl State (white) – *Chairman*
- ✓ Community Service (salmon) - *Chairman*
- ✓ Education (blue) – *Ed. Chairman*
- ✓ Jr. Activities **UPDATED REPORT FORM** (green)
- ✓ Legislative (buff) – *Legislative Chairman*
- ✓ National Security (blue) – *National Sec. Chairman*
- ✓ Poppy (pink) – *Poppy Chairman*
- ✓ Ohio Veterans Home Information (blue) – *all members*
- ✓ Art for the Troops Art Show Information
- ✓ **Certificate of Unit Officers; For 2018-2019 (ivory) *Unit Secretary & President - Deadline June 1st, 2018***



TO FILE YOUR 990EZ ONLINE
Make this a part of your Treasurer's
April/May Report



March, 2018
BULK MAILING

Hi Ladies,

Another month has rolled around and it is time for the bulk mailing again. I believe the closer we get to the end of the year, the faster it goes. My days are running together as I am trying to reach out and get to a lot of places.

Please check the **Kit of Reports** that Katie sent out in the bulk mailing last month and make sure you are sending your Reports and Unit Narratives to the correct person. There has been some changes. Americanism, Children & Youth, Community Service, Junior Activities and VA&R are all to be sent to the **District Chairman** in your District.

The National Impact Report is due by the Unit to the District President by **May 1**. This is the only report that is **MANDATORY**. I cannot stress enough the importance of this report. It is a total of all the hours, donations, volunteers, etc. from all programs that your Unit promoted. The Unit Impact Report is sent to the District President. The District Impact Report is then completed and sent to the Department Secretary. Katie then totals the District Reports for the entire Department and sends the report to the National Organization so National can account for all the good work we do in our Departments across the Nation.

I hope many of you have the Poppy Shop Open House at the Ohio Veterans Home in Sandusky on your agenda for April 8. It will be great to recognize the Veterans who so diligently make all of our Ohio poppies. Our Miss Poppy and Mr. Poppy Parade is also very impressive. Please be sure to have your Miss or Mr. Poppy reservations made by March 23, 2018 deadline to Gail Roddy, Poppy Chairman.

Please plan to give a donation or have a fundraiser at your District Summer Convention for my special project, "Making Our Veteran's Wishes Come True". Your efforts are greatly appreciated. Also remember if you know of a veteran, service member or their family that have a "wish" they would like granted, please fill out the application form and mail it to Department. We love granting those wishes.

I hope everyone has a Blessed Easter.

Love to All,

Shirley



CENTENNIAL COUNTDOWN

It's time to start working on your Centennial Celebration.

Form a planning committee within your Unit. You can begin by doing some research on what makes your Unit unique. Ask the following questions.

- When was your Unit chartered?
- Who were the charter members?
- Who are some notable members in your Unit's history?
- Who are notable alumni of your youth programs, such as Girls State or Oratoricals?
- What makes your Unit special or unique? Do you have a special project not done by many?
- What are some important dates in your Unit history and what happened to make them important?
- Has your Unit worked with other community organizations and what did you do?
- Do you have families with multiple generations?
- What great things has your Unit done for your community and the youth?



Your Unit may have kept annual histories and may also have scrapbooks with pictures. These could be very valuable in your research and planning. You may even have an event where you may want to have some of these on display.

Use the above information when planning your Unit's celebration activities.

Unit History

Buckeye Unit 174 in District 3 was chartered on 20 May 1935 with 21 members. Their charter officers were: President Estelle Gavit, 1st Vice President Mary Spraley, 2nd Vice President Jan Nisonger, Secretary Eleanora Brandewie, and Treasurer Margaret Romer.

The Unit's current membership goal is 92 Seniors and 5 Juniors. The longest continuous member is Elizabeth (George, Keiser) Schlarman with 75 years. The ladies recruit and retain members by word of mouth and announcements in the church bulletins. Their favorite service project is making blankets for veterans. And I can attest that all these ladies are amazing cooks. When they do a carry in dinner I guarantee that no one goes away hungry! Great job, ladies!

Forest Unit 67 in District 10 was chartered 21 November 1921. Daphne Weiss was the first Unit President. They had 19 charter members. Current membership goal is 50. The Unit's longest continuous membership record is held by Pearl White with 73 years.

The ladies recruit and retain members by word of mouth and transfers. Their favorite service activity is the Honor Trip. Bessie Kauffman, their last living charter member, died at 102. They have sent Girl State Delegates since 1945. Their delegate, Linda Crocker, was governor in 1964.



It's interesting so see how they used to promote things in the earlier years. Isn't this clever? It would be great to see more creative ideas in promoting programs and events...and don't forget to share them with the Public Relations chairman.

UPCOMING EVENTS

Please send me your upcoming events to gclef419@yahoo.com so that I can feature your activities.

Public Relation Reminders

I got lucky and had the above two submissions for this publication. Now I need some other Units to step up as I still have a couple more to write. Please send me information about your Unit as listed in the POA. What year were you chartered? How many members were chartered? Provide a brief history such as, who was your first Unit President, your other Unit officers. What were some of your first projects and programs that your Unit worked. How many members do you have now and your plans to grow in the next 100 years. Please email me articles to gclef419@yahoo.com

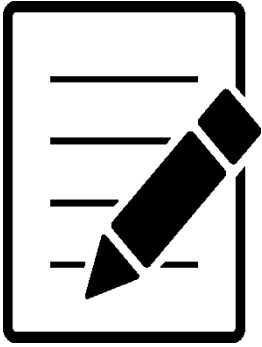
Susan Masten

Department of Ohio 2nd Vice President

Public Relations Chairman

AUXILIARY EMERGENCY FUND

March, 2018



That *magical* time is just around the corner...year-end reporting!! You will be reading and hearing this from all program chairmen. The reports have become so much easier to complete. Every Action Plan includes the report needed for its program. PLEASE, report what your Unit has done for the reporting period. The information is so important in a number of ways; Department needs it, National needs it, all Auxiliary members need it. Isn't it amazing to learn what other Units have done, their creativity, diligence, monies raised to donate, and dedication to all we believe in and stand for? And do not hesitate to contact me if I can answer any questions or help you regarding AEF reporting. See how important *reporting* is; I have used it 7 times in this short paragraph!!

The Auxiliary Emergency Fund needs your donations in order to continue to support other members in need. Visit the national website at www.ALAforVeterans.org. The homepage has links to donate as well as apply for assistance. Perhaps consider donating a recurring gift; it can be monthly, quarterly or annually with the minimum being \$10.00. You also have the ability to determine the length of time for your donation. Every donation is very much appreciated and needed.

For God and Country,
Carole Sowards, AEF Chairman



American Legion Auxiliary Buckeye Girls State

Hello Everyone,

Can you believe that ALABGS is just around the corner? Review the friendly reminders below to assist with staying on track:

- ✓ Applications have been ordered
- ✓ Applications ordered after March 2, 2018, are \$300.00
- ✓ All delegates and alternates have been interviewed
- ✓ Applications reviewed for completion, clearly written and all necessary signatures
- ✓ Applications returned to Department Headquarters by April 1, 2018

Important clarification – To be eligible, young women must:

- Be a legal inhabitant of the United States. Participants must provide a copy of their U.S. birth certificate or their U.S. government-issued documentation verifying they are in the United States legally, e.g., green card or visa.
- Have completed their junior year in high school and have at least one more semester remaining before graduation.
- Be keenly interested in government and current events.
- Have high moral character.
- Show strong leadership abilities.
- Demonstrate above-average scholastic achievement

If you need any assistance or have questions, please feel free to contact one of the board members.
THANK YOU for all you do to support this program!

Carol T.

ALABGS Director

Community Service

The deadline for reports and narratives is **April 15th**! As you work on your Department Report Form and the narratives you are submitting for the Department and National awards, please take some time to carefully reread the instructions and requirements. The entries for the Mary Parker and Spirit of Community Plaques must be sent to Vice Chairman Pam Brennaman. The narratives for the Best Annual Report Award/Anna Mae Beckley Plaque must be sent to your **District Community Service Chairman**. If you want that narrative sent on for National judging, it must include the **National Report and Award Cover Sheet**. We do not want a unit to be disqualified for an award because the criteria were not met. Members have worked hard all year to assist those in need in their communities and we want to recognize those good works. The Community Service Department Report Form is one of the items required for the Citation of Merit and must be sent to your **District Community Service Chairman**.

If I can be of any assistance please call or email me.

While the reporting year is ending, the needs of those in your community are ongoing. Remember to remain visible representatives of The American Legion Auxiliary. As you volunteer, wear the Auxiliary emblem and/or you unit name with pride. Continue to record your unit's activities and the member's hours so they can be reported for the 2018-2019 year.

Community Service Chairman – Diann Long

216-267-4711

ken17402@yahoo.com



Education

Deb Meyer, Chairman

March 2018

Hopefully spring is just around the corner. Time to feel the warm sunshine, hear the birds singing again, flowers blooming, and state testing in our schools. Schools will be participating in statewide testing the first weeks of April. What can you do to help get our students through testing? Maybe your unit could provide snacks for the children or volunteer in the schools. Check with your local school and see what their needs are.

March 15 has arrive and so has many, many scholarship forms. I had a unit president tell me she had a wonderful candidate for a scholarship. I just want you all to know, there are many, many wonderful candidates for the only four scholarships. The winners of all scholarships will be announced from the podium at the Summer Department Convention in June. This might be a good time to discuss sponsoring your own scholarship from your unit. It does not matter how much the scholarship is but that it is rewarding a student for his or her hard work. Fifty or a hundred dollars could buy a book. It does not have to be much.

Many school PTA/PTO hold fundraising activities or festivals in the spring of the year to help buy supplies and needed equipment for the next school year. Check with your local school organizations and see what they are doing and if there is anything your unit could do to help. Remember if you are out working in the community to wear your auxiliary apparel to help with public relations.

It is time to start thinking about reporting. All reporting is important even though it is not in a criteria for the Citation of Merit. What programs have your unit and members participated. Did anyone donate school supplies to their local schools for Give Ten for Education? There is a printable citation to be awarded to a member for every ten items she donated. That certificate is available on the national website. Did you work with your Post and participate in the Veterans in Community Schools? Did your unit help with educational needs of military children and their families in your community? Calculate your hours and moneys spent to help provide any educational activities. Scholarships are a large part of the education program. Did your unit contribute to the scholarships fund for the Department and/or local school scholarships? Does your unit have its own scholarship? How many hours did your unit's scholarship committee spend selecting the students to move on the Department level? Check with your unit members to make sure you have all of their hours volunteering in the school, in school organizations, with school fundraising, and any other educational activities.

Please check the Education Plan of Action for all awards. We all should know by now in order to receive a National or Department award, you will need to have a narrative. Your report must also have the National Report and Awards Cover Sheet found at the back of the Plan of Action. A narrative can be as simple as writing your activities as a story. You can include pictures to better describe and show what you did this year. There is a plaque for the National unit award, Most Outstanding Unit Education Program, which is given in each Division. The Department awards the Agnes Merritt Plaque to the Unit Education Chairman with the Most Outstanding Overall Education Program. The Betty Robaszkievicz Plaque goes to the unit contributing the largest monetary donation to the Department of Ohio Education Fund. All reports are due to me by April 15, 2018. It is important for your unit to at least submit the Department report form so we can have your numbers. Remember the report form needs at least one number in the bottom six boxes. If you sent a scholarship form, you spent time selecting the applicant and spent money mailing the application so take a few minutes and report it.

National Teacher Appreciation Week is May 6-12, 2018. It is time to make plans to show appreciation for the teachers in our schools and their dedication to our children. How can your unit show teachers they are appreciated for the work they do? Your unit could do something as simple as serving cookies and treats or giving each teacher an apple. If you have funds, maybe serve a lunch or a carry-in for the teachers. Even a small token of a thank you note and a couple chocolate kisses show thoughtfulness and who does not like chocolate?

If your Unit has not work to develop the Education Program Veterans in the Community Schools, it is not too early to get started for next year. This program would be a good one to work on now and then have in place for Veterans Day next fall. The guidelines are on the National website.

I hope some of you have had a chance to check out the Medal of Honor Foundation website and the programs for teachers. If not for this year, another thing to work on for next year.

When we all work together, we only enhance our children's futures.



JUNIOR ACTIVITIES

UPDATED FORM



District Junior Activities Chairman

CHAIRMAN

Karen Peel
 2216 25th St. SW
 Akron, Ohio 44314-2202
 (330) 848-1001 (home)
 (330) 962-0738 (cell)
 Email –
 karen.peel@svindustries.com

2nd MEMBER

Aimee Shipley
 632 South Elizabeth Street
 Lima, Ohio 45804
 (419) 221-2837 (home)
 (419) 371-0052 (cell)
 Email –
 aimeeshipley1983@gmail.com

3rd MEMBER

Kayla Conway
 1041 Cooper Drive
 Ashland, Ohio 44805
 (567) 203-8547
 Email –
 army_girlfriend1218@yahoo.com

Honorary Jr. President

Zoey Schroeder
 5735 Snow Drive
 Hilliard, Ohio 43026
 (419) 496-8713 (home)

Honorary Jr. Vice President

Makenah Leibert
 542 Thelma Avenue
 Akron, Ohio 44314
 (330) 283-9415

REPORT DUE :

April 15, 2018

SEND REPORT TO :

Your District Junior Activities Chairman
 (address shown below)

01	262	COLLEEN	PHILLIPS	C-032 CO RD 8B	HAMLER	43524-9785	(419) 274-4001	ckphillips43524@gmail.com
02	387	DEB	MEYER	90 N. LINCOLN ST	MINSTER	45867	(419) 628-3339	rdmeyer@nktelco.net
03	120	ASHLEY	EVANS	1078 MONTEGO DR	SPRINGFIELD	45503	(937) 206-7089	adevans83@gmail.com
04	450	LESLIE	WILLIAMS	18 MEADOWS DR #25	MILFORD	45150-2859	(513) 708-8890	lwilliams6994@yahoo.com
05	088	KAYLA	CONWAY	1041 COOPER DR	ASHLAND	44805	(567) 203-8547	army_girlfriend1218@yahoo.com
06	085	MIRIAM	MILLER	1104 LAWNVIEW AVE	NEWARK	43055	(740) 344-1453	None
07	471	BETTY	TAYLOR	25 WILSON ST	PORTSMOUTH	45662-5778	(740) 250-3249	taylors6040@hotmail.com
08	027	TERESA	HANER	434 SPRUCE ST EXT	GALLIPOLIS	45631	(740) 612-9456	thaner321@gmail.com
09	027	LIZ	MILLER	183 GILLETTE ST	PAINESVILLE	44077	(440) 354-5414	millers0806@msn.com
10	436	CONNIE	MORTON	11022 KENT AVE NE	HARTVILLE	44637	(330) 877-1237	cjasmorton@hotmail.com
11	399	CONNIE	BUCKMASTER	217 W. 4TH ST	FRAZEYSBURG	43822	(740) 828-3765	conniebuckmaster@gmail.com
12	171	KIM	MANN	6510 TUSSIC ST	WESTERVILLE	43082-9038	(614) 899-6922	kim.mann67@yahoo.com
13								
14	566	KATHY	BURKHAMMER	885 POLK AVE	AKRON	44314	(234) 738-8552	lovemyangelsof 2@yahoo.com

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. If a Unit only completes this form and does not do a narrative, they will still receive credit as having completed a report. However, if the report shows all zero's or blank information this will not qualify as an actual 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) _____				

UPDATED QUESTIONS FOR NARRATIVE

Answer the following Questions in your narrative and fill in the boxes at the bottom

- How has participation in the Patch Program increased enthusiasm amount the Juniors? _____
- What are the various Service projects in which Junior were involved? Has Participation in the service projects increased as the year has progressed? _____
- What Type of Volunteer hours did Junior members perform? _____
- What ways did your senior members mentor the Junior Members? _____
- How does our unit plan to increase Junior member participation in meetings and activities? _____
- Please include picture and new articles showing juniors involved in their activities.

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
			\$	

JUNIOR ACTIVITIES

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

The Junior Activities program inspires active participation in members age 17 and under so that they will become engaging, productive members who will want to continue their American Legion Auxiliary membership into adulthood. Junior Activities and the 2014-2019 ALA Centennial Strategic Plan: Inspiring active participation by ALA members age 17 and under, the Junior Activities program builds a strong future for the ALA by engaging productive members to carry on its mission for life. (Goals 1 and 3)

Junior Activities Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.



LEGISLATIVE REPORT

Pat Miller, Chairman

March/April

I hope all of you have enjoyed my articles this year, and have learned how to write to your congress people. I hope you have learned how and why we have bills and resolutions for our country.

Now for updates:

It is time to think of reporting dates and what to report. Remember all Legislative Reports and books (if any) and narratives are due to me NO LATER than April 15th.

Things I need to know in your reports:

How many times by phone did you contact your national elected officials

What legislative activities did you attend in your community and departments

What methods were used to develop relationship with elected officials

How did you communicate the legislative priorities of the American Legion in your community?

Did you plan a legislative program in your unit?

Did you share any pictures of you interacting with your elected official?

If you can let me know these, I will have an awesome report to send to National.

Take time to share any special stories you have that have impacted you during your year as legislative Chairman.

Always remember I am here to help you if you need it. You can contact me any time, and I will try to help the best I can.

Don't forget to read your **Plan Of Action** and don't forget your cover sheet. These things are required for citation of merit, and any awards that might be available.

Thank you for your commitment to the Legislative Program, and I hope you had as much fun learning about how and why legislation works.

Patty Miller
Legislative Chairman



NATIONAL SECURITY

National Security is important to everyone. Have you volunteered at the USO, American Red Cross? End of the year reports are due to me by April 15th, 2018. National Security is a report that needs to be turned in for Citation of Merit.

ALSO PLEASE NOTE MY EMAIL HAS CHANGED TO LORISHIELDS170@GMAIL.COM. YOU CAN SEND ME YOUR REPORT BY EMAIL OR SNAIL MAIL REMEMBER TO WEAR RED ON FRIDAYS

"The strongest people are not those who show strength in front of us but those who win battles we know nothing about"



AMERICAN LEGION AUXILIARY DEPARTMENT OF OHIO
LORI SHIELDS, 54 W. BARLOW RD, HUDSON, OH 44236
PHONE: 330-352-7550 EMAIL: LORISHIELDS170@GMAIL.COM

2017 - 2018

For a Successful Poppy Program
Round 5



Here's wishing each of you a wonderful Day!

Am hoping each Unit has started to fill out their *Poppy Report*, as less than 30 days are left to report all the great things that were done April 1, 2017 thru March 31, 2018.

As a reminder, the following are due to this Chairman by April 15, 2018:

1. Year end *Poppy report* with hopefully a narrative!
2. *Little Miss Poppy Scrapbooks!*
3. *Poppy Poster Entries!*
4. Narrative on *Unit's Best Poppy Program!*
5. *Shelley Riggs Plaque Entry* - Unit's Scrapbook for Over All Best Program!

Kindly refer to the Poppy 'Plan of Action' for instructions and criteria.

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

There is still time to be creative in your 1-5 Poppy entries as indicated above. Take the challenge and tell the story of your Unit's Poppy Year.

Do not forget Poppy Shop Open House on April 8, 2018 at the OVH Sandusky Veterans Home.

To those who have sent in their applications for 'Little Miss Poppy, Miss Poppy and Master Poppy' - *thank you!* However, many more are needed to have a poppy parade as never before.

Gail Roddy

Department Poppy Chairman

160 Ravenna Street

Hudson, OH 44236-3465

H-330-653-8928

e-mail: gailroddybgail@aol.com

gr-Poppy-Bulk Mailing- 3-15-18



OHIO VETERAN'S HOME SANDUSKY



We are always looking for **VOLUNTEERS** to help with our **TUESDAY** weekly **BINGO**. If you are interested we begin at 1:30 p.m. each Tuesday and play for only an hour. We appreciate if you can arrive by 1:15 p.m., so I can sign you in as a volunteer. We usually have about 90 residents who play each week. The Ohio Veteran's Home is located at 3610 Columbus Ave., Sandusky right on Rt. 250, just north of Norwalk and we usually play in the Great Room (where we hold our Poppy Shop Parade). If you would like to volunteer or have any questions please call me at 419 989-1180 or email me at lindaaclose@gmail.com. I'd love to see you and I know the veterans appreciate it so much. I'll meet and greet you!

If you would like to make a donation to the Ohio Veteran's Home, please write your check to the American Legion Auxiliary Department of Ohio, and earmark it for OVH Bingo. You can also make a donation for snacks or candy to be used during the Bingo games. The residents love any and all treats! They have already requested chocolates for Easter Bingo. Please remember when making donations of candy that we need at least 20 servings for our diabetic residents and 70 for the others. No longer can we accept home made cookies and goodies. Everything must be individually wrapped and store bought.

A special **THANK YOU** to the **Malabar Farm Spinning & Weaving Guild** for their donation of hand made slippers for the men at the Ohio Veteran's Home. They were thrilled! Other items to consider donating are underwear, undershirts, pajamas, belts, suspenders, sweatshirts and sweatpants. Also, full size toiletries and playing cards and board games are always appreciated. OVH is not accepting used clothing, books, magazines, puzzles or blankets anymore. You can use your VA&R account for this.

Thank you in advance and I look forward to seeing all our new VOLUNTEERS! I promise you a good time and you can know you're doing a good deed. You don't need to volunteer each week, just do it once or twice a month if you can. See you at the Ohio Veteran's Home!

Linda Close, Deputy Representative OVH
American Legion Auxiliary



ART for the TROOPS COME ONE AND ALL!

LEGIONNAIRES

AUXILIARY

SONS

PUBLIC

Come one and all! Come join us on **Friday, June 29th** at the Department Summer Convention for the patriotic Art for the Troops Art Show. The Silent Auction will begin at 6:00 p.m. and the live Auction will begin at 7:00 p.m. All proceeds benefit the Dept. President's Special Project, the Auxiliary Military Family Assistance Fund and the Legion's VA&R Project, Helping Ohio Veterans in Crisis. Members of the Public are welcome to purchase and bid on items. This event is OPEN to the PUBLIC.

Do you have Artistic and Talented Members in your Unit or know of someone with wonderful craft skills? This is a great chance to highlight their talents and support our wonderful cause. Please fill out the entry form below if you can help out and send to Linda Close, 1041 Donnawood Dr., Mansfield, Oh 44903 or to Dept. Headquarters.

NAME _____ PHONE _____

UNIT _____ DISTRICT _____ EMAIL _____

Description of Item: _____

_____.

I am donating an item for the LIVE & SILENT AUCTION: _____ Yes _____ No

Do you wish to sell additional items at the Craft Show? _____ Yes _____ No

Will you need a table to display your items for sale? _____ Yes _____ No

Will it be possible for you to send a photo of the item(s)
you are donating to the auction? _____ Yes _____ No



AMERICAN LEGION AUXILIARY
 DEPARTMENT OF OHIO, INC.
 PO BOX 2760
 ZANESVILLE OH 43702-2760
 (740) 452-8245 CERTIFICATION OF UNIT OFFICERS FOR 2018-2019

UNIT # _____

MANDATORY!!! MUST BE COMPLETED WITH OR WITHOUT CHANGES

This form must be completed by a Unit Officer immediately following election of Unit Officers and returned to Department Headquarters on or before **June 1, 2018**. If you're Unit fails to return this form to Department Headquarters YOUR UNIT WILL NOT RECEIVE MAIL FROM DEPARTMENT. This includes Presidents, Secretaries, Unit Membership and Buckeye Girls State information. **PLEASE TYPE OR PRINT CLEARLY. MEMBER ID #'S ARE REQUIRED.**

DISTRICT # _____ UNIT # _____ UNIT NAME _____ CITY _____ COUNTY _____

UNIT PRESIDENT _____ MEMBER ID # _____

MAILING ADDRESS _____
City State Zip + 4

PHONE NO. () _____ EMAIL ADDRESS _____

UNIT SECRETARY _____ MEMBER ID # _____

MAILING ADDRESS _____
City State Zip + 4

PHONE NO. () _____ EMAIL ADDRESS _____

UNIT TREASURER _____ MEMBER ID # _____

MAILING ADDRESS _____
City State Zip + 4

PHONE NO. () _____ EMAIL ADDRESS _____

UNIT MEMBERSHIP _____ MEMBER ID # _____

This person is to receive ALL Membership mail, including receipts.

MAILING ADDRESS _____
City State Zip + 4

PHONE NO. () _____ EMAIL ADDRESS _____

PLACE AND ADDRESS WHERE UNIT MEETINGS ARE HELD _____

DAY OF MONTH OF UNIT MEETING _____ TIME OF UNIT MEETING _____

CHANGES MUST BE SUBMITTED IN WRITING BY THE UNIT PRESIDENT. CHANGES BY PHONE WILL NOT BE ACCEPTED.

COMPLETED BY _____ TITLE _____ DATE _____