



Department of Ohio Plan of Action



LEADERSHIP

CHAIRMAN

Pam Bates
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 Enon, Ohio 45323
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Report & Narrative can be emailed
NARRATIVES 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 AWARDS shall be judged based on your Unit’s usage of the What Can You do Sections 1-5 of this POA AND filling out the boxes below and describing in your narrative how you accomplished them. **REMEMBER:** That your Unit Mid-Year and End-of-Year reports and narrative need to pertain to the who, what, where and how of Leadership. (See award instructions)

DID YOU SHARE THE FOLLOWING DOCUMENTS AT YOUR UNIT MEETINGS?

Buckeye Messenger	Bulk Mailing	District Newsletter	Constitution & Bylaws	Policies and Procedures	Plan of Action

MEMBER/S ATTENDANCE AT MEETINGS BELOW

Average Number of Members attending a Unit Meeting	Number of Members attending District Meetings	Number of Members Attending School of Instruction (SOI)	Number of Members Attending SOI Leadership Workshop	Number of Members Attending Mid-Winter (MW) Conference	Number of Members Attending MW Leadership Workshop

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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: _____

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: _____

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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NATIONAL & DEPARTMENT NARRATIVE INFORMATION **REMEMBER TO INCLUDE YOUR DATA FROM 2019-2020 YEAR**

Program Award narratives must include a National & Report Award Cover sheet to be found in this Plan of Action. Follow all criteria when composing your Unit Program Narratives. MAKE SURE IF YOU ARE APPLYING FOR AN AWARD (DEPARTMENT, UNIT OR NATIONAL) PUT THE AWARD NAME ON THE FRONT PAGE OF THE REPORT FORM and fill out the **appropriate** area on the National & Report Award Cover Sheet.

Criteria for ALL narratives are as follows unless specifically stated in the criteria:

- ✓ The front page report form must be included and answered completely.
- ✓ 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, examples and news articles. LEADERSHIP

Narrative Deadline: April 15, 2021

EMAIL OR MAIL TO DEPARTMENT LEADERSHIP CHAIRMAN

Pam Bates: pamelabates9@gmail.com 2122 Willow Run Circle, Enon, OH 45323

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

The Leadership program raises awareness of ALA leadership development opportunities.

What Can You Do?

1. Learn about and promote participation in the ALA Leadership Academy, which is being developed as a result of the ALA Centennial Strategic Plan.

Ideas:

Member

- Work with a mentor to develop/enhance interest, skills and knowledge of the ALA.
- Become familiar with the different types of leadership training available through your Department, the national organization and your community. Pick one that appeals to you and participate wholeheartedly.
- Build your leadership skills by volunteering to chair a short-term project.
- Give a short presentation on ALA training opportunities to the unit.

Unit

- Get to know the members of your unit. Help them identify the skills they can put to use in service to our veterans. Not all leaders have titles.
- Survey members to identify their interests and skills. Match projects based on individual member's strengths.
- Develop a plan to incorporate at least one aspect of leadership learning, monthly or quarterly, at meetings.
- Hold a workshop/brunch focusing on preparation of reports and applying for awards.
- Provide the ALA pin to new members.

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- Purchase a Unit Guidebook to share among members at meetings and encourage them to go online to download information.
- Identify individuals willing to assist members who wish to acquire or strengthen computer skills in order to communicate via the internet.
- Identify individuals who lack the ability to communicate via the internet and ensure their inclusion in all unit and Department communications.
- Participate in the ALA Leadership Academy as a unit.

2. Enhance leaders' knowledge about ALA history, programs and organization.

Ideas:

Member

- Take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
- Attend district/Department training sessions/workshops.
- Volunteer to be a trainer/course leader.
- Ask questions.
- Share past experiences.
- Prepare a personal history of your involvement in the organization; refer to *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab, to discover how national endeavors may have influenced your personal history.
- Attend a Mission Training session or other national event.

Unit

- Initiate new members. Offer every new member an orientation packet.
- Offer an ALA information refresher course for all members.
- Encourage members to take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
- Recognize members who have completed the course either in a meeting or via public relations.
- Encourage members to participate in Mission Training or other national event.

3. Encourage the use of ALA reference documents and materials, such as the Unit Guide Book, Unit, Department, and National Constitution & Bylaws, Department Operations Guide, ALA Girls State Program Guide, and the national website listing of previous annual reports, to include the Centennial Strategic Plan initiatives.

Ideas:

Member

- Download/purchase the referenced documents and become familiar with them.
- Volunteer to assist a Junior member in learning about the documents of the ALA.
- Ask questions about any programs or terminology you don't fully understand.
- Ask members to review the Unit Guidebook, Unit Constitution & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws, noting things found puzzling or not understood. Bring these questions to your Leadership chairman for clarification.
- Participate in the ALA Innovative Leadership Video Contest Challenge. If chosen, your video will be playing on the ALA YouTube channel. Go to www.ALAforVeterans.org or your Department Leadership chairman for specific information.

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Unit

- Set aside a time to discuss important ALA documents at unit meetings and develop a committee to address changes in procedures based upon a review of the referenced documents.
- Develop a plan to assist Junior members in learning about the referenced documents.
- Utilizing available materials, collectively develop a unit plan for projects on which your unit wishes to work.
- Hold a workshop to explain unit Constitution & Bylaws, Standing Rules, how the unit finances are structured, how the budget is planned, and how to write meeting minutes.
- Set aside a “show me where it’s printed” at meetings where members can ask why something is done the way it is or where in the governing documents it says we have to do it this way.
- Ask members to review the Unit Guidebook, Unit Constitution & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws noting things they don’t understand or find puzzling and address what comes from the discussion by documenting the results. Set aside time to answer any questions that arise from any discussions on ALA documents. Follow guidelines on www.ALAforVeterans.org. Submit, to the national organization, the name of any member who demonstrates an innovative leadership recruitment or development practice, for a National President ‘Shout out.’ Follow guidelines on www.ALAforVeterans.org.

4. Offer a mentoring program, utilizing the knowledge and experiences of members that have served as leaders beyond the unit level.

Ideas:

Member

- Complete a (member/leader data) unit survey for your unit. Refer to www.ALAforVeterans.org, Leadership page, and How To sheet found at the end of this program Plan.
- Volunteer to be a mentor for a member or Junior member on the unit/Department level.
- Learn the process and apply for a unit, Department and/or national appointment.
- Seek election to a unit, Department or national office.
- Apply for a unit, Department or national committee appointment.

Unit

- Use positive, experienced members to train and guide new members.
- Encourage members to volunteer to train/guide new members.
- Encourage members to become “experts” in some areas so that they can become the unit mentor in that area.
- Discover potential leaders and talent within your unit by collecting a unit survey form from every member.

5. Nurture a culture of goodwill at all levels of the organization.

Ideas:

Member

- Resolve to consider your own behavior before evaluating others.’ Expect the best of people.
- Participate in discussions or debates while demonstrating respect for opinions that are different from your own. When you disagree, extend the olive branch of friendship since we all share a common mission.
- Speak privately with another member directly, rather than involving others with your concerns.

Unit

- Invite new members to participate in meetings and events.
- Always greet new members and offer a new member packet.
- Provide unit officers/board of directors contact information.

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- Unit leaders should encourage members to work their issues out directly with the parties involved rather than attempting to fix the situation by intervening.
- Listen to what members have to say and thank them for their ideas.
- Be open, rather than critical, of the ideas of others.
- Assist in positive solutions to conflicts by focusing on the desired outcome.
- Give praise and recognition when members do what is asked or go beyond what was expected.

Additional Resources You Can Use

1. www.ALAforVeterans.org:
 - a. *ALA Senior Basics Course: A Course on our History and Legacy*
 - b. *Junior Leadership Course: "The ALA: My Organization and What I Need to Know to Grow as a Member"*
 - c. PowerPoint: "Officer Duties and Responsibilities"
 - d. How to sheets
 - e. Unit Guidebook
 - f. National Constitution & Bylaws
 - g. New Member Packet, refer to Membership Programs Action Plan How To sheets
 - h. Members Only section - filled with valuable information for all members: Membership and new members suggestions and sample information; Member resources and Benefits; Department and Unit Resources for Support Tools
2. Robert's Rules of Order
3. Basic Parliamentary Procedure
4. American Legion Flag & Emblem Sales: 1-888-4LEGION, emblem.legion.org PO Box 36460, Indianapolis, IN 46236-0460
5. www.alaohio.org
 - a. Ohio Senior & Junior On-line Courses
 - b. *Mission Training Slide Shows: Unit, District, Conduct & Protocol, Leadership, Department & Miscellaneous*

National Leadership Awards Deadlines and Submission Requirements:

REMEMBER TO INCLUDE YOUR DATA FROM 2019-2020 YEAR

A. Unit Award: Most Outstanding Unit Leadership Program

Deadline: April 15, 2021

Award: Citation Plaque

Presented to: One unit in each division (5) that best demonstrates innovative methods to help members develop the leader within.

Materials and Guidelines:

- Types of training provided
- Number of members attending leadership skills workshops/trainings
- Must have participation in American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy
- Must show increased participation in Mission Training
- Pictures and examples are encouraged
- Send to: Department Chairman (see page 1 for email and address) Department Chairman will forward all narratives to the Central Division Chairman.
- Enhance your Program Narrative by checking out the What Can I Do ideas.

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DEPARTMENT AWARD INFORMATION & DEADLINE **REMEMBER TO INCLUDE YOUR DATA FROM 2019-2020 YEAR**

Leadership Reporting:

Mid-Year Reports

Mid-Year reports reflect the Leadership program work of your Unit. The UNIT should submit this report to the **Department Leadership Chairman by December 15, 2020**. Use the “What Can I You Do” as a guide as well as a memory jogger.

Year-End Reports

Annual reports reflect the program work of your Unit. This report can be used as your Narrative for awards submitted and may result in a national award for participants, if award requirements are met. UNITS should submit this report to the **Department Leadership Chairman by April 15, 2021**. Use the “What Can I You Do” as a guide as well as a memory jogger.

DEPARTMENT AWARD INFORMATION **REMEMBER TO INCLUDE YOUR DATA FROM 2019-2020 YEAR**

DEADLINE TO DEPARTMENT CHAIRMAN – APRIL 15, 2021
(may be emailed)

A. Unit Award: Most Outstanding Unit Leadership Program

Award: Citation Plaque

Presented to: One unit in each division that best demonstrates innovative methods to help members develop the leader within.

Narrative Must Contain:

- Types of leadership training provided
- Number of members attending leadership skills workshops/trainings
- Must have participation in American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy
- Must show increased participation in Mission Training
- Pictures and examples are encouraged
- Send to: Department Chairman (see page 1 for email and address) Department Chairman will forward all narratives to the Central Division Chairman.
- **REMEMBER TO ENHANCE YOUR PROGRAM NARRATIVE** by checking out the What Can I Do ideas and write about each section.

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DEADLINE: APRIL 15, 2021 FOR CERTIFICATES

- Certificate of Completion & Leadership Pin: Goes to members who complete a 2-4 hour training workshop given by the Department Chairman. A registration fee of \$5 is charged for this training.
- Certificate of Participation Goes to Units that complete the Leadership report and provide a Narrative, 1000 words or less, that reflect what the Unit accomplished In Leadership using the POA “What You Can Do” section. *NOTE: This could be a candidate for submittal for the Most Outstanding Unit Leadership Program at both National and Department Level so make sure you attach the “Award Cover Sheet” provided at the end of the Plan of Action supplement and fill out only the Unit/End of year Section.
- Certificate of Merit Goes to members who completes all the following National ALA Academy Courses (no matter the date); No proof necessary, your word is your bond. Provide a brief paragraph of what you learned.
 - ALA communication Methods
 - ALA Leadership: Living Our Motto of Service no Self
 - Establishing an ALA culture of Goodwill
 - ALA Branding and Why it Matters to Me
 - ALA Juniors E-Learning
 - How to Deal with Conflict
 - ALA Fundraising
- Certificate of Merit Goes to members who complete the National Senior Auxiliary Basic Course – Our History and Legacy (no matter when completed). No proof necessary, your word is your bond. Provide a brief paragraph of what you learned.
- Certificate of merit Goes to members completing the Ohio On-line Course: A Journey in Becoming a Successful and Knowledgeable Member and the 7 Mini Course (no matter the date). No proof necessary, your word is your bond. Provide a brief paragraph of what you learned.