



Department of Ohio Plan of Action

LEADERSHIP



CHAIRMAN

Pam Bates
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 Enon, Ohio 45323
 (937) 974-2316 (cell)
 Email – pamelabates9@gmail.com (preferred communication)
Report & Narrative can be emailed
NARRATIVES DUE: April 15, 2022

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 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)			

Answer the following questions and also include the Key Program Statements' Action Steps in your narrative.

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.

- Did you share and review the following documents at your unit meetings?
 - The Action Plan _____
 - Buckeye Messenger _____
 - Bulk Mailing _____
 - District Newsletter _____
 - Constitution and Bylaws _____
 - Policies and Procedure _____
 - Standing Rules _____
 - Unit Guide Book (2021) _____
- How many members attended the following which promotes leadership development?
 - Average number per unit meeting _____
 - Number of members who attended District Meetings _____
 - Number of members who attended School of Instruction (SOI) _____
 - Number of members who attended the SOI workshop _____
 - Number of members who attended Mid-Winter Conference _____
 - Number of members who attended MW Workshop _____
- How many members took the National Senior Auxiliary Basic Course? _____

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- How many members took the National ALA Academy courses or webinars? _____
- What did you do that was unique to Leadership? _____

- How did you incorporate Leadership characteristics within your Unit meetings, fundraisers, and veteran and community activities? _____

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American Legion Auxiliary National Leadership Report and Award Cover Sheet

**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: _____

Nominee's Full Name: _____ ALA member ID#: _____

Address _____

Phone number: (____) _____

Email address: _____

Department Leadership Chairman: _____

Address: _____

Phone number: (____) _____

Email address: _____

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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Key Program Statements:

- To raise awareness of ALA leadership development opportunities.
 - To promote participation in the ALA Academy.
 - To enhance knowledge about ALA history, programs, and organization.
1. **Objective Goal:** To raise awareness of ALA leadership development opportunities.
 - a. **Action Step:** Educate and Encourage members to participate in National, District & Department functions (both in person and online) by providing: times; places; and types of learning experience to your members.
 - b. **Action Step:** Educate and Encourage members to read the Department Leadership online courses.
 - c. **Action Step:** Have members who have taken online courses and share on their experiences.
 - d. **Action Step:** Sign up on the National website for MyAuxiliary.
 2. **Objective Goal:** To promote participation in the ALA Academy.
 - a. **Action Step:** Educate and Encourage members to participate in the National online ALA Academy courses.
 - b. **Action Step:** Have members who have taken these courses share their experiences.
 3. **Objective Goal:** To enhance knowledge about ALA history, programs, and organization.
 - a. **Action Step:** Using the National News; online courses; Guide Book; Department bulk mail & Buckeye Messenger, district and unit archives share our history with members and the public.
 - b. **Action Step:** Using the same sources above in (a), share information about our ALA programs.
 - c. **Action Step:** Share with your members the officer roles and responsibilities at all levels.
 - d. **Action Step:** Share with your members the rights and responsibilities at all levels.
 - e. **Action Step:** Sign up for the ALA National Leadership face book page.

LEADERSHIP RESOURCES

- Americanism National Facebook page: <https://www.facebook.com/groups/ALALeadership>
- ALA National website: <https://member.legion-aux.org/member/committees/leadership>
- ALA Ohio website: www.alaohio.org

Year-End Report

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. **Each Unit Leadership chairman is required to submit a narrative report by April 15, 2022, to the Department Leadership Chairman.**

NATIONAL AWARD INFORMATION & DEADLINE

Unit Award: Most Outstanding Unit Leadership Program (one per division) – see criteria under Department – Most Outstanding Overall Leadership Program.

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Unit Member Of The Year - The Unit Member of the Year award recognizes those serving at the unit level who exemplify the values and ideals of the Auxiliary and whose accomplishments significantly impact the program work in their units. Recognition of the winners occurs at the American Legion Auxiliary's national convention.

Criteria & Selection Process

- Nominees must be an adult American Legion Auxiliary unit member not in an elected or appointed leadership role higher than unit president.
- A narrative of 1,000 words or less describing the nominee's accomplishments and activities.
- Each department selects one Unit Member of the Year from its submitted candidates.
- The selection of the winner is at the discretion of the department Leadership chairman.
- Recognition of the winners occurs at the American Legion Auxiliary's national convention.
- Nominee must be sent to Department Leadership Chairman by **April 15, 2022.**

DEPARTMENT AWARD INFORMATION & DEADLINE

Most Outstanding Overall Leadership Program - A plaque will be awarded to the Unit Chairman for the "Most Outstanding Overall Leadership Program."

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) by **April 15, 2022.**
- **DEPARTMENT WINNER WILL BE SENT ON FOR AWARD CONSIDERATION AT NATIONAL LEVEL.**

Certificate of Completion & Leadership Pin - Given 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 – Given to Units that complete the Leadership Report Form and provide a narrative not less than 500 words and not more than 1000. Use the questions on page one as a guide for writing your narrative.

Certificate of Distinction – Given to members who complete all National ALA Academy Courses. No proof necessary, your word is your bond. Must provide a brief paragraph of what you learned and Leadership Report Form.

- ALA 101
- ALA Communication Methods 201
- ALA Leadership: Living our Motto of *Service Not Self*
- Establishing an ALA Culture of Goodwill
- ALA Branding and Why it Matters to Me
- ALA Juniors eLearning Course
- ALA Fundraising Course
- How to Deal with Conflict

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Certificate of Excellence – Given to members who complete at least 2 of the following:

- National Senior Auxiliary Basic Course – Our History and Legacy. Provide a brief paragraph of what you learned and Leadership Report Form.
- The Ohio on-line course: A Journey in Becoming a Successful and Knowledgeable Member. Provide a brief paragraph of what you learned.
- Read and provide a brief paragraph of what you learned on the 7 Ohio mini courses.

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Leadership Committee Award Entry Form

UNIT MEMBER OF THE YEAR AWARD

Send Completed Application and Narrative to:

Pam Bates
2122 Willow Run Circle
Enon, Ohio 45323
(937) 974-2316 (cell)

Email – pamelabates9@gmail.com (preferred communication)

A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary National Convention.

Requirements:

- 1. Open to Senior members who are not in an elected or appointed leadership role higher than unit president.***
- 2. Unit must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address. Please send 5-8 pictures in jpeg format of nominee doing activities.***
- 3. Must be postmarked by April 15, 2022.***

<i>Nominating Unit</i>	
<i>Leadership Chairman Information</i>	
<i>Name:</i>	
<i>Address:</i>	
<i>Email:</i>	
<i>Telephone Number:</i>	
<i>Nominee Information</i>	
<i>Name:</i>	
<i>Address:</i>	
<i>Email:</i>	
<i>Phone:</i>	
<i>Nominee's Unit Name and Number:</i>	

Please write neatly and legibly.