



Ohio Unit Plan of Action



CITATION OF MERIT



REQUIREMENT

LEGISLATIVE

CHAIRMAN

Diann Long
17402 Independence Ct
Brookpark, Ohio 44142
(216) 267-4711 (home)

Email – ken17402@yahoo.com

REPORT 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)					

Answer the following questions or include answers in your narrative report. Please include answers to the following questions:

- How did you educate members on the legislative issues promoted by The American Legion and how did your members employ those methods? _____
- What legislative activities (town hall meetings, legislative receptions) did members attend in your communities? _____
- What suggestions did members have to improve those activities? Please describe. _____
- How did members develop relationships with their elected officials? Please describe. _____
- Please describe how members were able to connect with their local and state officials and what were their successes. _____

Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total Dollars Spent or Raised
			\$

The National Cover Sheet is included on the backside of this form. Please fill out the Unit Portion and send your narrative, this report form and the National Cover Sheet to your Department Chairman.

Mail report to Department Legislative Chairman:

Diann Long, 17402 Independence Ct., Brookpark, OH 44142

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

The Legislative Program provides information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of The American Legion.

What Can You Do?

1. Encourage and empower members to be more knowledgeable to take action on The American Legion's legislative priorities.

Ideas:

Member

- Subscribe to the Legion's *Legislative Action Alerts* to receive notification when they call on all Legion Family members to take immediate action on a topic. Visit www.capwiz.com/legion/mlm/signup to subscribe. Report to your unit chairman when you have done so.
- Subscribe to the Legion's *Legislative Update* to stay informed on veteran and military legislative issues. Report to your unit chairman when you have subscribed.
- Order a copy of the *ALA Legislative Advocacy Guide* through your unit or your department headquarters and follow the suggestions it contains to help build legislative awareness in your community. The guide can also be downloaded from www.ALAforVeterans.org.
- Visit the Legion's legislative website, www.legion.org/legislative, to keep current on legislative priorities. The site also contains the Legion's legislative priority sheets and point papers, available for download.
 - The priority/drop sheets outline the Legion's priorities and you can "drop" these in your elected official's office.
 - The point papers provide more information on the issue and the Legion's position.
- Actively post The American Legion's legislative priorities on social media.
- Identify your U.S. representative and two U.S. senators and build a relationship and rapport with these individuals and/or members of their staff.
- Subscribe to e-newsletters of your elected officials to monitor what they consider to be their priorities and to make sure that veteran/military and national security issues are among them. Follow them on social media as well. (See each elected official's website for details how to sign-up and social media links).
- Connect with other civic organizations to communicate The American Legion's legislative priorities for potential support and membership opportunities.
- Attend local informational town hall meetings to become better informed and to network with other community and civic organizations.
- Attend department and/or legislative meetings and activities.
- Meet with state- and national-level public officials to discuss issues facing veterans, service members and their families. If possible, attend meetings with other Legion Family members.
 - Remember, we're putting a face on legislative topics. We can share the human reality on how issues affect veterans, service members and their families.

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- Complete the Legion's *Congressional Meeting Report Form* following any meeting with your U.S. representative, U.S. senator and/or their legislative staff members. Visit www.legion.org/legislative/aar to complete the form.
- Let your department Legislative chairman or department president know if you have a personal or professional relationship with a U.S. representative and/or U.S. senator that serves on the Veterans Affairs committees or a member of his/her legislative staff and that you'd be willing to participate in the ALA Veterans Affairs Legislative Mini-Council. Each of these members should be willing to contact the representative, senator or staff member when called to action by the Legion on an issue.

Unit

- Order and distribute the *ALA Legislative Advocacy Guide* from your department headquarters and distribute to members.
- Hold a unit meeting to go over the steps outlined by the *ALA Legislative Advocacy Guide* and discuss the legislative priorities.
- Invite a staff member of your U.S. representative and/or senator to a unit meeting so he/she can explain the best way to contact the official.
- Include legislative priorities in unit communications (social media, newsletters).
- Work with your Legion counterpart to make arrangements for Legion Family members to meet with respective Congressional delegation while on recess and in home districts.
- Choose a different legislative priority each month and allow time at each unit meeting for members to draft letters and communicate the importance of legislation related to veterans and their families. Watch for *Legislative Action Alerts* for any pressing priority.
- Invite your department chairman to a unit meeting to explain how the department initiates legislative advocacy and how each unit can play a role.
- Work with your Legion Family to host a "Meet the Candidate" night. Make veterans/military issues the primary topic for discussion. (See the How To Sheet for details).
- Order the *ALA Legislative Advocacy Guide* and distribute to each unit. Provide information on how members can order their own copies of the guide through their department. The guide can also be downloaded from the Legislative page on www.ALAforVeterans.org.
- Encourage members to subscribe to the Legion's *Legislative Action Alerts* to receive notification when they call on all Legion Family members to take immediate action on a topic. Visit www.capwiz.com/legion/mlm/signup to subscribe.
- Encourage members to subscribe to the Legion's *Legislative Update* to remain informed about current legislation activities on Capitol Hill. Visit www.legion.org/enewsletters to subscribe.
- Encourage all Legion Family members to complete the Legion's *Congressional Meeting Report Form* following all meetings with U.S. representatives, senators and/or their legislative staff members. Visit www.legion.org/legislative/aar to complete the form.
- Visit the Legion's legislative website, www.legion.org/legislative, to keep your units and members current on our legislative priorities. The site also contains the Legion's legislative priority sheets and point papers.
 - The priority/drop sheets outline the Legion's priorities and you can "drop" these in your elected official's office. Printed color copies can be requested by email to walexander@legion.org. Be sure to include the quantity you are requesting and your contact information.
 - The point papers provide more information on the issue and the Legion's position.
- Encourage Auxiliary members to attend the annual Washington DC Conference, which includes legislative training sessions, opportunities to visit members of Congress and the National

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Commander's Testimony, an address by The American Legion National Commander to Congress' Veterans' Affairs committees.

- Members should be sure to attend the "Know Before You Go" session, a presentation from the Legion's legislative division on the priorities.
 - Members should be sure to attend the Commander's Call, a joint American Legion Family presentation which includes the detailed information of the Legion's legislative priorities.
 - Work with your Legion counterpart to make arrangements for members of your department to meet with respective Congressional delegation in conjunction with the Washington DC Conference.
- In collaboration with your Legion, coordinate days for the Legion Family to storm your state capital.

Legislative Reporting

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department. **Each Legislative unit chairman is requested to send a Mid-Year report to Diann Long by December 15, 2020.**

Additional Resources You Can Use

1. www.ALAforVeterans.org on the Legislative page:
 - *ALA Legislative Advocacy Guide*
 - How to Fill Out the Congressional Contact Form
 - How to Contact Legislators to Advocate for Veterans, Service members and their Families
2. www.legion.org/legislative (The American Legion's Legislative Center):
 - Legislative Testimony Information
 - Point Papers, Priority Sheets, Letters of Support
 - Congressional Contact Report Form
3. Follow us on Facebook:
 - ALA National Headquarters: www.facebook.com/ALAforVeterans
 - ALA Legislative Facebook group: www.facebook.com/groups/2013alalegislativcommittee or search for "ALA National Legislative Group Page"

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NATIONAL AWARD INFORMATION & DEADLINES

Each award application must include the cover sheet found in this program Plan. All awards will be announced at National Convention during the Legislative pre-convention meetings.

Unit Award: Unit Legislative Award

Type of Award: Citation

Presented to: One unit in each division (5 overall awards)

Materials and Guidelines:

- Entries must include the award cover sheet located in this program Plan.
- For the most outstanding overall legislative report. Include information from both the 2019-2020 and 2020-2021 years in your report. Each entry must be typewritten in narrative form and must tell the story of legislative activism and how it made a difference in the lives of veterans and their families.
- Include pictures and newspaper articles.
- Attach an award cover sheet, including the name of the award, as well as the name and contact information for the department and unit Legislative chairmen.
- Entries must be sent to the Central Division Legislative Chairman Susan Masten, 419 Young Drive, Fairborn, OH 45324 by **June 1, 2021**.

DEPARTMENT AWARD INFORMATION & DEADLINE

Emma McBane Plaque – Presented to the Unit with the best all-around Legislative program based on the annual report form and a Narrative. Send to the Department Legislative Chairman Diann Long, 17402 Independence Ct., Brookpark, Ohio 44142 by **April 15, 2021**.

A certificate will be presented to all Unit Chairman and members that have written and received replies from letters or emails sent to various legislators. Those replies must be attached to the Legislative Annual Report and sent to the Department Legislative Chairman, Diann Long, 17402 Independence Ct., Brookpark, Ohio 44142 **April 15, 2021**.

If a Unit only completes the Annual Report Form and does not do a narrative, they will still receive credit as having completed a report and be eligible for the citation of Merit. However, if the report shows all zeros or blank information, this will not qualify as a report.

Criteria for Department narratives are as follows:

Narrative must be typed written in narrative form.

Narrative must not exceed 1,000 words.

Narrative may include photographs and news articles.

Don't forget to include Photos and/or copies of letters to your representatives. We will recognize Units that did a great job in the Legislative Program this year at the Department Convention.