



Ohio Unit Plan of Action



LEGISLATIVE

CHAIRMAN

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

CITATION OF MERIT



REQUIREMENT

Email – ken17402@yahoo.com

REPORT DUE: April 15, 2020

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 narrative in order to receive credit for an award submission or Citation of Merit. Narrative - there is no word count requirement. 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 # _____	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)				

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

- How did you train members in 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	Total Number of Patriotic/Veteran Programs/Events
			\$	

The National Cover Sheet is included on the backside of this form.

Please fill out the Unit or Member Portion and send with your Narrative. Send your narrative, this report form and National Cover Sheet to your Department Chairman.

Mail report to Department Legislative Chairman:

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

Ohio Unit Plan of Action



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: _____

Ohio Unit Plan of Action

LEGISLATIVE

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. The Legislative Program and the 2014-2019 American Legion Auxiliary Centennial Strategic plan: (Goal 5) While advocating for the legislative agenda of the American Legion, American Legion Auxiliary members raise awareness for our mission and increase brand loyalty (Goal 5)

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.

Ohio Unit Plan of Action

- 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.
- 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.

Ohio Unit Plan of Action

- Encourage Auxiliary members to attend the annual Washington DC Conference, which includes legislative training sessions, opportunities to visit members of Congress and the National 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, 2019.**

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/2013alalegislativecommittee or search for "ALA National Legislative Group Page"

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.

Ohio Unit Plan of Action

- For the most outstanding overall legislative 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, 2020**.

How To Sheets

- How To Host A “Meet the Candidate” Night

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, 2020**.

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, 2020**.

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 an actual report.

Criteria for Department and National narratives are as follows:

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.

A copy of your Unit ALA Impact Form.

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

Ohio Unit Plan of Action



AMERICAN LEGION AUXILIARY

2017-2022 PROGRAMS ACTION PLAN HOW TO GUIDES

HOW TO HOST A “MEET THE CANDIDATE” NIGHT

Committee:

Legislative

Contact Information for Questions:

legislative@ALAforVeterans.org

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

Step-by-Step Instructions:

A “meet the candidate” night is a question-and-answer session where all candidates for a specific election are invited to answer questions. It is not intended to be a debate.

Suggested Date of Event: 2-3 weeks before elections

3 Months Prior to the Event

1. In an effort to make this a Legion Family event, work with your Legion post, SAL squadron and Riders chapter (if applicable) to form a planning committee. If this isn’t a Legion Family event, the unit Legislative chairman and unit president should appoint a planning committee. Identify a place, date and time for the event. Map out a plan to get the word out to the general community. Think about if you’ll serve refreshments; will they be donated or do you need to buy them? Set guidelines for candidates before the event about literature, political signs and handouts.
 - a. If the place is the post home, ensure you have approval for the space and it’s on the calendar. Determine if your post allows political material (like signs) to be displayed on post property.
2. After the candidate filing deadline has passed, pull a list of candidates from your state’s election board or Supervisor of Elections’ website. Prepare a spreadsheet of all ballot-ready candidates (local, state and/or federal) who will be invited. List their name, address, phone, email, party and office. Allow ample time to contact them and receive their response.
3. Mail and email invitation letters with Legion Family Point of Contact name and the deadline date to reply. Remember: The Legion Family is nonpartisan, so you need to invite **ALL** candidates. Follow up periodically with candidates who have not replied. Suggest to the candidate they send another representative if there is a conflict in their scheduling.

2 Months Prior

1. The planning committee arranges for volunteers for the following roles:
 - a. Moderator (1) – Someone impartial and ideally not a part of the Legion Family, such as local news reporter or radio host or someone known and

Ohio Unit Plan of Action



respected by the community. Using someone on TV or radio also ensures that it will be announced on TV/radio.

- b. Timekeeper (1) – To keep everyone on track. Each candidate should get an equal amount of time each round.
- c. Legion Family Ambassadors (Several) – To man a table on programs and services your Legion Family offers. They should also have membership applications on hand.
- d. Servers (Several) – Have a small team of volunteers serve refreshments.
- e. Crowd Control (Several) – Volunteers to ensure that no attendee gets out of control. (Legion Family Sergeants at Arms might be great for this role).
- f. Screeners (Several) - Volunteers to collect and review questions from attendees. Selected questions will be given to the moderator for a Q&A period.
**Note: Candidates can stay after to talk with people and address their issues.*
- g. Public Relations Coordinator (1) – Someone who will ensure that event is advertised in local newspapers, social media, websites and any other media outlet. They might invite a radio station or local TV station to stream the event live. (They might form a team to help promote the event on social media, create a hashtag, etc.).

2. The planning committee sets an agenda and how the event will proceed. Depending on the number of candidates in attendance, allow time for opening and closing speeches for each (this could be 2 to 3 minutes). After opening speeches and introductions, the moderator will ask for questions (that have been screened).
 - a. If question is to a particular candidate, allow 1-2 minutes for the answer and allow opposing candidate the same amount of time. There should be no rebuttals!
 - b. If it is a general question, the moderator can ask any candidate to address it, but again only 1-2 minutes per candidate.

Day of Event

1. Set up the room with the candidates in front of the audience.
2. Prepare tent cards for all candidates with their name, party and the office they're seeking. You may wish to seat candidates alphabetically in an effort to not show favoritism.
3. Set up a table to talk about the programs and services your Legion Family offers. They should also have membership applications on hand and other Legion Family branded information.

Ohio Unit Plan of Action



AMERICAN LEGION AUXILIARY

2017-2022 PROGRAMS ACTION PLAN HOW TO GUIDES

4. Setup a table for voter registration¹. Members of your Americanism committee might be good to man this table, or you can invite an outside organization, like the League of Women Voters to help with the voter registration.

After the Event

1. Follow up with thank you notes to all the candidates who participated.
2. If media did not attend, work with your Public Relations chairman to send pictures to be published and posted on social media.

¹ Remember: The deadline to register to vote may be up to 30 days prior to the election. Check with your local Election Board or Supervisor of Election.
