



Ohio Unit Plan of Action



MEMBERSHIP

CHAIRMAN

Colleen Phillips
 C-032 Co Rd 8B
 Hamler, Ohio 43524-9785
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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 in your narrative

Please share how your Unit is using membership tools and other Auxiliary programs to engage, retain and recruit members, which tools were most effective, and which incentives were most effective. _____

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.

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 District or Department Chairman.

Narrative Deadline: April 15, 2021

MAIL TO DEPARTMENT MEMBERSHIP CHAIRMAN

Colleen Phillips, C-032 Co Rd 8B, Hamler, Ohio 43524-9785

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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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Theme: Department – Membership – “TEAM: Together Everyone Accomplishes More”

MEMBERSHIP

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

The role of the national Membership Committee is to encourage and support the nationwide effort to attract and retain a diverse, active membership and to establish new units to ensure the future of the American Legion Auxiliary. Members enable us to carry out our mission to assist veterans, military, and their families.

National Membership Vision

By honoring our veterans and military through meaningful service, the American Legion Auxiliary will grow membership by our centennial anniversary. In order to grow the organization, we must let members know that they are the auxiliary’s most valuable asset. *Note: Our Centennial Anniversary will be celebrated during the 2019-2021 administrative year.*

What Can You Do?

1. Enhance member experience

Ideas:

Units

A. Retain all current members

- What is a member in good standing?
 - A member who is current with annual dues is a member in good standing.
 - A member failing to pay annual dues by January 31 of the current membership year, shall be classed as delinquent and shall be suspended from all membership privileges.
 - **Unit, department and national leaders “Lead by Example” date: In the spirit of goodwill, the National Membership Committee urges all members who hold an elected or appointed position on the unit, department or national level to have their 2021 dues paid by September 1, 2020.** Rational: Members follow leaders’ examples. Paying your dues early encourages others to do the same, giving you the rest of the year to concentrate on recruitment and Auxiliary programs.

B. What is the value of a volunteer’s time?

- The time Auxiliary members volunteer is invaluable. In 2015, it was valued at \$3.1 billion!
- To enhance a member’s volunteer contributions, offer ideas and opportunities in which members can support and deliver the Auxiliary’s mission.
- Examples for members: Volunteer at a VA Medical Center serving as veterans’ escorts to appointments, participate in a stand down to provide necessities for homeless veterans, mentor military children
- with the big brother/big sister concept.
- Recognize all members for any and all contributions — volunteering, serving as a chairman or officer, preparing food, organizing events, being a mentor to new members, contacting other members to renew, being a good example of *Service Not Self*, etc.

C. Share member tools.

- Help members set up a user profile on the national website, www.ALAforVeterans.org, so that they can access the “Members Only” section and take advantage of all the tips and tools available.
- Inform members of member benefits and discounts available.
- Rid units/departments of member discrimination. (Goal 1 & 2)
- Ensure a positive experience for all members.
- Be welcoming, kind and respectful to members of all ages and backgrounds.

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- Ask for new ideas and be open to them. Encourage personal contact between members of the unit. Demonstrate *Service Not Self* in all activities and interactions with others. Realize that not all members will attend meetings and be respectful of their choice.
- Create meaningful participation.
- Hold regular information sessions to refresh members on ALA programs.
- Ask members to participate in programs they are passionate about.
- Establish a membership committee or team to support efforts throughout the department.
- Deploy active and consistent communication with units and districts/counties.
- Share contact information of committee/team with units.
- Use membership tools, available at www.ALAforVeterans.org, and ensure all units have access to all membership resources.
- Utilize your committee/team by giving them an assignment to make your program a success.
- Challenge members to help recruit members using “You Plus One, New or Renew.” Offer a small incentive for achieving the challenge.

2. Reach out to former members.

Ideas:

Units

- Identify former members: Use the ALAMIS member database, or contact your department headquarters, to obtain an Unpaid Roster (information on members who have not paid dues since 2018).
- Reach out to former members: Set up a committee to establish a phone bank of members who will call former members. Meet periodically to make calls – monthly, quarterly, semi-annually. Develop a script to identify reasons for not renewing and what would cause the former member to consider rejoining. A sample phone script is included in the “How to hold a revitalization event or participate in TAL District Revitalizations” how to sheet. Send follow-up letters to those contacted, thanking them for taking the time to talk with you. Send letters to those you were unable to reach.
- Share former members’ feedback with the unit; determine what the unit might need to do differently to retain all members.

3. Attract new members.

Ideas:

Units

- Ensure a positive new-member experience.
- Personally, contact a new member shortly after she joins.
- Provide a personalized welcome letter from the unit president or membership chairman. Also send a New Member Kit, available at www.ALAforVeterans.org, and personalize it for your unit and department. See “*Suggested Additions to New Member Kit*” to help create a new member packet.
- Find out how a new member wants to be involved and which volunteer activities might best suit her skills and interests. Utilize the interest form provided in the *Leadership Programs Action Plan*.
- Offer a variety of volunteer opportunities in which new members can participate, at times convenient to them, to support and deliver the Auxiliary’s mission. See the *ALA Service Not Self Volunteer Toolbox* at www.ALAforVeterans.org for tips, ideas and strategies on how to be a better volunteer.
- Be welcoming, kind and respectful to persons of all ages and backgrounds.

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- Do not expect all new members to attend regular meetings; be grateful for whatever way she wants to participate, even if only to pay her dues.
- Assign a “big sister” or mentor to each new member.
- Increase the ALA’s visibility in the community.
- Increase community involvement by using ALA programs that encourage responsible, active citizenship supporting our military service members and their families.
- Engage other community-based organizations in ALA projects such as welcome home/deployment events, support of military families and providing services that may include plumbing, carpentry, childcare, etc., for families of those deployed.
- Volunteer at schools, giving flag demonstrations and serving as mentors, with a special emphasis on military children and the issues they face with deployments and transfers. Contact JROTC leaders to assist with projects.
- Encourage Junior members to recruit their eligible friends and relatives.
- Identify recruitment target groups such as women veterans, military families, and relatives of American Legion members, ALA Girls State alumnae and local colleges.
 - **Waive first-year membership dues for eligible women veterans.**
 - **The national portion of the 2021 dues (\$12) and Department (\$11) will be waived for the new women veteran members. Units are encouraged to do the same.**
 - To process, send application to your department. Indicate on her application that this member is part of the “Honor Our Female Veterans” program.
- Ensure the ALA is appealing to new members.
- Exhibit *Service Not Self* in all activities and interaction with others.
- Create a significant membership experience for Junior members. Encourage Junior members to attend the senior meeting to share their vision of the unit. Encourage struggling units to elect Junior members to positions that don’t incur significant liability risks. Examples include: Chaplain, Sgt.-At-Arms, and Historian.

4. Understand and Respect Member Rights

Units

- Membership dues
- Members can pay dues in one of the following ways:
 - Directly to the appropriate member in their unit
 - Via the renewal notice sent by National Headquarters
 - Via www.ALAforVeterans.org
- Effective with the 2016 membership year, members have the *option* to renew their dues online.
- Membership cannot be withheld from a member who chooses to pay her dues online.
- Once a member has paid her current year’s dues, regardless of payment method, she is a member in good standing and entitled to all rights and privileges of membership.
 - Units have a legal and fiduciary responsibility to process a member’s dues (new or renewal) in a timely manner. Failure to do so is a violation of the members’ rights and due process. Dues received by the unit should be transmitted to your department once a month (minimum).
- Membership cards
 - Membership cards are provided by the national organization and shipped to departments to distribute to their units.
 - Units must provide to members their membership card as soon as payment is received.
 - Units must provide membership cards to members who renew online as soon as the unit becomes aware that the member has paid, either by notification from their department or,

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for units having ALAMIS access, via the “Unit Dues Paid Online” report which is available 24/7.

Membership Awards Deadlines and Submission Requirements from National:

A. Member Award: 10 X 10

- Award: Special gift from the national Membership chairman
- Presented to: Members that recruit 10 (ten) NEW senior members
- Deadline: October 9, 2020
- Materials and guidelines:
 - Award will be presented to members who recruit 10 new senior Auxiliary members.
 - Send form to Department Headquarters to be verified.
 - One gift per recruiter.

B. Member Award: R5 – Recruit/Rejoin

- Award: Special gift from the national Membership chairman
- Presented to: Members
- Deadlines November 13, 2020 and/or June 4, 2021
- Materials and guidelines:
 - Award will be presented to members who recruit or rejoin five or more Auxiliary Junior or senior members. Rejoins must not have paid dues after 2018.
 - Send form to Department Headquarters to be verified
 - One entry per recruiter.

C. Unit Award: 100% Unit Award

- Award: 100 Unit Awards of \$100 to be used to advance the ALA Mission.
- Presented to: Units that reach 100% of their 2021 membership goal by November 10, 2020 will be placed into a random drawing from which 100 Units will be elected to receive \$100.
- Deadline: November 10, 2020
- Materials and guidelines:
 - This award will be based on Units that reach 100% of their reported goals by November 10, 2020, as verified by ALAMIS
 -

D. Unit Award: Caring & Sharing Award – April 1 – 7, 2021

- **Purpose:** Unit members and leaders organize during this one designated week to contact and check in with EVERY possible unit member, past and present, to let everyone know their membership is valued and/or they are missed while we continue to celebrate our 100th anniversary.
- Award: Unit to be entered into a drawing for \$25.00 Emblem Sales Gift Card.
- One entry per Unit.
- Deadline: April 9, 2021
- Send form to Department Headquarters to be verified.

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The following awards are Department Awards that takes all members to attain. We need your help to get to 75% of our Department Goal and our 95% of our Department Goal. This is the year that we can achieve 100% of our Department Goal. Remember TEAM – Together Everyone Achieves More.

E. Department Award: Pearl Harbor Day Award

- Award: \$250 to be used to advance the ALA mission
- Presented to: Departments reaching 75% of the 2021 Department membership goal
- Deadline: December 7, 2020
- Materials and guidelines:
 - Award will be based on membership entered in the ALAMIS system by December 7, 2020.

F. Department Award: Armed Forces Day Award

- Award: \$250 to be used to advance the ALA mission
- Presented to: Departments reaching 95% of their 2021 Department membership goal
- Deadline: May 18, 2021
- Materials and guidelines:
 - Award will be based on membership entered in the ALAMIS system by May 18, 2021.

G. Department Award: The Celebration Award

- Award: \$500 to be used to advance the ALA mission
- Presented to: Any Department that has reached the Department Goal
- Deadline: 30 days prior to 2021 National Convention – July 31, 2021
- Materials and guidelines:
 - Award will be based on the membership entered in the ALAMIS system by July 31, 2021.
 - Winners to be announced at National Convention 2021.

Renewal Notice Schedule

The first renewal notice will be mailed by September 15 for the following membership year. A second notice is mailed and/or emailed in early 2021. Units are encouraged to supplement the national renewal notices with unit generated renewal notices and personal phone calls. The ALA membership year is from January 1 to December 31.

Sample Letters below:

- To Former Members to rejoin
- To Legionnaires for eligible Ladies in the home
- To Unit members & Legionnaires for a Revitalization Event
- Telephone Script to call

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AMERICAN LEGION AUXILIARY

2017-2022 PROGRAMS ACTION PLAN HOW TO GUIDES

(Letter to Unit member concerning Revitalization Event)

It is recommended this letter be written on unit stationery.

SAMPLE LETTER

Date

Dear Unit member,

As you know, the American Legion Auxiliary has a proud heritage of volunteering, and as a volunteer member you understand the importance of our programs and activities and the effect they have on our veterans, service members and their families. The possibilities for us to continue to have an impact in these areas are limited only by our creativity, desires and enthusiasm.

As a member you have been able to volunteer in many capacities in your unit. If you are a member who has not volunteered as much as you would like, now is the time to take another look at your options and find new ways for our mission outreach programs to fit into your life. We also ask your help in attracting other women who want to make a difference in the lives of veterans, servicemembers and their families.

We invite you to attend a special revitalization event for Unit _____. This event will be held on _____
date at _____
location from _____
Start time to _____
End time.

A team of unit members will be available to answer questions on the Auxiliary's programs and activities to help you decide where your interests best fit and what level you would like to participate. Please come by and visit us anytime between start time and end time.

Thank you for being a member and volunteer with our exceptional organization. We look forward to your continued membership and volunteer work.

Sincerely,

Unit President

Unit Secretary

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AMERICAN LEGION AUXILIARY

2017-2022 PROGRAMS ACTION PLAN HOW TO GUIDES

(Letter to Legionnaire Concerning Revitalizing Unit)

It is recommended this letter be written on unit stationery.

SAMPLE LETTER

Date

Dear Legionnaire,

When you joined The American Legion, you chose to continue your fellowship with others who have served our country. You also chose to support an organization that stands strong for veterans and their rights as American citizens.

Our American Legion Post is very interested in assisting the American Legion Auxiliary in reorganizing our local ALA Unit. The American Legion is proud of this unit's past goals and accomplishments. Thanks to these Auxiliary volunteers, many veterans, service members and their families as well as our community have benefited.

To make this unit stronger, we welcome the eligible girls and women you know to join our American Legion Family. There are many different programs and activities for members of all ages to volunteer. Please contact either of us for additional information about the Auxiliary's programs and activities. We can be reached at XXX-XXX-XXXX and XXX-XXX-XXXX respectively.

The revitalization event for both Post _____ and Unit _____ will be held on _____ *date* _____ at _____ *location* _____ from _____ *Start time* _____ to _____ *End time* _____. Representatives from the unit will be available to speak to anyone interested in joining the American Legion Auxiliary.

Remember, those eligible for membership are the wife, daughter, mother, granddaughter, sister and grandmother of a Legionnaire or deceased veteran who served during the eligibility dates. Recently added for eligibility, is a male spouse of a female veteran.

Thank you for your consideration.

Post Commander

Unit President

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AMERICAN LEGION AUXILIARY

2017-2022 PROGRAMS ACTION PLAN HOW TO GUIDES

(Letter to Former Member Asking Her to Rejoin the unit)

It is recommended this letter be written on unit stationery.

SAMPLE LETTER

Date

Dear Former Member,

When you joined the American legion Auxiliary, you chose to stand strong for veterans, the military, their families and our communities. You chose an organization that has supported and touched with kindness many veterans and their families.

I know that you cared about the programs and activities of the American Legion Auxiliary. That is why I am inviting you to rejoin Unit _____.

An application for membership is enclosed along with a sheet showing the many benefits available to Auxiliary members. The dues are \$XX.XX for senior members and \$XX.XX for Juniors. Please mail completed application(s) and dues to:

Name, Unit Membership
American Legion Auxiliary Unit XXXX\
Street Address
City, State ZIP

Or, please come visit us during our revitalization event occurring, date at location from start time to end time. Members of the unit will be available to answer any questions you may have about the Auxiliary and out programs as well as assist you in rejoining the unit.

If you have any questions, contact of the individuals at the address and phone number listed below.

We look forward to your participation in the programs and activities of the American legion Auxiliary!

Sincerely,

Unit President
Unit XXXX
Street Address
City, State ZIP
Phone Number
Email

Unit Membership Chairman
Unit XXXX
Street Address
City, State ZIP
Phone Number
Email

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AMERICAN LEGION AUXILIARY

2017-2022 PROGRAMS ACTION PLAN HOW TO GUIDES

SUGGESTED TELEPHONE SCRIPT FOR FORMER/EXPIRED MEMBERS

Hello. This is _____. I am a member of the American Legion Auxiliary in insert city and/or state and I see that you were once an ALA member. I'm calling because we are conducting a membership drive and want to invite you to renew your membership.

If they reply affirmatively:

Great! I'd be happy to email or send you the application. Is this contact information still correct? (Verify address and email). If you aren't sure if you still have your proof of eligibility documents, you may be able to contact your previous unit or your department headquarters to see if they've retained them.

Optional: If there are other women in your family who might be interested in joining, please invite them. I can send additional applications, or you can forward my email address to them.

If they object or reply negatively, simply thank them for their time.

If they have any questions that you are unable to answer, you can refer them to the department headquarters:

American Legion Auxiliary
Department of XXXXXXXX
Phone: XXX-XXX-XXXX
Name of Department Membership Clerk

If you need to leave a message:

Hello. This is _____. I am a member of the American Legion Auxiliary in insert city and/or state and I see you were once an ALA member. I'm calling because we are conducting a membership drive, and we want to invite you to rejoin our great organization.

If you are interested in rejoining the American Legion Auxiliary, please call the Department of insert state at insert department membership clerk's phone number and they will be happy to assist you!

****Keep a record of the objections to find a pattern of responses. This indicates changes you unit may need to address to get members to pay their dues and participate in our programs. If you unit is not experiencing growth or renewals, changes should be made.**

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Membership Reporting:

Mid-Year Report

Mid-Year reports reflect the program work of your unit and are intended as an opportunity for mid-year correction. Each Unit Membership chairman is asked to submit a narrative report by **December 15, 2020** to the Department Membership chairman.

As part of your narrative report, please include answers to following questions:

- How is your Unit encouraging renewals? Provide three examples.
- Did working any of the ALA programs help to generate new members? (Example: Teaching flag etiquette at a school resulted in two teachers joining the ALA.)
- Have any of your members implemented new/innovative ideas or practices to increase renewals and/or sign up new members? If so, what are they?

Year-End Reports

Annual reports reflect the program work of your unit and may result in a national award for participants if award requirements are met. Each Unit Membership chairman is asked to submit a narrative report by **April 15, 2021** to the Department Membership chairman. **Please note that these reports will include everything from August 2019 thru May 2021.**

As part of your narrative report, please include answers to the following questions:

- As the Unit Membership Chairman, how have you disseminated information to your members?
- Did your Units have any unit membership awards (not including any Department membership awards)?
- Did having these membership awards help to retain or increase membership?
- What did you do to encourage membership?
- What were your successes throughout the year?
- What were some of your hurdles/difficulties faced during this year?

DEPARTMENT MEMBERSHIP UNIT AWARDS

Jane Bates Membership Plaque:	Unit with the highest numerical increase over goal.
Patricia Riley Membership Plaque:	Unit with the second highest numerical increase over goal.
Doloris Kilgore Membership Plaque:	Unit with the highest percentage of membership over goal.
Jackie Bayer Membership Plaque:	Unit with the most new members per capita. (New members divided by goal--New units will use the number of charter members, all other units will use 2020-2021 goal)

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T.E.A.M.

Together Everyone Archives More



INCENTIVES FOR 2020-2021

1. **\$50 Drawing** – given to a unit reaching 50% or more by September 11th, a drawing will be held at SOI – Sept. 19, 2020
 2. **\$50 Drawing** – given to a unit reaching 75% or more by October 16th
 3. **\$150 Drawing** – given to one unit to reach goal by November 11, 2020. A drawing will be held at Mid-Winter.
 4. **\$100 Drawing** – given for **All Goal Units** by December 31, 2020.
- ✓ **Reminder:** If officers' dues are not paid by Dec. 31, 2020, then they are not in good standing and should not be holding respective office. (Officers are President, 1st & 2nd Vice, Secretary, Treasurer, and Membership chairman for this purpose.)
5. **\$50** – To the Unit with highest increase of Junior members from Aug 1, 2020 to May 1, 2021 (to be given at Department Convention).
 6. For all **GOAL** Units by June 1, 2021, a drawing will be held at Department Convention for **THREE AWARDS**, 1st for \$100, 2nd 70.00 & 3rd for \$50.00.

PERSONAL INCENTIVES

7. **All Department of Ohio Members** who have recruited a **NEW** member before May 1st, 2021 will have their name entered in a drawing . There will be SEVEN names drawn each of those members will win \$20.

GOALS

*If your Unit was Goal or above on May 31, 2020 - Use final membership total and increase by One
Unit Membership of 10-100 - Use final membership total and increase by One
Unit Membership of 101-200 - Use final membership total and increase by Two
Unit Membership of 201 or more members - Use final membership total and increase by Three*

All Junior Unit Membership - Use final membership total and increase by One

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2021 R/R 5 - Recruit & Rejoin 5

For members who recruit or rejoin five (5) or more junior or senior Auxiliary members into the 2021 membership year.
Rejoined members must not have paid dues since 2018. **One entry per recruiter per deadline.**

Certified forms must be received at Department Headquarters **no later than:**
Check one: _____ November 13, 2020 _____ June 4, 2021

CERTIFICATION FORM

Please type or print legibly

Recruiter's Name: _____ Member ID#: _____
Recruiter's Dept: _____ Unit #: _____ Email: _____
Recruiter's Address: _____

<u>Name of New and/or Rejoined members</u>	<u>Member ID</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Certified by Department Secretary:

DATE _____

Dept. Secretary printed name: Kelly Gibson Dept: _____

Dept Secretary Signature (required): _____

***I certify that all 5 members are new in 2021 - or last paid in 2018 or prior and rejoined into the 2021 year. I've provided or verified member ID's & that the form is filled out legibly & completely. DO NOT SEND INCOMPLETE FORMS or more than 1 form per recruiter.**

Departments

Please either scan & email to:
heather@alaohio.org
(Subject line: R/R 5)

Or

Fax: 740-452-2620 (Attn: Membership)

Due to the unpredictability of mail, use the above methods of transmittal instead.

***Must be received at DEPT by midnight 11/13/2020 or 6/4/2021**

Form must be submitted to your Department Headquarters for verification. Department Headquarters will then submit form to the national headquarters.

Each recruiter will receive a special gift selected by the National Membership Chairman
One award per award period per recruiter.

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2021 10 X 10 Award

Members who recruit 10 **NEW SENIOR AUXILIARY MEMBERS** by Nov. 10th, 2020 will receive a gift selected by the National Membership Chairman.

One entry/gift per recruiter.

Certified forms must be received at Department Headquarters by October 9, 2020.

Submit form to your Dept. HQ office no less than one week prior to the deadlines!

New members must be entered into ALAMIS by November 10, 2020

ENTRY/CERTIFICATION FORM

Please type or print legibly and fill out the form completely. Incomplete forms may not be processed.

Recruiter's Name: _____ Member ID#: _____

Recruiter's Dept: _____ Unit #: _____ Email: _____

Recruiter's Address: _____

Name of New members

Member ID

Name of New members

Member ID

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Certified by Department Secretary:

DATE _____

Dept. Secretary printed name: Kelly Gibson Dept: _____

Dept Secretary Signature (required): _____

***I certify that all 10 members are new and joined into the 2021 year. I've provided or verified member ID's & that the form is filled out legibly & completely. DO NOT SEND INCOMPLETE FORMS or more than 1 form per recruiter.**

Departments

Please either scan & email to
heather@alaohio.org
(Subject line: 10x10)

Or

Fax: 740-452-2620 (Attn: Membership)

Due to the unpredictability of mail, use the above methods of transmittal instead.

***Must be received at DEPT by midnight 10/9/20**

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2021 ONE WEEK OF CARING & SHARING April 1-7th, 2021

Purpose: Unit members & leaders organize during this one designated week to contact and check in with EVERY possible unit member, past and present.

One entry per unit (no matter how many rejoins you end up with)

This certified form must be received at ALA Department Headquarters **no later than April 9th**.

CERTIFICATION FORM

Please type or print legibly

Unit Name: _____ Unit # _____ Dept: _____

Unit representative's name (who is filling out form): _____ Title: _____

Email: _____ Phone: _____

To qualify for entry into the drawing for a \$25 Emblem Sales Gift Certificate the unit must have secured at least one REJOINED member from their unit during this week. That member must not have paid dues since 2018 & **must be entered as a rejoin into ALAMIS between April 1 - April 24th** using her former member ID

Name of rejoined member: _____ Member ID: _____

Certified by Department Secretary:

DATE _____

Dept. Secretary Kelly Gibson
Printed name & signature: _____ Dept: _____

Check here that the unit included their Tax ID #

***I certify that the rejoined member last paid in 2018 or prior & was entered in ALAMIS between 4/1-4/24/21. I've provided or verified her member ID & that the form is filled out legibly & completely. DO NOT SEND INCOMPLETE FORMS.**

Departments

Please either scan & email to:
heather@alaohio.org
(Subject line: Week of Caring & Sharing)

Or

Fax: (740) 452-2620 (Attn: Membership)

Due to the unpredictability of mail, use the above methods of transmittal instead.

***Must be received by DEPT by midnight 4/9/21**

Please fill out the following information:

Number of unit members participating in making calls or visits during this week: _____

Number of unit members who were called or visited: _____

Number of members that renewed their membership due to unit contact: _____

Number of members that rejoined due to unit contact: _____

OPTIONAL: Share a specific story where you felt this week made an impact on a member:
