



Department of Ohio Plan of Action



NATIONAL SECURITY

CHAIRMAN

Martha Setlock
38504 Courtland Dr.
Willoughby, OH 44094
(440) 951-2227 (home)
(440) 219-9982 (cell)

CITATION OF MERIT



REQUIREMENT

Email – mwalunissetlock41@gmail.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)				

NARRATIVE INFORMATION

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.

As part of your narrative report, answer the following questions in your narrative and include number of volunteers, hours and monies:

- Did members organize Welcome to Our Hometown events? If so, what was most successful? Did they have any challenges? _____
- What types of national security activities and/or projects were done at units in your department that weren't near a military installation? _____
- How were Blue Star and Gold Star Banners presented? _____
- How were MIA families recognized following notification of remains? _____
- How were service members honored during welcome-home events? _____
- How were military families connected to other units when moving? _____

Department of Ohio Plan of Action

- Did your Unit host a Blood Drive? _____
- Preparing care packages? _____
- Write letters to the troops? _____
- Participate with Taps (Tragedy Assistance Program for Survivors)? _____
- Have a Pow/Mia Chairman at meetings? _____
- Wear RED on Friday? _____
- Recognize ROTC and JROTC cadets? _____
- Participate and recognize and family during National Military Appreciation Month? _____
- Participate and recognize Send Off events? _____
- Present Blue Star or Gold Star Banner? _____
- Did military families connect with other families during a move? _____
- Participate or host a Red Cross or USO event? _____

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 as the next 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.

Department of Ohio 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: _____

Department of Ohio Plan of Action

NATIONAL SECURITY

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

The National Security Program maintains and promotes a strong national defense by strengthening and supporting military service members and their families.

What can you do?

1. Support the emotional and social needs of active, reserve and transitioning military service members and their families.

Ideas:

Member

- Let your unit know of any military families or businesses that should receive a Blue Star or Gold Star Banner in recognition of a service member's service.
- Provide support on a spouse-to-spouse or family-to-family basis, such as to a family member, neighbor or another military family. Refer to the *ALA Military Family Readiness Action Guide* for specific suggestions of the type of support military families may value.
- Provide assistance to service members and their families directly affected by current conflicts. Get to know your Legion Service Officer, they may be able to help you and your efforts.
- Become more informed about issues affecting a military family's home life, and the resources available to help, such as PTSD, TBI, domestic violence, financial literacy and other issues.
- Refer service members with financial assistance needs to the American Red Cross Armed Forces Call Center at 1-877-272-7337.

Unit

- Support active-duty military families by working with an installation Family Readiness Group (FRG). Contact the Family Readiness Center on your nearby military installation for more information.
- Support reserve and transitioning service members and families by working with a returning National Guard or Reserve unit or an individual transitioning service member or family.
 - *Note:* Units may find service members and families independently or by working with the service member transition programs of the U.S. Department of Defense, the military service branches, or the U.S. Department of Veterans Affairs. Members may provide support on a spouse-to-spouse or family-to-family basis, such as to a family member, neighbor or another military family to which they come in contact. Refer to the *ALA Military Family Readiness Action Guide* for additional information and specific steps.
- When a service member or military family you're working with is relocating to a different community, help identify an ALA unit in the new community and make introductions.
- Work to identify recipients and present Blue Star and Gold Star commemorative materials to individuals and businesses.
- Greet service members and families as they deploy and/or return from a deployment.
- Work with a Yellow Ribbon Reintegration Program office of a local military unit (Reserve or National Guard) or a state National Guard Joint Force Headquarters to show patriotic and moral support at Yellow Ribbon events; offering hospitality, refreshments, or children and youth activities;

Department of Ohio Plan of Action

or making presentations on Auxiliary resources and services to family members of returning service members.

- If you're near a military installation, a U.S. Department of Defense policy makes it easier for you to get and provide information about our services and programs to service members and military families. Refer to the *How to Support Troops and their Families on Military Installations* for additional information and specific steps.
- Organize a Welcome To Our Hometown event to welcome military families that are moving or transitioning out of the military to your community. Refer to the *Welcome to Our Hometown Action Guide* for additional information and specific steps.
- Coordinate for community donations and assemble service member care packages and family members and support packages.
- Work with the Tragedy Assistance Program for Survivors (TAPS) and refer a survivor or caregiver for specialized support. Refer to *How to Collaborate with the Tragedy Assistance Program for Survivors* for information and specific steps.

2. Assist military spouses in getting and maintaining employment.

Ideas:

Member

- Serve as a mentor in the career e-mentoring network through the U.S. Chamber of Commerce Foundation's Hiring Our Heroes Military Spouse Employment Program and Academy Women. Current military spouses will be virtually paired with more experienced spouses and/or corporate and career mentors for guidance and support.
- Promote military spouse job fairs in your community and volunteer to help.
- Help staff an information booth about the ALA at a job fair for military spouses.
- Write an editorial about why military spouses make good employees.
- Contact school guidance counselor in your local area and offer to be "on call" for assistance with military children.

Unit

- Support military spouse job fairs organized by U.S. Chamber of Commerce Foundation or The American Legion, or host one in your own community. Encourage local business to patriciate and hire veterans and military spouses.
- Help to implement a Legion-sponsored job fair and/or co-host a Legion Family information table at a U.S. Chamber of Commerce Foundation-sponsored job fair.
- Seek grant funds to help military spouses start small businesses. Promote participation amount military spouses at www.theveteranmarket.com.
- Create a scholarship fund for military spouses learning a new skill.

3. Support the National Security programs of The American Legion.

Ideas:

Member

- Complete a Community Emergency Response Training (CERT) course. Refer to *How to Train for FEMA's Community Emergency Response Teams* for information and specific steps.
- Build and/or help a neighbor build an emergency preparedness kit and plan.
 - Remember, new military families in your community may not be familiar with the types of emergencies that affect your area. As needed, help them update their emergency kit and plan.

Department of Ohio Plan of Action

- Sign up for the Legion's Legislative Action Alerts and be sure to act on the ones regarding a strong national defense and affecting current and transitioning service members and their families.
- Donate blood.

Unit

- Get involved in the Citizen Corps Council (www.ready.gov) to ensure citizens are prepared to respond to natural disasters such as floods, hurricanes, blizzards and manmade disasters and emergencies.
 - Junior members can get involved in and/or start a Youth Preparedness Program in their community.
- Collect supplies for emergency preparedness kits and distribute them in your community.
 - Remember: new military families in your community may not be familiar with the types of emergencies that affect your area. As needed, help them update their emergency preparedness kit and plan.
- Encourage members to complete Community Emergency Response Training (CERT). Refer to *How to Train for FEMA's Community Emergency Response Teams* for information and specific steps.
- Have a training exercise in your post home to give training in first aid, CPR or other types of emergency skills.
- Join with your Legion post to host a POW/MIA ceremony on National POW/MIA Recognition Day, commemorated annually on the third Friday of September.
- Follow the Legion's POW/MIA Empty Chair Resolution 288 for designating a POW/MIA Empty Chair at all official meetings.
- Host a remembrance event for any MIA service members who have been identified from your area.
- Work with Legion posts to honor ROTC and JROTC cadets by having dinners and recognizing their accomplishments.
- Support future military by presenting ROTC and JROTC recognition awards.

4. The Department of Ohio's Military Family Assistance Fund

- The Department of Ohio has its own National Security Program called *THE MILITARY FAMILY ASSISTANCE FUND* (MFAF). This fund is set up to provide financial assistance to Veterans and their families that find themselves in a financial hardship due to medical expenses, relocating, transitioning out of active duty and other various reasons. This fund is supported through Unit and member donations and goes directly to the Veteran in need. A committee of three reviews the applicant's application and determines the need and the amount to be provided. Funds are sent to the creditor to offer assistance with items like utilities, mortgages, rent, insurance, medical bills and so on. There are a few special requirements for the MFAF Grants. Veterans and Active Duty Military families that apply must be currently on active/reserve/guard status or have ETS'd within the last **4 years**. Applicants must also be residents of Ohio and have Auxiliary Unit Assistance in completing the MFAF Grant Application. **See Brochure and Application at the end of this plan.**

Department of Ohio Plan of Action

Additional Resources You Can Use

1. www.ALAforVeterans.org resources on the National Security page:
 - *American Legion Auxiliary Military Family Readiness Action Guide*
 - A training package is also online for departments and units. It includes an instruction sheet, PowerPoint presentation and script, sample agenda, learning exercises, pre- and post-session survey, satisfaction survey and sample marketing text.
 - *Welcome to Our Hometown Action Guide*
 - *ALA-Operation Homefront Action Guide*
 - *ALA-USO Action Guide*
2. Instructional How To Sheets found National Security Program page on the National Website:
 - How to Welcome Home Separating Service members
 - How to Identify Veteran and Servicemember Families who are in need of assistance.
 - How to Support Troops and their Families on Military Installations
 - How to Train for FEMA's Community Emergency Response Teams
 - Planning a Powerful POW/MIA Remembrance Service
 - How to Collaborate with the American Red Cross' Service to the Armed Forces
 - How to Collaborate with the Tragedy Assistance Program for Survivors (TAPS)
 - How to Collaborate with the Hiring Our Heroes Military Spouse eMentor Program
3. Legion Resources:
 - Blue Star and Gold Star Banner: www.legion.org/troops/bluestar
 - Disaster Preparedness and Response for American Legion Posts: www.legion.org/documents/pdf/talarc_disaster_preparedness.pdf
 - Family Support Network: www.legion.org/familysupport
 - Operation Comfort Warriors: www.legion.org/troops/operationcomfort
 - POW/MIA: www.legion.org/powmia
 - Legislative Action Alerts: <http://capwiz.com/legion/home/>
4. Follow Us on Facebook:
 - American Legion Auxiliary National Headquarters: www.facebook.com/ALAforVeterans
 - The national National Security Committee Facebook group, search "ALA National Security"

National Security Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

1. Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
2. Provide details/examples about the activity as outlined in the award's materials and guidelines section.
3. **Make sure to include your data from 2019 – 2021 in your report.**

National Report and Awards Cover Sheet, deadlines, and National Security committee contact information may be found on the National Security committee page on the national website www.ALAforVeterans.org

Department of Ohio Plan of Action

National Security Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each Unit National Security Chairman is required to submit a narrative report by **December 15, 2020** to the Department National Security Chairman.

Year-End Reports

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. Refer to front page with questions to be answered. Each Unit National Security Chairman is required to submit a narrative report by **April 15, 2021** to the Department National Security Chairman.

DEPARTMENT AWARD INFORMATION & DEADLINE

Avonelle Clinger Plaque – A plaque will be presented to the Unit Chairman report with the “Best All Around National Security Program” based on the annual report. Entries must be typed in narrative form and may include pictures and newspaper articles. Narrative form must be completed and mailed to Department National Security Chairman Martha Setlock, 38504 Courtland Dr., Willoughby, OH 44094 by **April 15, 2021**.

Phyllis Nickoson Plaque – A plaque will be presented to the District President with the highest percentage of Units reporting on National Security. This report form deadline is **April 15, 2021**.

Military Spouse Mentor

- Deadline: **April 15, 2021**
- Send a list of Unit Members that participate in the Women’s Academy eMentoring Program to the Department Chairman, Martha Setlock, 38504 Courtland Dr., Willoughby, OH 44094. Department Chairman will combine the number of active participants for the Department of Ohio and submit for the Military Spouse Mentor Award at the Division/National Level.

Department of Ohio Plan of Action

Chairman's Special Award

Emergency Preparedness Kits

This year National Security and VA & R will become a team by asking units to make Emergency Preparedness Kits to be distributed to senior centers throughout Ohio. This project will not only serve our communities, but all those veterans who spend time at the centers.

Units will put together kits and distribute them to Seniors in their area. Each unit will be responsible for making and distributing their own kits. Suggestions for items to be put in the kit is listed below.

- Conduct special fundraiser to buy items or solicit businesses for donations
- Appoint a Chairman to take photos, publicize and write a REQUIRED NARRATIVE
- Keep track of number of kits given to veterans
- Narrative to include number of volunteers, how many kits distributed and where they were distributed
- Criteria for winning narrative:
 - Must be typewritten with 1,000 words or less.
 - Must include at least one (1) photo, news clipping, if available, other PR material.
 - Number of volunteers that worked on kits.
 - How many kits were distributed and where they were distributed?
- Deadline: April 1, 2021
- Judges: Martha Setlock – National Security Chairman and Susan Fratino, VA & R Chairman

Send your narrative and attachments to: Martha Setlock, National Security Chairman. 38504 Courtland Drive, Willoughby, OH 44094.

SUGGESTED ITEMS TO INCLUDE IN EMERGENCY PREPAREDNESS KITS

Flashlight – small	Extra batteries for light
Scissors	Pen & paper
Poncho	Hand warmers
Toothbrush (2)/toothpaste (travel size)	Hygiene items (small size shampoo, shaving cream, razor, lotion, soap bar)
Moist towelettes	Face masks
Gloves	Hand sanitizer
Candle	Matches (in plastic bag)
Can opener	Whistle
Phone charger	Small pack tissues
Water	Small first aid kit (Band-Aids, tape, peroxide)
Garbage bags	Toilet paper

Other things the recipient of the kit can put in it:

- Important papers
- Cell phone

Department of Ohio Plan of Action

Department of Ohio Plan of Action

Necessary Information for Application

1. The application must be completed fully to the best of your ability.
2. Supporting documentation that is required

- A. Copies of billing statements
- B. Estimates for repairs or replacements
- C. Estimates for food, clothing, expenses.
- 3. A statement in your own words explaining the need for financial assistance, not to exceed 250 words.

Veteran:

You must produce one of the following...

- A. Order of Separation
- B. VA Printout which includes discharge status
- C. Other Official proof that clearly indicates dates of active duty and character of discharge.

Active Duty Personnel

You must provide the following ...

- A. Deployment Orders
- B. Official letter from commanding officer detailing duty assignment.

For more information or an application please contact:

American Legion Auxiliary Unit #
Name: _____
Phone: _____

**American Legion Auxiliary
Department of Ohio
PO Box 2760
Zanesville, Ohio 43702**

**Phone: 740-452-8245
Fax: 740-452-2620**



**AMERICAN LEGION
AUXILIARY**
Serving veterans, their families and their communities

Military Family Assistance Fund



MISSION:

**Providing Funds to Assist
Military Service
Members and their
Families**

A program instituted by the Department of Ohio American Legion Auxiliary to help Veterans, Active Duty Service Members and their Families

Department of Ohio Plan of Action



What is the Military Family Assistance Fund?

It's a new program developed and introduced by the American Legion Auxiliary to come to direct aid of our veterans and their families.

The program offers financial assistance for eligible veterans and their families. There is money available to assist in covering the costs of maintaining basic family needs such as the costs of shelter, food, utilities, and health expenses. Helping to keep a stable home environment. Funding can include, but is not limited to, family living expenses including rent, mortgage payment and utility bills; medical expenses; childcare for working parents; insurance premiums; and assist with necessary home repairs.

It is not necessary to be a member of the American Legion or American Legion Auxiliary to apply. Assistance is in the form of a grant and doesn't have to be paid back. We only ask that you "pay it forward" and someday do a good deed for another.

Who is eligible?

(Ohio residents who are...

Active Duty Military Personnel. Veterans who have been honorably or medically discharged within the last four years, Reservists or National Guard personnel who have been deployed within the last four years, and Spouses of eligible applicants. Eligibility is not dependent on American Legion or Auxiliary membership.

Grants...

Grants are issued to alleviate cost of living expenses including food, shelter, utilities, clothing, home owners insurance premiums, home repair, providing handicapped facilities in the home, repair or replacement of major appliance. Reconnect utilities, and prevent eviction or foreclosure. To alleviate the cost of current medical expenses, or to assist in payment of outstanding medical bills. The grants also provide assistance in finding transportation for going to work, provides assistance for child care if the custodial parent must find employment.

Each application will be considered and based on the family's needs.

Grants are payable up to \$2000. Grant recipients may have their requested bills partially or fully paid.

Awards are paid directly to the creditors. No funds shall be paid directly to the grant recipients.

How are moneys for these grants available?

The largest financial contributor to this fund are the local and state American Legion Auxiliary members who make donations through their local Unit in order to help individuals in their community.

Fund raises are conducted at the local Units and state events in order to increase the fund, thus increasing its giving capacity.

The American Legion Auxiliary partners with Corporate Organizations that want to give back to Ohio's Veterans.

If you would like to make a donation to the ALA Military Family Assistance Fund please contact the Department of Ohio, ALA



How to get started...

Applicants must contact an Auxiliary Unit in their local community to receive an application or can contact the Department Headquarters and one will be sent. Once the Veteran or Service Member or Service Member's Family has completed the application and provided all necessary documentation then it must be sent to the local Unit for a review. The Unit is to review the applicant's information and backward documentation. Once everything is provided the Unit is responsible for sending it to the Department Headquarters for approval. The Applicant and the Unit will be notified of the assistance awarded.

If the Applicant is unaware of a local Unit in their community the Department Headquarters will assist in finding a sponsoring Unit and point of contact to assist in the grant application process.

The Military Family Assistance Fund focuses on the needs of our military personnel, young veterans, and their families, a demographic that the American Legion Family must appeal to and be active with to have a sustainable organization. It is through programs such as this that the American Legion Auxiliary can expand it services in our communities. We encourage those that participate as well as grant recipients to have a strong focus on "Paying it forward".



American Legion Auxiliary...helping not only the Veteran but their entire family.

Department of Ohio Plan of Action

American Legion Auxiliary
Department of Ohio

Military Family Assistance Fund Grant Application



Please type or print responses in black ink.

I. APPLICANT INFORMATION			
Last Name	First	M.I.	Birth Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Home Phone	Cell Phone		
E-mail Address			
Relationship to Veteran			

II. SERVICE MEMBER/VETERAN INFORMATION			
Last Name	First	M.I.	Birth Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Home Phone	Cell Phone		
E-mail Address			
Branch of Service	Rank (at Discharge or Present)		
Active Duty Dates	From	To	Discharge Date

III. DEPENDENT INFORMATION	
<i>Please list the names of all dependents living in the service member or veteran's home.</i>	
Full Name	Relationship to Veteran
Birth Date	Relationship to Applicant
Full Name	Relationship to Veteran
Birth Date	Relationship to Applicant
Full Name	Relationship to Veteran
Birth Date	Relationship to Applicant
Full Name	Relationship to Veteran
Birth Date	Relationship to Applicant

Department of Ohio Plan of Action

IV. MOST RECENT EMPLOYMENT	
What is the applicant's employment status? <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Laid-Off <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> Unemployed	
Place of Employment	Job Title
Dates of Employment	Monthly Income
Place of Employment	Job Title
Dates of Employment	Monthly Income
Place of Employment	Job Title
Dates of Employment	Monthly Income
What is the veteran's employment status? <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Laid-Off <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> Unemployed	
Place of Employment	Job Title
Dates of Employment	Monthly Income
Place of Employment	Job Title
Dates of Employment	Monthly Income
Place of Employment	Job Title
Dates of Employment	Monthly Income

V. ADDITIONAL MONTHLY INCOME	
<i>List your additional monthly income not related to your salary. Please attach documentation of household wages, benefits, or assistance.</i>	
Unemployment Insurance	Food Stamps
VA Pension/Compensation	WIC
Public Assistance	Workman's Compensation
Social Security Benefits	Alimony/Child Support
Other (Please Specify)	

VI. MONTHLY EXPENSES	
Home (Mortgage Payment or Rent)	Telephone
Electricity	Child Care
Natural Gas/Propane/Oil	Medication
Water/Sewage	Toiletries
Food	Insurance
Other (Please Specify)	

Department of Ohio Plan of Action

VII. CREDITOR INFORMATION

The Military Family Assistance Fund will cover rent, utilities, and other necessities by providing payments directly to creditors. Please include copies of all bills, utility statements, or other proof of expense to be considered for payment.

Name of Payee/Company			Account Number
Street Address			
City	State	ZIP	
Monthly Expense	Amount Past Due		
Name of Payee/Company			Account Number
Street Address			
City	State	ZIP	
Monthly Expense	Amount Past Due		
Name of Payee/Company			Account Number
Street Address			
City	State	ZIP	
Monthly Expense	Amount Past Due		
Name of Payee/Company			Account Number
Street Address			
City	State	ZIP	
Monthly Expense	Amount Past Due		
Name of Payee/Company			Account Number
Street Address			
City	State	ZIP	
Monthly Expense	Amount Past Due		
Name of Payee/Company			Account Number
Street Address			
City	State	ZIP	
Monthly Expense	Amount Past Due		

Department of Ohio Plan of Action

X. DISCLAIMER AND SIGNATURE

I authorize the American Legion Auxiliary to verify the information provided on this form for the purpose of investigating the application for a Military Family Assistance Grant.

I understand membership in the American Legion, American Legion Auxiliary, or Sons of the American Legion is not required for Military Family Assistance Grants.

I certify that my answers are true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information may result in disqualification from assistance.

Name of Applicant
(Please Print)

Applicant's
Signature

Date

Please include copies of the following forms and billing statements:

- DD214 or proof of active duty military service (**please note* Service Member must be currently serving or discharged within the past 4 years to be applicable**)
- Monthly Household Income Statements
- Copies of the bills or expenses for which you are requesting assistance
- If possible, blank payment stubs or slips to accompany copies of the bills

XI. LOCAL AMERICAN LEGION AUXILIARY UNIT REVIEW

The local Auxiliary Unit is responsible for assisting in the completion of the application and ensuring the applicant meets all requirements of the grant. Once the applicant has been assisted and application reviewed, the reviewer and officer of the Unit must sign off on the application. Upon completion forward all documentation to the Department of Ohio for approval.

Auxiliary Unit Name

Contact #:

Aux. Unit
Representative/Reviewer

Contact Information:

Reviewers Signature

Date

Unit Officer Signature

Date

When the Applicant completed this form and the Unit has reviewed, please include all required paperwork and mail it to

American Legion Auxiliary
Department of Ohio
PO Box 2760
Zanesville, Ohio 43702-2760

If you have any questions, please call (740) 452-8245.

Thank you for your service to America.