



Ohio Unit Plan of Action



VETERANS AFFAIRS & REHABILITATION

CHAIRMAN

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VICE CHAIRMAN

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Department Hospital Director

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 1041 Donnawood Dr
 Mansfield, Ohio 44903
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CITATION OF MERIT



REQUIREMENT

REPORT DUE TO April 15, 2021 to
DISTRICT CHAIRMAN BY: DISTRICT CHAIRMAN

DISTRICT CHAIRMAN SEND TO DEPARTMENT CHAIRMAN

BY MAY 1, 2021

Your District VA & R Chairman

(address shown below)

District VA&R Chairmen

01	320	PAM	BRENNEMAN	1467 GAGE RD	TOLEDO	43612	(419) 283-5655	pam52@buckeye-express.com
02	241	SHIRLEY	SUCHLAND	25 N EASTMOOR DR	NEW BREMEN	45869	(419) 629-3353	framesandsuch@nktelco.net
03	184	ROBYN	COOPER	901 W. HIGH ST	PIQUA	45356	(937) 773-0165	ronaldcooper901@gmail.com
04	450	CARMELLA	FUGATE	550 CLARK ST	MILFORD	45150-1210	(513) 260-9516	carmella.fugate@yahoo.com
05	535	DAYNA	BEYER	6013 GARBER RD	BELLVILLE	44813	(419) 566-9395	mrdaynabeyer@gmail.com
06	085	LOLA	NIXON	44 CURTIS AVE	NEWARK	43055	(740) 345-1567	nix7lo@roadrunner.com
07	757	PATRICIA	OLAKER	207 CEDARWOOD TERRACE	CHILLICOTHE	45601-1778	(740) 775-3389	NONE
08	011	TAMMY	DILLON	734 PIERCE AVE	LANCASTER	43130	(740) 653-8056	tomtammy49@columbus.rr.com
09	214	MARTHA	SETLOCK	38504 COURTLAND DR	WILLOUGHBY	44094	(440) 219-9982	mwalunissetlock41@gmail.com
10	436	JULIE	MARTIN	12574 ISLANDVIEW AVE NW	UNIONTOWN	44685	(330) 699-6268	msjulieamartin@gmail.com
11	071	REBECCA	COLE	74 S MAIN ST LOT 8	ROSEVILLE	43777	(740) 704-1221	rcole4@columbus.rr.com
12	614	JANE	DOMER	5252 GRANDON DR	HILLARD	43026	(614) 653-2710	jvdomer@yahoo.com
13	627	KIM	BUNCH	10600 FAIRLAWN DR	PARMA	44131	(216) 401-8842	kimmieb219@sbcglobal.net
14	801	JANICE	MANG	9287 SHEPARD RD	MACEDONIA	44056	(330) 467-4490	janicemang@windstream.net

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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.

Narrative must include hours, activities, money, and volunteers spent on projects.

Narrative Deadline: April 15, 2020

MAIL TO DISTRICT VA & R CHAIRMAN

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.

1. How Did your Unit Participate at the VA Hospitals and other VA facilities? Explain. _____

2. Describe how members earned their Service to Veterans hours? _____

3. How did your Unit Support your local Veterans? Do you have any unique ideas to share with other Units? Explain. _____

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
			\$	

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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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VA & R

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

The Veterans Affairs & Rehabilitation program promotes our mission to enhance the lives of veterans, military and their families.

What can you do?

1. Assist in activities that help homeless veterans.

Ideas:

Members and Units

- Give a helping hand to the Legion's homeless veteran coordinator in your department and offer to assist that coordinator in responding to requests for assistance from homeless veterans or homeless veteran service providers.
- Crochet hats, scarves or mittens to be distributed to homeless veterans. Use information provided by your department chairman to contact the homeless veteran coordinator at the VA health care system nearest you to explore what the unit or you can do to help homeless veterans in your community.
- Participate in the VA Project CHALENG organized by the VA health care system nearest to you. (Project CHALENG for Veterans enhances the care for homeless veterans provided by your local VA and its surrounding community service agencies.)
- Contact your local post chairman and offer your assistance if requests for help come through the Legion's Family Support Network (FSN).
- Raise funds for local American Legion posts to help veterans and their families through the Family Support Network for veterans at risk of losing their housing or homeless veterans transitioning to permanent housing.
 - Make payments of overdue rent, utility payments or deposits and security deposits.
- Host or volunteer at homeless veterans' stand downs, events where homeless veterans receive free goods and services such as haircuts and medical exams.
- Contact homeless veteran emergency shelters, transitional housing projects and permanent housing projects in your community and identify the organization's volunteer and in-kind contribution needs, including:
 - Meal preparation and serving
 - Clothes collection and distribution
 - Assembly and delivery of hygiene kits, buddy baskets
 - Purchasing or securing household items or furniture
- Reach out to specific homeless veterans, such as residents of projects mentioned above to provide her/him practical, social and moral support.
- Compile "blessing bags" to be given to the local police department or other organizations that deal with the homeless veteran population.
- Create a "Tree of Warmth" by collecting scarves, mittens, hats and attaching them to a tree in a location the homeless frequent. Include a sign that says, "Please Take if Needed," "Free if Needed," or something similar.

2. Support rehabilitation and healing of veterans through arts, crafts and hobbies.

National Veterans Creative Arts Festival (NVCAF) - NVCAF is the national, annual competition and festival that recognizes the progress and recovery made through recreation therapy and raises the visibility

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of the creative achievements of our nation's veterans after disease, disability or life crisis. As the national presenting sponsor, the American Legion Auxiliary should strive to increase monetary support by encouraging departments to sponsor fundraisers that will contribute to the increased awareness and support of this program.

Ideas:

Members/Units

- Obtain and become familiar with the 2014 edition of *ALA Guide for Volunteers*.
- Help your unit and department earn recognition at National Convention through donations to support VA Creative Arts Festivals. Volunteer individually, with a fellow member, or as a unit at a local Creative Arts Festival.
- Identify arts, crafts and hobby projects targeted to veterans (such as writing, oral history recording, visual and performing arts, quilting and gardening). A unit may organize a project of its own or introduce a unit to veteran arts, crafts and hobby projects already operational in the community. See *Arts Deployed: Action Guide and Webinars* to help you bring the arts to your community. www.alaforveterans.org/Programs/Veterans-Affairs---Rehabilitation/
- Contribute donated supplies to help supplement visual veteran artists' needs for their projects. Contact your department chairman or your local VA hospital coordinator for a list of items.
- Donate, through departments, funds that help local veterans attend state and national Wheel Chair Games, Veterans Creative Arts Festivals, Para Olympics, etc.

3. Help The American Legion, State Department of Veterans Affairs and Chamber of Commerce promote job fairs for veterans and their families.

Ideas:

Members

- Take part in a veteran job fair by organizing or working at an informational table. Other opportunities include helping implement a Legion-sponsored job fair and/or co-hosting a Legion Family information table at a U.S. Chamber of Commerce Foundation-sponsored job fair. Additionally, Auxiliary members may initiate and host a job fair for veterans in their community.
- Serve as a career e-mentor for women veterans.
- Volunteer for Habitat for Humanity, specifically if a house build is supported by The American Legion.

Unit

- Host an informational table at a local job fair.
- Support the Legion by helping host a local job fair at your post home.

4. Provide opportunities for Auxiliary members to serve veterans and their families as volunteers at VA health care facilities through the VA Voluntary Service (VAVS).

Ideas:

Members

- Become a regular VAVS volunteer.
- Invite others to become VAVS volunteers with you.
- Send notes and provide supplies to support those who volunteer at VA facilities.
- Enter all of your VAVS hours into the VAVS tracking system. Note: VA Healthcare facilities volunteer hour tracking system is different from the tracking utilized for ALA hour bars. Please consult the Auxiliary hospital representative at your facility.

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5. There isn't a VA hospital close to your community? Find opportunities for Auxiliary members to serve veterans in your area. These hours will count toward your Service to Veterans pin and hour bars.

Service to Veterans recognizes volunteers who provide service to veterans, service members and their families outside a VAMC. Volunteers conduct projects and work for military/veterans and/or families from their homes and in their communities. Service to Veterans volunteers maintain their own recordkeeping and dollars spent. A new pin has been designed to reflect the work of those who volunteer in their communities and at home for veterans. Hour bars, which attach to the pin, are also available to earn. More information may be in the Veterans Affairs & Rehabilitation: A Guide for Volunteers available online for download at www.alaforveterans.org. To purchase a printed copy, please visit www.emblem.legion.org.

Ideas:

Member

- Support veterans from the comfort of your community or home. Service to Veterans combines community volunteer opportunities and volunteering opportunities created in your home.
- Sew quilts for the Quilts of Valor Foundation. For more information, please visit www.qovf.org/.
- Help a veteran use the Internet.
- Supply postage for local veterans in rest homes or assisted living facilities.
- Organize a clothing drive.
- Organize transportation for veterans to assist them with essential errands or medical appointments.
- Find out what is needed and volunteer. Contact the Legion Service Officer at your post and offer to be on the list of people to call when a military family needs help.
- Buy school supplies, throw a baby shower, or send care packages to military kids who are headed back to school.
- Report your Service to Veterans hours to your unit VA&R chairman.
- See Awards section of this Plan for information on Hour Bar Recognition.

Unit

- Become the catalyst to find needs and encourage members to help veterans in their community.
- Provide hospitality for a job fair for veterans.
- Coordinate with local quilt shops to help your unit sponsor a quilting event in support of Quilts of Valor.
- Contact members, including those who only occasionally attend meetings and events and invite them to participate for specific limited duration projects that would help area veterans.
- Compile and record hours provided by your members.
- Coordinate with your PR chairman to tell the community what work your unit members are doing for veterans.

6. Transitioning back to civilian life is one of the biggest challenges veterans face today. Assist veterans in accessing VA benefits including, but not just health care. This should include coordinating with the local American Legion Post Service Officer.

Ideas:

Members

- Coordinate with local American Legion posts to identify the local Service Officer or see list at www.legion.org/serviceofficers.
- Help eligible veterans attain benefits through referrals.
- Encourage eligible veterans to use the VA health care system and its services, including hospitals, Community Based Outpatient Clinics, Vet Centers, etc.

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- Participate in and encourage veterans and their family members to participate in town-hall meetings organized by The American Legion in advance of the Legion's *System Worth Saving* site visits to VA health care systems: www.legion.org/systemworthsaving.

- **Resource:**

VA Health Care Hotline for women veterans
1-855-VA-Women (1-855-829-6636); explore.va.gov/health-care

Unit

- Invite the local, county or state Service Officer to be the guest speaker at a unit/department event.

7. Assist and support caregivers of veterans.

Ideas:

Members

- Familiarize yourself with the service of the VA caregiver support program.
- Familiarize yourself with the Military and Veteran Caregiver Peer Support Network.
- Become a veteran caregiver peer support trainer or volunteer
- Become a Legacy Corps AmeriCorps member if the Legacy Corps project is offered in a state or locality near you.
- Volunteer as a VA Voluntary Service volunteer support caregiver if the VA health care system closest to you offers such volunteer opportunity.

Units

- Familiarize your unit and community with the services of the VA caregiver support program.
- Invite the VA caregiver support coordinator in the VA healthcare system closest to you to make a presentation to your unit, district or community-wide meeting.

ALA Resources

How to Organize a Job Fair for Veterans and/or Military and Veteran Spouses

Additional Resources

- www.uschamber.com/hiringourheroes
 - Serve as a career e-Mentor for women – Encourage Auxiliary members to serve as career mentors for female veterans via electronic communications. The e-mentoring network, operated by the Business and Professional Women's Foundation, Joining Forces and Mentoring Plus, virtually pairs female veterans with career mentors and subject matter experts for guidance and support
- www.ementorprogram.org/p/milspouse/
 - Home Building – Support home building and renovation projects for veterans and their families by volunteering for Habitat for Humanity. Locate veteran-specific projects through The American Legion. For additional information, view www.legion.org/documents/legion/pdf/habitat.pdf

Additional Resources

VA Caregiver Support – www.caregiver.va.gov/

Elizabeth Dole Foundation- www.elizabethdoledfoundation.org

Military and Veteran Caregiver Peer Support Network - www.taps.org/MVCN/

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VA&R 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 this Program 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 VA&R committee contact information may be found on the VA&R committee page on the national website, www.ALAforVeterans.org.

Service to Veterans

- A. **Unit Award:** Most Outstanding Unit VA&R Program (*Department Chairman to select and forward to Divisional Chairman by deadline date*)
 - Deadline: June 1, 2021
 - Send to national VA&R chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

National Veterans Creative Arts Festival (NVCAF) support recognition

- A. **NVCAF Award:** NVCAF Support Recognition
 - Deadline: 2019-2020 July 31, 2020 and 2020-2021 July 31, 2021
 - Send donations to the ALA Foundation to National Headquarters

Veteran Affairs Voluntary Service (VAVS)

- A. **National Award:** VAVS Volunteer of the Year /ALA NAC Nominee
 - Deadline: November 1, 2020
 - Submitted by the chiefs of voluntary service and department chairman to the national VAVS deputy
- B. **Member Award:** 10,000 Hour Volunteer Service
 - Deadline: March 31, 2021
 - Verification of hours must be mailed or emailed to National Headquarters by the first Friday in June
- C. **Member Award:** 20,000 Hour Volunteer Service
 - Deadline: March 31, 2021
 - Verification of hours must be mailed or emailed to National Headquarters by the first Friday in June
- D. **Individual Recognition Award:** Volunteer Recruitment & Service Department
 - Deadline: March 31, 2021
- E. **Individual Recognition Award:** 100 Percent VAVS Meeting Attendance
 - Awarded to each representative and deputy who has 100 percent attendance to VAVS committee meetings at her assigned facility.

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- F. Department Recognition from The American Legion Award: Michael Guty Homeless Veterans Outreach**
- Deadline: January 15, 2021
 - Entries must be approved by the department adjutant or department employment chairman and sent to The American Legion National Headquarters. Nomination form is available at www.legion.org
- G. James H. Parke Scholarship**
- Deadline: November 1, 2020
 - See www.va.gov for information on VAVS, James H. Parke Scholarship

DEPARTMENT of OHIO AWARD INFORMATION & DEADLINE

Blanche Klein Plaque: best all-around *VA & R Program* by a Unit based on the Annual Report/Narrative. Entries must be in narrative form not to exceed 1,000 words and must include a completed copy of the annual report form. You may include pictures, PR clippings and flyers. Include the name and address of the Unit Chairman and forward to Department Chairman, Sue, Schofield-Fratino, 7565 Lambton Ct., Mentor, OH 44060 by April 15, 2021.

Sue Friedrich Plaque: best overall *VA & R Program* by a Unit based on their narrative. Entries must be in narrative form not to exceed 1,000 words. Include the name and address of the Unit Chairman and forward to Department Chairman, Sue Schofield-Fratino, 7565 Lambton Ct., Mentor, OH 44060 by **April 15, 2021**

Marie Moore Fund Plaque: awarded to the Unit donating the most money per capita (based upon membership goal) to the Marie Moore fund (gifts presented to the *VAMC* to be used in support of Veterans). Donations must be received in ALA Department Headquarters, P.O. Box 2760, Zanesville, OH 43702-2760 by **June 1, 2021**.

Olive Ruffner Plaque: Awarded to the most outstanding VA Volunteer by the Hospital Director. Nominations may be submitted by Unit or VA Voluntary Services in narrative form not to exceed 1,000 words on the accomplishments/activities of the volunteer. Submit entry to the Department Hospital Director, Linda Close, 1041 Donnawood Dr, Mansfield, Ohio 44903 by **April 15, 2021**.

Volunteer Award: Awarded to the volunteer with the most hours served in a VA Medical Center. Volunteer must meet all requirements as set forth in the voluntary service program for a VA Medical Center Volunteer. This award to be presented at Department Convention. Submit entry to the Department Hospital Director, Linda Close, 1041 Donnawood Dr, Mansfield, Ohio 44903 by **April 15, 2021**.

Veterans Affairs & Rehabilitation 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 VA&R Chairman is asked to submit a narrative report by **December 15, 2020**, to Sue Schofield Fratino, 7565 Lambton Ct., Mentor, OH 44060.

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. **Each Unit VA&R chairman is required to submit a narrative report by April 15, 2021 to the District VA&R Chairman** (addresses on first page of POA).

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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

