



Department of Ohio Plan of Action



LEADERSHIP

CHAIRMAN

Pam Bates
 2122 Willow Run Circle
 Enon, OH 45323
 (937) 974-2316 (cell)
 Email – pamelabates9@gmail.com (preferred communication)
Report & Narrative can be emailed
NARRATIVES DUE: April 15, 2023

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 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 and also include the Key Program Statements' Action Steps in your narrative.

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.

- Did you share and review the following documents at your unit meetings?
 - The Leadership Action Plan YES _____ NO _____
 - Buckeye Messenger YES _____ NO _____
 - Bulk Mailing YES _____ NO _____
 - District Newsletter YES _____ NO _____
 - Governing Documents YES _____ NO _____
 - Unit Guidebook (2021) YES _____ NO _____
- Did members attended or complete the following which promotes leadership development?
 - Unit Meeting YES _____ NO _____
 - District Meetings YES _____ NO _____
 - School of Instruction (SOI) YES _____ NO _____
 - SOI Workshop YES _____ NO _____
 - Mid-Winter Conference YES _____ NO _____
 - Mid-Winter Workshop YES _____ NO _____
 - National Senior Auxiliary Basic Course YES _____ NO _____
 - National ALA Academy Courses or Webinars YES _____ NO _____
 - Department on-line Leadership Courses YES _____ NO _____

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American Legion Auxiliary National Leadership Report and Award Cover Sheet

**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: _____

Nominee's Full Name: _____ ALA member ID#: _____

Address _____

Phone number: (____) _____

Email address: _____

Department Leadership Chairman: _____

Address: _____

Phone number: (____) _____

Email address: _____

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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Key Program Statements:

- To raise awareness of ALA leadership development opportunities.
 - To promote participation in the ALA Academy.
 - To enhance knowledge about ALA history, programs, and organization.
1. **Objective Goal:** To raise awareness of ALA leadership development opportunities.
 - a. **Action Step:** Educate and Encourage members to participate in National, District & Department functions (both in person and online) by providing times; places; and types of learning experience to your members.
 - b. **Action Step:** Educate and Encourage members to read the Department Leadership online courses.
 - c. **Action Step:** Have members who have taken online courses and share on their experiences.
 - d. **Action Step:** Sign up on the National website for MyAuxiliary.
 2. **Objective Goal:** To promote participation in the ALA Academy.
 - a. **Action Step:** Educate and Encourage members to participate in the National online ALA Academy courses.
 - b. **Action Step:** Have members who have taken these courses share their experiences.
 3. **Objective Goal:** To enhance knowledge about ALA history, programs, and organization.
 - a. **Action Step:** Using the National News; online courses; Guidebook; Department bulk mail & Buckeye Messenger, district and unit archives share our history with members and the public.
 - b. **Action Step:** Using the same sources above in (a), share information about our ALA programs.
 - c. **Action Step:** Share with your members the officer roles and responsibilities at all levels.
 - d. **Action Step:** Share with your members the rights and responsibilities at all levels.
 - e. **Action Step:** Sign up for the ALA National Leadership face book page.

LEADERSHIP RESOURCES

- District Leadership Ambassador is a member within your District whose responsibility is to work closely with the District President & Units to achieve better leadership awareness. Some general topics are: Proper Meeting Protocol; Basic Parliamentary Procedure, Responsibilities of Officers, Chairman and Members; meeting protocol and much more. Your District President has their names and contact information.
- Leadership National Facebook page: <https://www.facebook.com/groups/ALALeadership>
- ALA National website: <https://member.legion-aux.org/member/committees/leadership>
- ALA Ohio website: www.alaohio.org

Year-End Report

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 Leadership chairman is required to submit a narrative report by April 15, 2023, to the Department Leadership Chairman.**

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NATIONAL AWARD INFORMATION & DEADLINE

Unit Award: Most Outstanding Unit Leadership Program (one per division) – see criteria under Department – Most Outstanding Overall Leadership Program.

Unit Member Of The Year - The Unit Member of the Year award recognizes those serving at the unit level who exemplify the values and ideals of the Auxiliary and whose accomplishments significantly impact the program work in their units. Recognition of the winners occurs at the American Legion Auxiliary's national convention.

Criteria & Selection Process

- Nominees must be an adult American Legion Auxiliary unit member not in an elected or appointed leadership role higher than unit president.
- A narrative of 1,000 words or less describing the nominee's accomplishments and activities.
- Each department selects one Unit Member of the Year from its submitted candidates.
- The selection of the winner is at the discretion of the department Leadership chairman.
- Recognition of the winners occurs at the American Legion Auxiliary's national convention.
- Nominee must be sent to Department Leadership Chairman by **April 15, 2023**.

DEPARTMENT AWARD INFORMATION & DEADLINE

Most Outstanding Overall Leadership Program - A plaque will be awarded to the Unit Chairman for the "Most Outstanding Overall Leadership Program."

Narrative must contain:

- Details for YES answers from page one
- Types of leadership training provided
- Details on how leadership was incorporated in unit activities
- Address any unique activities promoting leadership
- Must have completed the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy and/or the ALA Academy courses
- Explain what encouragement was offered to members to take training outside the unit
- Explain how the District Leadership Ambassador (DLA) was used at their unit (see Resources for DLA responsibilities)
- Pictures and examples are encouraged
- Send to: Department Chairman (see page 1 for email and address) by **April 15, 2023**.
- **DEPARTMENT WINNER WILL BE SENT ON FOR AWARD CONSIDERATION AT NATIONAL LEVEL.**

Certificate of Completion & Leadership Pin - Given to members who complete a 2–4 hour training workshop given by the Department Chairman. A Registration fee of \$5 is charged for this training.

Certificate of Participation – Given to Units that fully complete (hint: don't forget the Unit Name) the Leadership Report Form

Certificate of Excellence – Given to Units that fully complete (hint: don't forget the Unit Name) the Leadership Report Form and provide a narrative not less than 500 words and not more than 1000 that includes using details for the questions on page one and the Key Statement section as a guide for writing the narrative.

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Leadership Committee Award Entry Form Unit Member of the Year Award

A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary National Convention.

Send Completed Application and Narrative to:

Pam Bates
2122 Willow Run Circle
Enon, Ohio 45323
(937) 974-2316 (cell)

Email – pamelabates9@gmail.com (preferred communication)

Requirements:

1. Open to senior members who are not currently, nor have ever been, in an elected or appointed leadership role higher than unit president.
2. Units must submit a narrative of 1,000 words or less describing the nominee’s accomplishments and activities together with the nominee’s name and address. Please include this narrative with this form. Check with your department on where to send your completed form and narrative.
3. Departments may submit only one entry. Entry is due June 1 and must be signed by the Leadership or PPP chairman. Please send department entry to Linda Newsome at Leadership@ALAforVeterans.org

Nominating Department

<i>Department:</i>	
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Nominating Department Leadership/PPP Chairman Information

<i>Name:</i>	
<i>Address</i>	
<i>City, State ZIP</i>	
<i>Email:</i>	
<i>Phone:</i>	
<i>Signature:</i>	

Unit Member of the Year Information

<i>Name:</i>	
<i>Address</i>	
<i>City, State ZIP</i>	
<i>Email:</i>	
<i>Phone:</i>	