



Ohio Unit Plan of Action

LEGISLATIVE

CHAIRMAN

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CITATION OF MERIT



REQUIREMENT

REPORT DUE: April 15, 2022

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.

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 your members subscribe to the American Legion Legislative Action Alerts? _____
If so, how many? _____
- How did you educate members on the legislative issues promoted by The American Legion and how did your members employ those methods? _____

- What legislative activities (town hall meetings, legislative receptions, etc.) did members attend in your communities? _____

- How did members develop relationships with their elected officials? Please describe: _____

- Please describe how members were able to connect with their local, state and US officials and what were their successes? _____

- Did your members write, email, or call their representatives on an American Legion priority? _____
How many members? _____ How many responses? _____

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American Legion Auxiliary Legislative Service 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: _____

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: _____

Please see instructions on previous page about where to send this form.

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LEGISLATIVE

Key Program Statements:

- The Legislative program provides information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of The American Legion.
1. **Objective Goal:** To be aware of the Legislative Points of the American Legion
 - a. **Action Step:** Have members subscribe to The American Legion Action Alerts and The American Legion Legislative Update.
 - b. **Action Step:** Learn how to track House and Senate Bills pertaining to the Veterans and military.
 - c. **Action Step:** Invite the department chairman to your Unit meeting to explain how the department initiates legislative advocacy and how each Unit can play a role.
 2. **Objective Goal:** Educating Unit members by going over the steps outlined by the ALA Legislative Advocacy Guide. This can be downloaded for free.
 - a. **Action Step:** Choose a different legislative priority each month to discuss at the Unit meeting.
 - b. **Action Step:** Help members draft letters or provide a preprinted letter from the Action Alert to send to the representatives. Action Alert will assist you with the emailed letters.
 - c. **Action Step:** Provide copies for the Post too. Mailed letters have a great impact.
 - d. **Action Step:** Actively post The American Legion's Legislative Priorities on social media.
 3. **Objective Goal:** Making your local, state and national-level public officials aware of The American Legion Legislative Agenda.
 - a. **Action Step:** Work with your Legion counterpart to make arrangements for Legion Family members to meet with respective congressional delegation while on recess and in home districts.
 - b. **Action Step:** Complete the Legion's "Congressional Meeting Report Form" following any meeting with your U.S. representative, U.S. senator and/or their legislative staff members. Go to: www.legion.org/legislative/aar to complete the form.
 - c. **Action Step:** Serve on The American Legion Auxiliary's National Legislative Council. Form attached to this Plan of Action.

LEGISLATIVE RESOURCES

- Legislative National Facebook page: <https://www.facebook.com/groups/ALALegislative>
- ALA National website: <https://member.legion-aux.org/member/committees/legislative>
- The American Legion website: <https://www.legion.org>
- Legislative Action Alerts: www.capwiz.com/legion/mlm/signup
- TAL Legislative Center: <https://www.legion.org/legislative/resources>

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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 Legislative chairman is required to submit a narrative report by April 14, 2022, to the Department Legislative Chairman.** (address on front of POA)

NATIONAL AWARD INFORMATION & DEADLINES

Most Outstanding Unit Legislative Program – one per division. The Emma McBane Plaque winner will be sent on to National to compete for this National Award.

DEPARTMENT AWARD INFORMATION & DEADLINE

Emma McBane Plaque – Presented to the Unit with the best all-around Legislative program based on the annual report form and a Narrative.

Guidelines:

- Entry must be typewritten in narrative form and must tell the story of legislative activism and how it made a difference in the lives of veterans and their families.
- You may include pictures and newspaper articles.
- Entry must include the Legislative Service Report and Award Cover Sheet with the Unit Award section completely filled in.
- Send to the Department Legislative Chairman Cindy Boehnlein, 6669 Rochelle Blvd., Parma Heights, OH 44130, by **April 15, 2022.**

Certificates will be presented to all Unit Chairman and members that have written and received replies from letters or emails sent to various legislators. Those replies must be attached to the Legislative Annual Report and sent to the Department Legislative Chairman, Cindy Boehnlein, 6669 Rochelle Blvd., Parma Heights, OH 44130, by **April 15, 2022.**

Special Member Drawing – Incentive to be awarded at Department Convention

- Any member that has their picture taken with their U.S. House of Representatives or Senator, will have their name put into a drawing for a pair of “Poppy Earrings” that has been purchased from “Flag and Emblem.” This picture must be included with the Unit Year-End report with the member’s name and Unit for the drawing.
- Any member that has communicated with their representative, received an answer, and has included a copy of the letter or email with the Year-End report, will be entered in a drawing for the “Poppy Bracelet” from “Flag and Emblem.”

If a Unit only completes the Annual Report Form and does not do a narrative, they will still receive credit as having completed a report and be eligible for the Citation of Merit. However, if the report shows all zeros or blank information, this will not qualify as a report.

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! Your story may inspire another member into service. It also helps us tell the world who we are, what we do, and why we matter.

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Legislative Council Application

The American Legion Auxiliary's National Legislative Council serves as a complimentary council to The American Legion's National Legislative Council. Both councils are called upon by The American Legion to advocate on behalf of veterans, service members and their families.

Each member of the council is tasked with serving as a liaison between the Legion/Auxiliary and a member(s) of Congress. Each nominee should be on friendly terms (preferably have a personal relationship) with either the member of Congress or one of their staff members, so that she can communicate, either by letter, email, phone or in person the priorities of The American Legion.

Department Presidents use this form to make nominations for the Auxiliary's National Legislative Council. Signing this form indicates that (a) you have discussed this appointment with the member and (b) she is comfortable with the responsibilities. This information is submitted to the National Legislative Committee for review prior to appointment to the National Legislative Council.

Council Appointee:

Name of Council Appointee: _____

Auxiliary Member Number: _____ Unit #: _____ Department: _____

Home Address: _____

City: _____ State: _____ ZIP + 4: _____

Phone—Home: _____ Cell: _____ Work: _____

Email Address: _____

Congressional Information:

State: _____ Congressional District: _____

Name of Congress Member: _____

What personal/professional contact have you had with this member or a member of his/her staff?

Department President Authorization:

Signature: _____ Date: _____