



Department of Ohio Plan of Action



POPPY

CITATION OF MERIT



REQUIREMENT

CHAIRMAN

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REPORT 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 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)					

1. Our ALA Service for Veterans/Active-Duty/Reserve Military

Line 6	Number of poppies or poppy items distributed	<i>Unit Records</i>	N/A		
Line 7	Dollars raised from poppies	<i>Unit Records</i>	N/A	\$	\$

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.

- How many poppies were distributed by your Unit throughout the year and where were these poppies distributed? _____

- What other poppy items were sold throughout the year, and what were these items? _____

- What was the amount of money that was raised by your Unit for the Poppy Fund? _____

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- How did your Unit celebrate National Poppy Day? _____

- How did you share the Poppy Story with the community? _____



Have a great year and grow our Poppy Program!

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American Legion Auxiliary National Poppy Report and Award Cover Sheet

See the Annual Supplement to the Programs Action Plan to determine where to send this form.

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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Key Program Statements:

- Promote the Poppy Program and increase revenue.
- Educate your community on the meaning and the history of the poppy.
- Celebrate National Poppy Day.
- Increase the number of poppy makers in your community.

1. **Objective Goal:** Inform the community on the history of the poppy, poppy symbolism, and how the restricted poppy funds are used.
 - a. **Action Step:** During community events, have a display/brochures with information on the Poppy Program. Share the history and the importance of the poppy as a symbol of the American Legion Auxiliary. Include a poppy can for donations and information on how the money collected will be distributed.
 - b. **Action Step:** Contact local businesses for permission to distribute poppies. Send a thank you note to those that allowed distribution.
2. **Objective Goal:** Inform the community and members about National Poppy Day, May 26, 2023.
 - a. **Action Step:** Send a news release to local media. See template at www.legion-aux.org/member/committees/poppy/poppy-days .
 - b. **Action Step:** Contact local legislative offices to announce poppy distribution days and request a proclamation declaring Poppy Day in your community.
 - c. **Action Step:** Deliver poppies to local media (TV, radio, newspaper) along with facts about where and when poppies will be distributed. Wear your American Legion Auxiliary branded apparel.

POPPY RESOURCES

- Poppy National Facebook page: <https://www.facebook.com/groups/ALAPoppy>
- ALA National website: <https://member.legion-aux.org/member/committees/poppy>
- National Poppy Chairman: Jeanne Haas
- National Central Division Poppy Chairman: Cathie Goth Email: cgoth1@charter.net

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 Poppy chairman is required to submit a narrative report by April 15, 2023, to the Department Poppy Chairman.** (address on front of POA)

NATIONAL AWARD INFORMATION & DEADLINE

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

Little Miss Poppy – see the criteria listed under Department Award Information & Deadline for specific guidelines and requirements.

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Poppy Poster Contest – see the criteria listed under Department Award Information & Deadline for specific guidelines and requirements.

DEPARTMENT AWARD INFORMATION AND DEADLINE

Unit Poppy Award – The Unit Poppy Chairman will submit an entry for judging.

- The Unit Poppy Chairman in each class reporting their Best Unit Poppy Program will receive an award at Department Summer Convention.
- Each entry should cover all phases of the Poppy Program as described in the Plan of Action.
- Each entry must be typewritten in narrative form, not to exceed 1,000 words and include a completed National Cover Sheet. Please include word count.
- Entry to be judged at department level and may be sent to National for further judging.
- Entry is due to the Department Poppy Chairman by **April 15, 2023**.

Little Miss Poppy Contest – Ages 6-12

- Participants must be between 6 and 12 years of age and be a Junior member in good standing of the American Legion Auxiliary.
- Promotional activity of the Poppy story must occur through the American Legion, the American Legion Auxiliary, and the community.
- A Miss Poppy Scrapbook (8-1/2" x 11" format) must be submitted containing photographs and clippings illustrating how she promoted the American Legion Auxiliary poppy in her community.
- Although every effort will be made to return the scrapbook, accidents do happen, so all entrants must allow for that risk. Scrapbooks will be returned at Department Convention.
- Judging Scrapbook criteria:
 - Scrapbook must be the original work from the Junior Little Miss Poppy and adhere to size requirements as listed above. (may have help from an adult)
 - Costume (no specific dress code or particular dress color).
 - Promotion of the Poppy Program - What did you share and do?
 - Publicity of Poppy activities (newspapers, radio/TV, etc.)
 - Narrative report on 'What I Have Learned Being Miss Poppy.'
 - Essay on 'Memorial Poppy' not to exceed 100 words.
 - The memorial poppy must be visible in all promotion and publicity submitted.
 - Neatness and creativity.
 - Cover page to include member name, unit name, state, age division and year.
 - Judging scale will be 1 through 10 for each area of entire entry.
- The Department Little Miss Poppy winner will be forwarded to compete for the National award. If a National winner, Little Miss Poppy will be invited to appear at the ALA National Convention, immediately following her selection, and if so chooses, will travel at her own expense.
- Selection of the Unit Little Miss Poppy is at the discretion of the Unit.
- Winner of the Department Little Miss Poppy contest will receive a citation plaque.
- Scrapbook due to Department Poppy Chairman by **April 15, 2023**.

Poppy Poster Contest – Each Unit is asked to sponsor a Poppy Poster Contest in their local schools or with Junior members. The Unit chooses their winning entry and must be sent to Department Poppy Chairman by **April 15, 2023**.

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Contest classes are:

Class I Grades 2 & 3
Class II Grades 4 & 5
Class III Grades 6 & 7
Class IV Grades 8 & 9

Class V Grades 10 & 11
Class VI Grade 12
Class VII Students with *Special Needs

*Special Needs is defined as:

- Those in special education classes
- A student recommended for special education classes but who has not been admitted due to waiting list or various other factors
- A child identified as having a disability, but not in a special education class due to lack of facilities. Identification contingent upon discretion of school officials.



Poppy Poster Requirements

- Each poster shall have a fitting slogan not to exceed ten (10) words. The articles “a, and, an, the” are ***not counted*** as words. The words “buddy” and “buy”, ***cannot*** be used.
- The words “American Legion Auxiliary” must be used in the design of the poster and will not be counted in the (10) word count.
- Each poster must include a picture of the red Flanders Field poppy.
- The poster shall be on 11"x14" poster board. (Drawing paper will not be accepted).
- The United States flag may be used, as long as there are no infractions of the flag code.
- Judging Criteria
 - ✓ 50% - Poster Appeal (layout, message, originality)
 - ✓ 40% - Artistic Ability (design and color)
 - ✓ 10% - Neatness
- Media used shall be watercolor, crayon, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils, or markers.
- ***Written in ink*** on the back of the poster (not attached) shall be the class in which the entry is submitted, the name, address, age and grade of the contestant and the name of the department.
- **Submissions become the property of the American Legion Auxiliary.** Through submission of artwork, contestants and their legal guardians' grant non-exclusive reproduction and publication rights to the works submitted and agree to have their names and artwork published for commercial use without additional compensation or permission.
- The poster shall be the work of only one individual.
- The label “In Memoriam” from the veteran-made poppy ***may not be used***.
- While ALA representatives will do their best to return all posters, it is not guaranteed. We recommend participants take a picture or scan their poster for their records.

The Shelley Riggs Plaque - ***Best All-Around Poppy Program***

- A plaque will be awarded to the Unit who submits a ***SCRAPBOOK*** based on the “Best All-Around Poppy Program.”
- Scrapbook must be 8-1/2” X 11” with cover page to include: Unit name and number, address, District number, creator’s name, and the date. Scrapbook should include photos, articles, newspaper clippings and a 500-word essay on how your Unit promoted the Poppy Program.
- Scrapbooks will be returned at Department Convention or given to the District President.
- Scrapbooks should be sent to the Department Poppy Chairman by **April 15, 2023**.

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Senior Poppy Usage Contest

The Senior Poppy Usage Contest will be held at the Mid-Winter Conference **January TBD**. The entries are designs of your own choosing using official ALA poppies and it may be any of the following nature: wreaths, centerpieces, tray favors, etc. This is an opportunity for you to share with other Units our creative ideas. Attendees at the Conference will vote by a \$1.00 contribution per vote.

- All money collected will go to the National Veterans Creative Arts Festival.
- A photo of the entry that brought in the most money will be highlighted in the Buckeye Messenger.
- If your Unit has an entry, but no one is coming to Mid-Winter, try to send with a Unit who is attending.

Senior Poppy Corsage Contest

Get your creative side juices flowing!!!! The Senior Poppy Corsage Contest will be held at the Mid-Winter Conference **January TBD**. The entries are designs of your own choosing using official ALA poppies. Attendees at the Conference will vote by a \$1.00 contribution per vote.

- Each corsage should have the name of the creator, their Unit and District.
- Size: Be approximately 3 ½ x 3 ½ and fit in a standard 4" x 4" corsage box. Any larger will be disqualified.
- Corsages will be used at 2023 Buckeye Girls State Session for the City Mayor's.
- If your Unit has an entry, but no one is coming to Mid-Winter, try to send with a Unit who is attending.
- ***Please note: All Poppy corsages will not be returned unless that is noted at the time your entry is received.***

Junior Poppy Usage Contest

The Junior Poppy Usage Contest will be held at the Mid-Winter Conference **January TBD**. The entries are designs of your own choosing using official ALA poppies and it may be any of the following nature: wreaths, centerpieces, tray favors, etc. This is an opportunity for you to share with other Junior Units our creative ideas. Attendees at the Conference will vote by a \$1.00 contribution per vote.

- All money collected will go to the National Veterans Creative Arts Festival.
- A photo of the entry that brought in the most money will be highlighted in the Buckeye Messenger.
- If your Junior Unit has an entry, but no one is coming to Mid-Winter, try to send with a Unit who is attending.

Junior Poppy Corsage Contest

The Juniors are also asked to participate in this contest! The Junior entries will be judged separately. This would be a wonderful opportunity to make sure they fully understand what the Poppy represents. The Junior Poppy Corsage Contest will be held at the Mid-Winter Conference **January TBD**. The entries are designs of your own choosing using official ALA poppies. Attendees at the Conference will vote by a \$1.00 contribution per vote.

- Each corsage should have the name of the creator, their Unit and District.
- Size: Be approximately 3 ½ x 3 ½ and fit in a standard 4" x 4" corsage box. Any larger will be disqualified.
- Corsages will be used at 2023 Buckeye Girls State Session for the City Mayor's.
- If your Unit has an entry, but no one is coming to Mid-Winter, try to send with a Unit who is attending.
- ***Please note: All Poppy corsages will not be returned unless that is noted at the time your entry is received.***