



# Program Recommendations

2021-2022  
American Legion  
Auxiliary, Department  
of Ohio, Inc.

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## **Program Recommendations**

### **\*AMERICANISM –**

1. The “All American School” program continues to be promoted.
2. The Americanism and Government Test Program continue to be promoted and donation be sent to Department Headquarter.
3. Units should be encouraged to participate in the American Legion Programs such as the Oratorical Contest and Legion Baseball.
4. The Citizens Flag Alliance continues to be promoted to ensure proper respect of our Flag and to achieve passage of a Constitutional Amendment to protect our Flag.
5. The Department Americanism Essay Contest may be continued.

### **\*AUXILIARY EMERGENCY FUND –**

1. Members and units are encouraged to contribute to the Auxiliary Emergency Fund. They may consider this a memorial donation in lieu of flowers.

### **\*BUCKEYE GIRLS STATE –**

1. The Buckeye Girls State Delegate Fee is \$350.00 per delegate for application requests received in Department Headquarters postmarked on or before by the deadline and the Buckeye Girls State delegate fee to be \$400.00 per delegate for application requests received in Department Headquarters postmarked after the deadline. The Buckeye Girls State delegate will be responsible for a \$50.00 non-refundable administrative fee to be sent with their application.
2. That the number of delegates accepted at Buckeye Girls State be determined on the ability to recruit adequate staff.
3. Two types of Orientation for Delegates will be offered. District Orientations are to be held during the months of April and May hosted by a Unit in the District. In addition to the District Orientation there will continue to be an Online Orientation offered. The Online Orientation is “Mandatory” for each Delegate/Alternate in order for the Delegate/Alternate to attend the Buckeye Girls State session and can be accessed through the Buckeye Girls State website.
4. District Orientations, although not mandatory, are extremely important and should be highly encouraged for each Delegate/Alternate to attend. Units should make every effort to encourage Delegates/Alternates, Parents, and Buckeye Girl State Unit Chairmen to attend the District Orientation. District Orientations are hosted by the District and conducted by a Buckeye Girls State Staff and/or Board of Directors member, thus allowing for each Orientation in all Districts to be uniform with the same information. If a Delegate/Alternate cannot attend in her own District she is encouraged to attend an Orientation in another district.
5. Units must certify their delegates were chosen after the Unit’s selection panel conducted personal interviews with each of their Girls State candidates. Units may not send delegates to Buckeye Girls State without following the interview process. The selection process must be fair and consistent.
6. Delegates are responsible for their own transportation to and from Buckeye Girls State as advised by the National Counsel General.
7. The Buckeye Girls State Endowment Fund is promoted and encouraged and that an awards system for contributions made to the Endowment Fund in the amount of \$50.00 or more is continued.

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8. Income from the Endowment Fund may be used to help meet the operating expenses of Buckeye Girls State if necessary.
9. All delegates must clearly understand that the American Legion Auxiliary, which sponsors Buckeye Girls State, is dedicated to the service of God and Country, and further, both God and Country is promoted throughout the program. Delegates must be willing to participate in every aspect of the program.
10. All Units be encouraged to contact their local media after selection of Delegates and Alternates and upon their return from Buckeye Girls State to promote the program.
11. An award citation will be given to the Unit who best participates in and promotes the Buckeye Girl State Program. Guidelines to be determined and placed in the Plan of Action.

#### **\*CHAPLAIN –**

1. The Unit Chaplain reports the death of a member as soon as possible on the Member Data Form supplied by Department Headquarters. Complete the form with the Deceased's Membership, Unit and District numbers and submit it to Department Headquarters. The department staff will compile the records of deaths for the Buckeye Messenger.
2. The Resolution of Respect continues to be available at cost from Department Headquarters.
3. A certificate will be awarded to the Unit or member (Senior or Junior) that submits the most prayers (to the Department Chaplain by May 15<sup>th</sup>) for the Department President's Prayer Book.
4. A certificate will be awarded to the Junior Chaplain (Unit or District) that submits the best prayer book. All Junior prayer books are due to Department Chaplain by April 1. All prayer books will be returned at Department Convention.
5. The Ruth Adams Plaque will be awarded to the unit that submits the "Best Year-Around Report" in narrative form according to the instruction in the Plan of Action.

#### **\*CHILDREN & YOUTH –**

1. The American Legion Child Welfare Foundation continue to be promoted and donations be sent to Department Headquarters.
2. The Children & Youth assessments to be listed as a donation/money spent on the Unit Children & Youth annual report.
3. Should there not be sufficient funds in the Americanism & Government Test Trip Fund, the balance of the expenses for the Americanism & Government Test Trip to be paid from the Children & Youth Fund.
4. Should there not be sufficient funds in the Department Education Fund, the balance of the expenses for scholarships to be paid from the Children & Youth Fund.
5. The Department Junior President is to be presented a cash gift of \$50.00 at the conclusion of her term of office, and the expense of that gift be paid from the Children & Youth Fund.
6. The Children & Youth Chairman shall judge the "Miriam Junge Plaque" and the vice chairman shall be the Department Liaison of the American Legion Child Welfare Foundation.

#### **\*COMMUNITY SERVICE –**

1. The Ohio Community Service Disaster Fund is used as needed. A completed application is to be sent to Department Headquarters. The Finance Chairman and Department Secretary will

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review the application and notify the applicant with a check if approved, or if disapproved, return the application to the applicant. The Finance Committee shall establish the amount given in the annual budget or as funds are available.

2. The “Make a Difference Program” on the fourth (4<sup>th</sup>) Saturday of October continue to be promote.

#### **\* CONSTITUTION & BYLAWS –**

1. Units are encouraged to use the Unit Model Constitution and Bylaws as a guide in revising their Constitution and Bylaws.
2. Each Unit sends two copies of its updated and revised Constitution and Bylaws to the Department Constitution & Bylaws Chairman for review. Name and address of contact person, signatures of committee members, and date of Unit approval must be listed at the end of the document.
3. The Department Chairman reviews the Unit Constitution and Bylaws with guidance from the Department Parliamentarian and National Constitution & Bylaws Chairman if necessary. If the Chairman accepts the documents, the Constitution and Bylaws will be signed by the Department Chairman, dated, and placed on file at Department Headquarters as the official copy. If the documents are not accepted, they will be returned to the Unit with recommendations from the Department Chairman. The Unit will be requested to make the recommended corrections and return the documents to the Chairman for acceptance and filing.
4. The Department Constitution and Bylaws Chairman continue the program of informing Units of the importance of keeping their Unit Constitution and Bylaws current.
5. **Every Unit shall have an updated Constitution and Bylaws on file at Department Headquarters. This document shall include changes made in the National and Department Constitution and Bylaws pertinent to the Units.**
6. Each Unit is encouraged to have the current Unit Guidebook, National Constitution and Bylaws, and Department Constitution & Bylaws.
7. The Department Constitution and Bylaws be reviewed annually and amended as needed.
8. Each Unit, when revising their Constitution and Bylaws, must incorporate any section marked “Mandatory” and any sections marked “Mandatory, exact wording must be used” must be incorporated exactly as in the Unit Model Constitution and Bylaws.
9. The Department Constitution & Bylaws Chairman files in Department Headquarters a list of Units that have submitted a revised Constitution & Bylaws during the administrative year. The list is to be sorted numerically by District then Unit and is to include the date processed and action taken (i.e.: approved and filed, returned for corrections).

#### **\*EDUCATION –**

1. The Education Chairman shall be responsible for promoting all of the National programs, including but not limited to: American Education Week, and all scholarships available.
2. The National Scholarship Consolation Awards and Department Awards shall be paid directly to the college or university, in accordance with their guidelines (e.g. National Presidents Scholarship, Spirit of Youth Scholarship, etc.)
3. A \$1,500 Department President’s Scholarship and a second-place \$1,000 Scholarship shall be awarded. These shall be charged to the Department Education Fund.

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4. A \$500 scholarship shall be awarded to the applicant selected by the Department of Ohio for each of the following scholarships should the applicant not be a National winner: the National President's Scholarship, the Spirit of Youth Scholarship for Juniors, the National Non-Traditional Scholarship, and the Junior Member Loyalty Scholarship. Each of these shall be charged to the Department Education Fund.
5. A Continuing Education Fund shall grant a total of \$3,750 to those applicants already enrolled in an institution of higher learning to continue their education. Fifteen (15) grants of \$250 each shall be awarded, or if less than 15 applicants, \$3,750 divided equally among them. These shall be charged to the Department Education Fund.
6. All Department applications shall be revised annually by the Department Education Chairman to meet current scholarship standards (re: transcripts SAT or ACT scores, etc.)
7. All scholarship applications must be reviewed and signed by an American Legion Auxiliary Unit Officer. Before signing each application, the unit officer must confirm all sections of the application are complete and all other necessary paperwork is included. The unit officer shall mail the application.
8. All Education Scholarship applications are to be mailed to the Department Education Chairman, upon completion by the Unit Officer. The Department Education Chairman will forward copies of all winners to the National President's Scholarship, Non-Traditional Scholarship, the Spirit of Youth Scholarship for Juniors and the Junior Member Loyalty Scholarship. The applications will be mailed to the Department President to be signed and forwarded to the appropriate National Chairman. Copies of all applications need to be maintained by the Education Chairman and then forwarded to the Department HQs for record keeping purposes.

#### **\*HISTORY –**

1. Certificate of Achievement will be awarded to the Unit submitting the best annual report.
2. Certificate of Achievement will be awarded to the Unit submitting the best History Scrapbook.
3. Certificate of Achievement will be awarded to the Junior Unit submitting the best Junior History.
4. Plaque will be awarded to the Unit with the best all-around Senior History.
5. All Department Chairmen send a copy of their end of the year history narrative report to the Department Historian for the purpose of recording in the History narrative sent to National for judging.

#### **\*JUNIOR ACTIVITIES –**

1. It is suggested that the Department Junior Activities **Chairman** shall be responsible for:
  - a. The Martha Van Horn Plaque
  - b. Erwina Ehresman Department Attendance Award
  - c. Helen Sloan Plaque
  - d. Merry-Lyn Plaque
  - e. Media Coverage Project
  - f. Conference Covers (after first being judged at District, to be used at the discretion of the Chairman)



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2. Districts and Units are encouraged to hold Leadership Workshops, and host Workshops where multiple Units and Districts can attend. The Department Chairman with the approval of the Department President will coordinate this effort.
3. Twenty (20) people are registered to have a Unit/District Leadership Workshop.
4. A Leadership Workshop may be held at School of Instruction (SOI) and/or Mid-Winter (MW) Conference.
5. An advance registration with fee per attendee is mandatory for the SOI/MW workshops.
6. The fee shall be paid to Department who will determine the deadline date.
7. There will be “NO” walk ins at the SOI/MW Department Workshops.
8. The Department workshop doors, held at SOI/MW, will be closed at the designated start time and no one will be allowed entry after that time.
9. Seating for attendees will be held at not more than 50 or less if determined by the facility for SOI/MW.
10. A plaque will be awarded to the Unit Chairman for the “MOST OUTSTANDING OVERALL LEADERSHIP PROGRAM.”

#### **\*LEGISLATIVE –**

1. Recognition is given to Unit Chairmen and members who have written and received replies from letters sent to various legislators. These replies to be attached to the Legislative annual report and sent to the Department Legislative Chairman (copies are acceptable).
2. The Department Legislative Chairman establishes an Ohio Legislative Council. Names, addresses, phone numbers, email addresses, congressional districts, etc. must be reported to National and be on file in Department Headquarters.
3. The Department Legislative Chairman may attend the Washington Conference in Washington D.C. Financing to be determined by the Finance Committee.

#### **\*NATIONAL SECURITY –**

1. The Department National Security Chairman may attend the Washington Conference in Washington D.C. Financing to be determined by the Finance Committee.
2. A plaque will be awarded to the Unit with the most outstanding National Security program based on the annual narrative report. The winners in each membership category will be selected from the Unit reports and a Certificate of Merit will be presented at the pre-convention meetings.

#### **\*MEMBERSHIP –**

1. The Department Goal for Membership for the Fiscal Year (8/1/2021 – 7/31/2022) are as follows:

Fiscal Year 2018	40,166
Fiscal Year 2019	38,471
Fiscal Year 2020	36,781
Fiscal Year 2021	35, 501
Fiscal Year 2022	34,000

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Unit goals will be published in the Buckeye Messenger and sent to the units as soon as the Department determines goals, based off where Units finish in 2021.

2. Units that reached their goal in 2021 as of May 31<sup>st</sup>, will increase their membership by one.
3. Units with 10 – 100 members increase by 1 member for their 2022 Goal.
4. Units with 101-400 members increase by 2 members for their 2022 Goal.
5. Units with 401 or more members increase by 3 members for their 2022 Goal.
6. Juniors Goals will be increased by 1 member for their 2022 Goal.
7. Goal Ribbons will be presented to all units achieving Unit Goals for Junior and Senior membership by the May 31 deadline for Citation of Merit.
8. Units achieving Unit Goals after May 31, 2022 and prior to closes of books, the fourth Friday of July, will receive goal ribbons.

### **\*PAST PRESIDENTS PARLEY –**

1. Past Presidents Parley dues are \$2.00 per member. Dues are used to provide treats for women veterans in VA facilities and the Ohio Veterans Home.
2. All Past Presidents Parley dues, a list naming the current unit president and all (living) past presidents, and all Past Presidents Parley donations are to be mailed directly to Department Headquarters. The Department will send the membership cards to the unit. (All checks to be designated to the proper account.) (*Resolution passed at Department Convention July, 2001*)
3. The Nurses Scholarship be promoted, and units encouraged to send donations for same to Department Headquarters by June 1.
4. Nurses Scholarship applications must be received by the Unit by May 1<sup>st</sup> and Department PPP Chairman by May 15<sup>th</sup>.
5. The PPP Nurses Scholarship Fund shall be awarded as money permits with a minimum of \$300 per scholarship.
6. Any Unit or District wishing to donate a full scholarship in their name must notify Department Headquarters and the Dept. PPP Chairman by June 1.
7. The Department of Ohio, American Legion Auxiliary shall award four nurses' scholarships in honor of each Ohio Past National Presidents. A maximum of \$500.00 for each nurses' scholarship shall be taken from the Children & Youth Fund. The amount of the scholarship awarded may be increased as money permits from the PPP Nurses Scholarship Funds.
8. The "Auxiliary Member of the Year" and the "Active Duty Service Women of the Year" will be recognized at the Past President Luncheon if one is held. Their luncheon tickets and corsages will be charged to Past Presidents Parley Fund.
9. The "Auxiliary Member of the Year" and the "Active Duty Service Woman of the Year" will be awarded funds per approved finance recommendation if they attend National Convention.



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### **\*POPPY COMMITTEE –**

1. The Poppy Order Form will be attached to the Poppy Plan of Action and included in the first bulk mailing that goes out in October. Deadline to order all poppies is December 31<sup>st</sup>, in order to qualify for the Department Citation of Merit.
2. The Miss Poppy Scrapbook recipient, at her own expense, is invited to the Department Convention to be presented.
3. Poppy Shop Open House will be a Sunday in April or a date that best works with Department and the OHV Sandusky's Schedules.
4. The Department Poppy Chairman arrange to meet with the Volunteer Coordinator at the Ohio Veterans Home at Sandusky at least six (6) weeks prior to Poppy Shop Open House to finalize plans.
5. The Miss/Master Poppy application must be sent to the Department Poppy Chairman by requested due day. An application form and Poppy Shop Open House Flyer will be sent in the Bulk Mailing and also put into the Buckeye Messenger.
6. The Ohio Veterans Home will reserve a separate area in the Veterans Hall for the Miss/Master Poppy applicants and be supervised by an Auxiliary Member as appointed by the Poppy Chairman.
7. When applying for any of the Poppy Awards, all entries must be submitted to the Department Poppy Chairman, by the deadline stated in the Plan of Action. It is important to follow the instructions in order to be considered for any awards.
8. The Department Poppy Chairman may hold a Poppy Corsage and/or a Poppy Usage Contest at Mid-Winter Conference.

### **\*PUBLIC RELATIONS –**

1. Units will be asked to submit at least one (1) article for the Department Press Book.
2. The Department 2<sup>nd</sup> Vice President will compile a Department Press Book to be presented to the Department President at the Fall School of Instructions.
3. Units should understand that all End of Year Reports, Narratives and Award submissions will not be returned to the Unit. Press Book submissions will not be returned unless prior arrangements are made including postage for the return.
4. The Department Officers, the 14 District Presidents and the 5 Major Department Chairmen- Americanism, Children & Youth, Community Service, Junior Activities , and Veterans Affairs and Rehabilitation, are required to submit an article for each issue of the Buckeye Messenger.

### **\*VETERANS AFFAIRS & REHABILITATION**

1. The Chairman shall:
  - a. Work with the Hospital Director in establishing in the priorities for each facility.
  - b. Be responsible for the overall success of the VA & R Program.
  - c. Go on the VA Hospital Tour with the Hospital Director and the Department President.
2. The Vice Chairman shall:
  - a. Be responsible for the "Service to our Veterans" volunteer program (formerly Home Service and Field Service).
  - b. The "Service to our Veterans" volunteer program continued to be promoted.

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- c. Track all volunteer hours through the tracking form that is to be included in the Plan of Action. This form should include instructions, deadline and where to send.
- d. Report all hours to Department Headquarters by due date.
3. The “Marie Moore Fund” Program continues to be promoted and donations are encouraged by the units.
4. The VA Facilities monthly birthday parties be continued.
5. Continue to promote recruitment of more volunteer hospital workers and “Service to Our Veterans” volunteers.
6. Continue our program for the Homeless at the VA Hospitals that have this program.
7. The VA&R assessments to be listed as a donation/money spent on the Unit VA&R annual report.

### **UNIT REPORTING RECOMMENDATIONS**

1. The report form shall be attached to all narratives. This form states the award applying for, contact information, program name and boxes to be filled in at the bottom.
2. Those boxes are total number of volunteers, total number of Junior volunteers, total number of volunteer hours, total \$ spent, total number of veterans served, and total number of people affected.
  - a) All zeros on the report form, is the same as no report. There must be at least one (1) number in the boxes.
  - b) A Unit may make a donation with no volunteer hours. There would only be a dollar amount in the total dollars spent.
  - c) If Juniors do not volunteer in the program or the Unit does not have any Juniors, a zero would be put in the total number of Junior volunteers.
  - d) The VA&R report should include the assessment from dues of \$0.75 x each paid member and included in the total dollars spent. Also include this information in the narrative
  - e) The Children & Youth report should include the assessment from dues of \$0.25 x each paid member and included in the total dollars spent. Also include this information in the narrative.
3. Rules for narratives as listed in each plan of action. Units should understand that all End of Year Reports, Narratives and Award submissions may be returned to District President at Department Convention to be returned to Unit at Department Convention and/or District Fall Conferences.