



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

September 2019

**TO:** Unit Secretaries- ONLY  
**FROM:** Kelly Gibson, Department Secretary/Executive Director  
**SUBJECT:** Information, Order Forms, and Guidelines

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*The Unit Secretaries have vital roles when it comes to the success of a Unit. This year's mailing is only being sent to the Unit Secretary, so it is vital that you share the information with your Officers and Members. The materials enclosed will assist you throughout the coming Auxiliary year. Please use these forms when placing orders or relaying information to Department Headquarters. Don't forget, you are now able to print most forms and other important information from the Department's website, [www.alaohio.org](http://www.alaohio.org). Please be aware some of these forms may have changed from previous years.*

**INCLUDED IN THIS MAILING:**

- TAX Information, 990 Update, Sample Bonding Claim
- Articles of Incorporation
- National Awards Received
- How To Conduct A Meeting – Order of Business / Parliamentary Points/Proper Advancement of Colors/Materials & References Necessary for Every Unit
- How To Write Minutes/District Boundaries
- Honorary Life Membership & PUFL Member Applications
- Ohio Membership Incentives
- ALA Protocols & Etiquette

**Forms**

- Donation Designation Form
- Poppy Order Form / Poppy Fund Information
- Department Headquarters Order Form
- Auxiliary Grave Marker Information/ Auxiliary Grave Marker Request Form
- Bonding Form
- PPP Scholarship Donation Form
- PPP Dues Remittance Form
- History Booklet & CD Order Form
- Electronic Bulk Mailing Form

**Available @ [www.alaohio.org](http://www.alaohio.org) or by calling our Headquarters Office**

- Model Unit Constitution & Bylaws
- Department Constitution & Bylaws
- Standing Rules
- Citation of Merit Requirements
- 2019-2020 Plan of Action by Program
- American Legion Auxiliary Mission, Vision, Facts and Programs
- Department Committees / Effective Committee Work
- ALA Department of Ohio and National Scholarship Applications

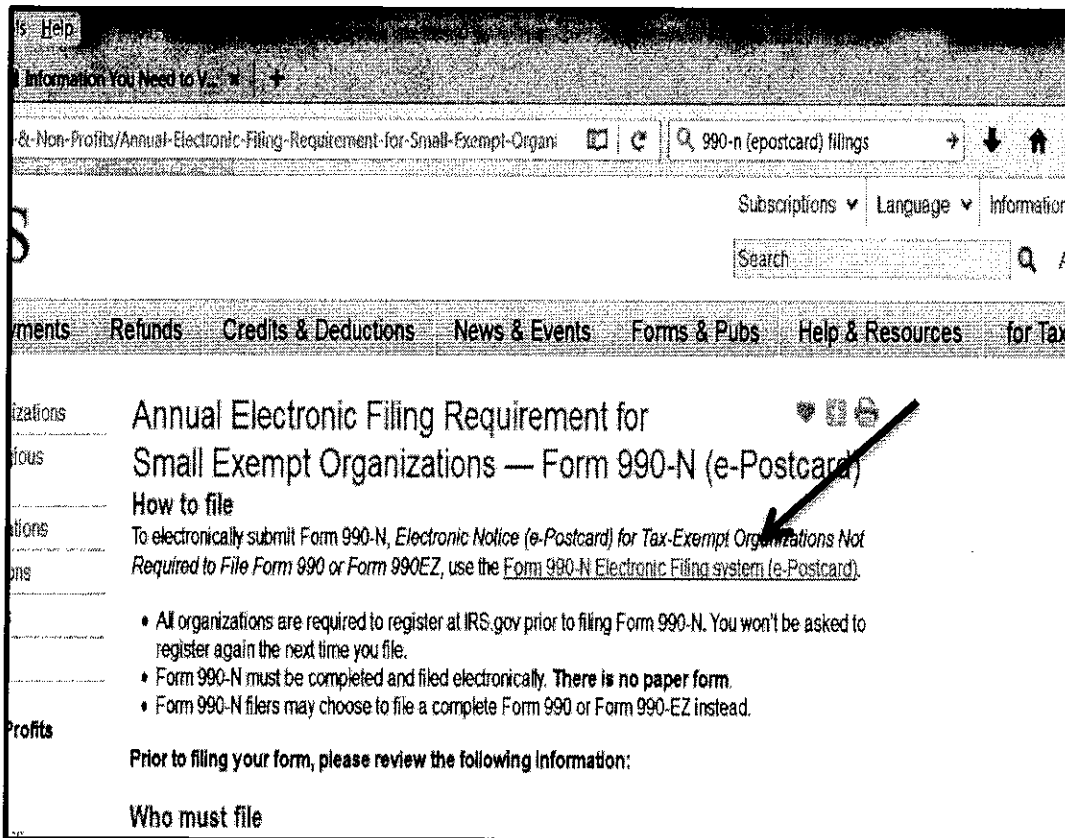
HAVE A GREAT YEAR!

*Kelly Gibson*

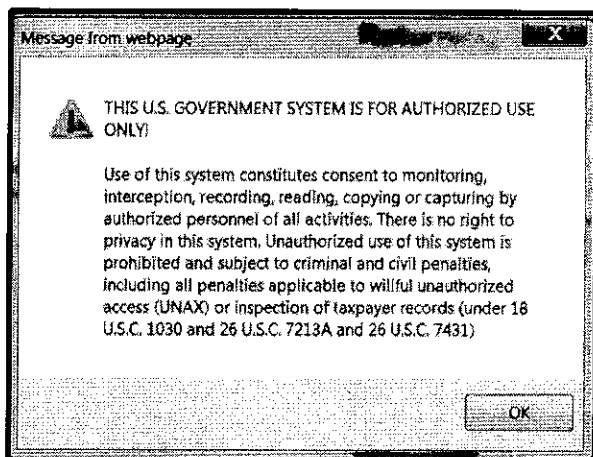
Dept. Secretary/Executive Director  
Department of Ohio

## Step-By-Step Instructions for Creating a User Profile to file 990N on the IRS Website

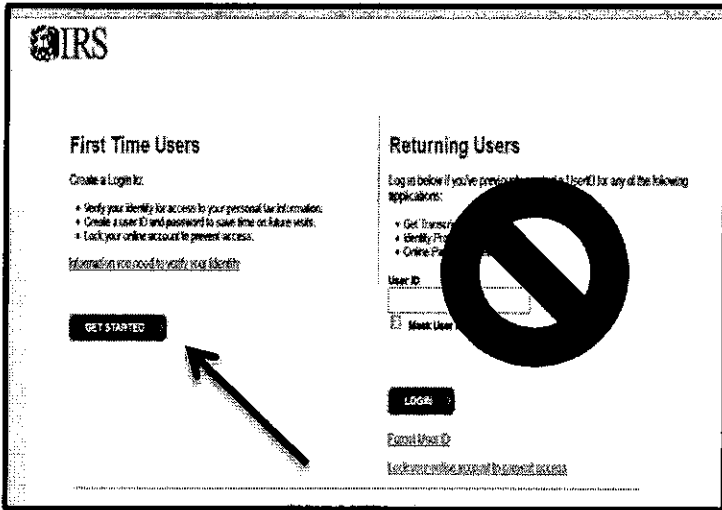
1. Go to: <https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>
2. Click "Form 990-N Electronic Filing System (e-Postcard)"



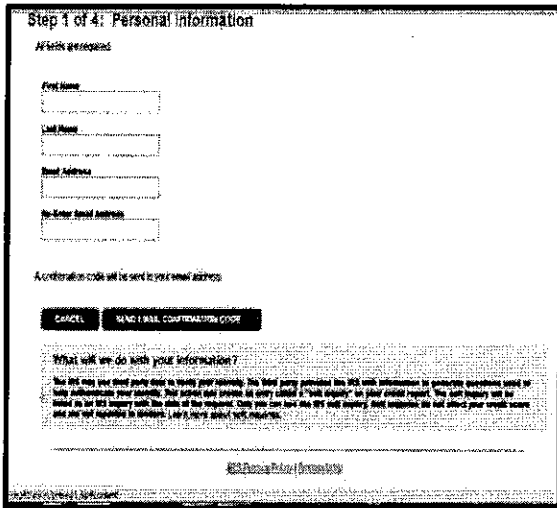
3. A disclaimer will pop-up before you go to the next page. Click "OK"



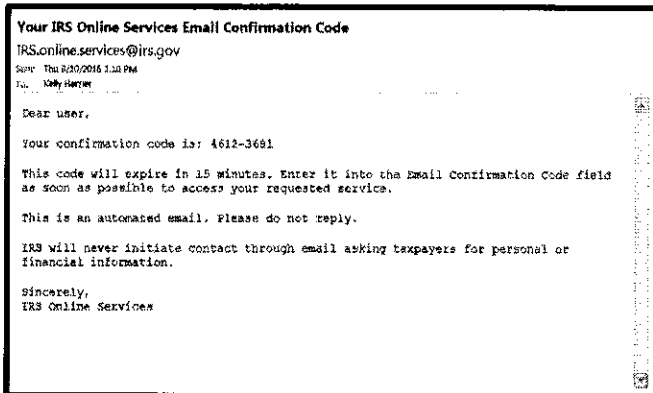
4. Click on the "Get Started" Blue Button – *If You Have NOT Already set up your user profile*



5. Enter the name and email address of the person who will be filing the 990N: *Note this may not be the same person who is listed as the "responsible party"* Click "Send Email Confirmation Code"



6. An email from IRS Online Services will be sent to the email address you enter.



7. Enter the Numeric Code listed in your email and click "continue"

**Step 2 of 4: Verify Identity**

Do not close this browser window or you will have to restart the process.

- A confirmation code will be sent to your email address within the next 10 minutes.
- Check your spam folder if you don't receive an email.
- If you don't receive a confirmation code within 15 minutes, please select cancel and request a new code.

Enter Confirmation Code

CANCEL CONTINUE

8. You will need to set up your Security Profile. Start by creating your user name and password. Be sure to comply with the Password Rules.

**Step 3 of 4: Security Profile**

All fields are required.

**User ID and Password**

User ID

Password

Re-enter Password

Enter a User ID of your choice. The User ID cannot be an email address, SSN, or contain a space, or special character (/@%\$%^&\*')

**Password Rules:**

- Between 8 and 20 characters long
- Must contain at least one numeric and one special character (/@%\$%^&\*')
- At least one uppercase and at least one lower case letter
- Matching password must be re-entered

9. Enter a Unique phrase which will be used in emails to you from IRS Online Services. Enter a Site Phrase, Select a Site Image, and provide answers to 4 Challenge Questions. Once completed, click "Continue"

**Site Phrase**

Create a site phrase that you will recognize when you login.

a new day

**Site Image**

Select an image that you will recognize when you login.

**Challenge Questions**

**Answer Rules**

- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

Answer 1

Question 2

Answer 2

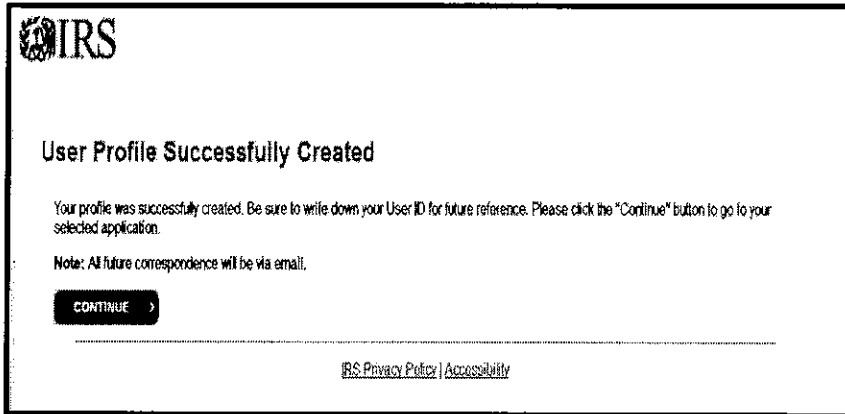
Question 3

Answer 3

Question 4

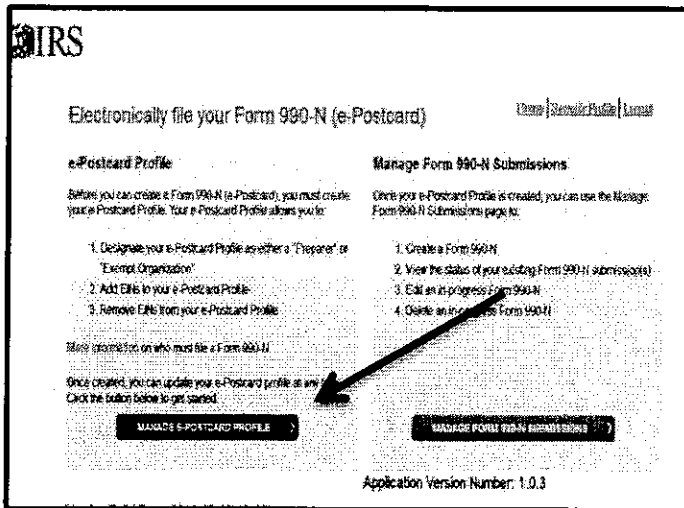
Answer 4

10. Your profile is now created. Click "Continue"



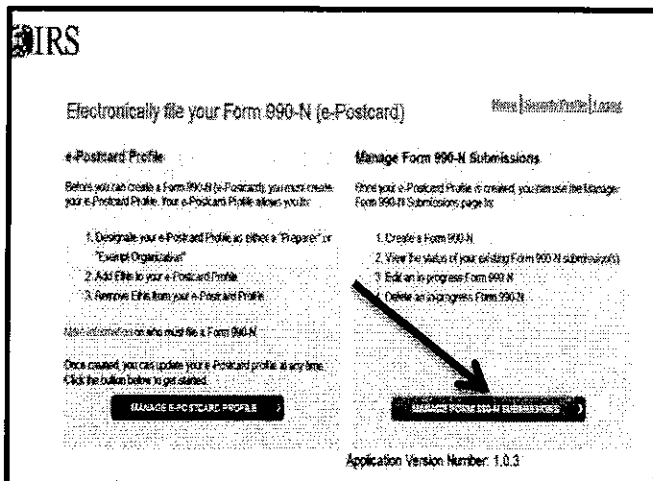
The screenshot shows the IRS logo at the top left. Below it, the heading "User Profile Successfully Created" is displayed. A paragraph of text states: "Your profile was successfully created. Be sure to write down your User ID for future reference. Please click the 'Continue' button to go to your selected application." Below this is a note: "Note: All future correspondence will be via email." At the bottom left, there is a dark button with the text "CONTINUE" and a right-pointing arrow. At the bottom center, there is a link: "IRS Privacy Policy | Accessibility".

11. Before you can file your 990-N, you must manage your e-Postcard Profile.



The screenshot shows the IRS logo at the top left. The page title is "Electronically file your Form 990-N (e-Postcard)". There are two main sections: "e-Postcard Profile" and "Manage Form 990-N Submissions". The "e-Postcard Profile" section includes instructions on how to create a profile and lists three steps: 1. Designate your e-Postcard Profile as either a "Preparer" or "Employer/Organization", 2. Add EINs to your e-Postcard Profile, and 3. Remove EINs from your e-Postcard Profile. Below this is a button labeled "MANAGE E-POSTCARD PROFILE". The "Manage Form 990-N Submissions" section includes instructions on how to use the page and lists four steps: 1. Create a Form 990-N, 2. View the status of your existing Form 990-N submissions(s), 3. Edit an in-progress Form 990-N, and 4. Delete an in-progress Form 990-N. Below this is a button labeled "MANAGE FORM 990-N SUBMISSIONS". A large black arrow points from the "MANAGE FORM 990-N SUBMISSIONS" button back to the "MANAGE E-POSTCARD PROFILE" button. At the bottom center, it says "Application Version Number: 1.0.3".

12. Once your e-Postcard Profile is created, you can then manage your 990-N Submissions



This screenshot is identical to the previous one, showing the IRS "Electronically file your Form 990-N (e-Postcard)" page. It details the steps for managing the e-Postcard profile and Form 990-N submissions, with a button for "MANAGE FORM 990-N SUBMISSIONS" and a version number of 1.0.3. A large black arrow points from the "MANAGE FORM 990-N SUBMISSIONS" button back to the "MANAGE E-POSTCARD PROFILE" button.

AMERICAN LEGION AUXILIARY NATIONAL HEADQUARTERS

# Sample

## NOTIFICATION OF POTENTIAL BOND CLAIM

**TO:** National Treasurer  
American Legion Auxiliary

**FROM:** Jane Doe, Department Secretary  
Auxiliary Legion Auxiliary, Department of *(State)*

**DATE:** 10-15-12

**SUBJ:** Potential Bond Claim

Unit #123 of the Department of Any state has informed us of a potential bond claim.  
All relevant information is detailed in the attached materials.

Please advise the bonding company to contact:

Name (President of Unit 123)  
Address  
City, State Zip  
Home Phone:  
Work Phone:  
Fax:  
Email:

## AMERICAN LEGION AUXILIARY NATIONAL HEADQUARTERS

### Blanket Fidelity (*Dishonesty*) Bond CLAIMS PROCESS

As soon as a loss is discovered, an audit should be conducted establishing "proof of loss." Units are strongly encouraged to contact local law enforcement authorities upon discovery of a loss.

Notice of a potential claim should be given, in writing, at the earliest practical time after discovery. It should first be reported to the Department Secretary. The Department Secretary should forward the information to the National Treasurer – again, in writing. At the very least, the notification should include the name, address and phone number of the contact person in the Unit making the claim. (*See sample notification on the following page*)

To expedite processing, the notification should include all relevant information about the loss (*see sample notification*):

- the name of the person or persons suspected of being involved in the fraudulent or dishonest acts
- the date or dates of each and every fraudulent or dishonest act
- a brief outline of the events, including whether or not the incident had been reported to the police
- a detailed statement of the items of loss caused by the fraudulent or dishonest acts
- a copy of all statements and other evidence to support the claim

Once the National Treasurer receives the written notification, it is forwarded to the insurance agency who then forwards the notification to the bonding company.

When the bonding company receives the notification, an investigator is assigned to the case. The investigator will normally contact the Unit making the claim within one week of receiving the notification. At that time, the bonding company will provide the Proof of Loss form and advise what else might be needed to comply with the policy provisions.

It's important to remember that the burden of proof is on the Unit making the claim and that the bonding company must receive the completed Proof of Loss form within four months of the discovery. If time is running short, the notice may be emailed or faxed to the National Treasurer; include a request in your email or fax if you also want the National Treasurer to email or fax the notice to the insurance agency. However, the notification must also be mailed to the National Treasurer so that it can be forwarded to the bonding company.

Filing a bond claim is nothing more than filing an insurance claim and does not replace any independent legal action necessary on the part of your Unit. It is the Unit's responsibility to report illegal activity to the authorities deemed appropriate. You may also refer to your Unit Handbook for information on discipline of a Unit member.



Toll Free: 877.767.3453 | Central Ohio: 614.466.3910

OhioSoS.gov | business@OhioSoS.gov

File online or for more information: OhioBusinessCentral.gov

## Filing Form Cover Letter

Please return the approval certificate to:

Name *(Individual or Business Name)*:

To the Attention of *(If necessary)*:

Address:

City:

State

ZIP Code:

Phone Number:

E-mail Address:

- Check here if you would like to receive important notices via e-mail from the Ohio Secretary of State's office regarding Business Services.
- Check here if you would like to be signed up for our Filing Notification System for the business entity being created or updated by filing this form. This is a free service provided to notify you via e-mail when any document is filed on your business record.

Please make checks or money orders payable to: "Ohio Secretary of State"  
Type of Service Being Requested: (PLEASE CHECK ONE BOX BELOW)

- Regular Service:** Only the filing fee listed on page one of the form is required and the filing will be processed in approximately 3-7 business days. The processing time may vary based on the volume of filings received by our office.
- Expedite Service 1:** By including an Expedite fee of \$100.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 2 business days after it is received by our office.
- Expedite Service 2:** By including an Expedite fee of \$200.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 1 business day after it is received by our office. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Expedite Service 3:** By including an Expedite fee of \$300.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 4 hours after it is received by our office, if received by 1:00 p.m. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Preclearance Filing:** A filing form, to be submitted at a later date for processing, may be submitted to be examined for the purpose of advising as to the acceptability of the proposed filing for a fee of \$50.00. The Preclearance will be complete within 1-2 business days.





Toll Free: 877.767.3453
Central Ohio: 614.466.3910
OhioSoS.gov
business@OhioSoS.gov
File online or for more information: OhioBusinessCentral.gov

Mall this form to one of the following:
Regular Filing (non expedite)
P.O. Box 670
Columbus, OH 43216
Expedite Filing (Two business day processing time. Requires an additional \$100.00)
P.O. Box 1390
Columbus, OH 43216

For screen readers, follow instructions located at this path.

Initial Articles of Incorporation
(Nonprofit, Domestic Corporation)
Filing Fee: \$99
(114-ARN)
Form Must Be Typed

Please check the box if this nonprofit corporation is being formed for the following purpose:

- Community Improvement Corporation (Economic Development or Land Reutilization) - Please see Ohio Revised Code Chapter 1724 or the instructions at the end of this form for more information.

First: Name of Corporation [text box]

Second: Location of Principal Office in Ohio
[text box] Ohio State
City
[text box] County

Optional: Effective Date (MM/DD/YYYY) [text box] (The legal existence of the corporation begins upon the filing of the articles or on a later date specified that is not more than ninety days after filing.)

Third: Purpose for which corporation is formed
[large text box]

\*\* Note: for Nonprofit Corporations: The Secretary of State does not grant tax exempt status. Filing with our office is not sufficient to obtain state or federal tax exemptions. Contact the Ohio Department of Taxation and the Internal Revenue Service to ensure that the nonprofit corporation secures the proper state and federal tax exemptions. These agencies may require that a purpose clause be provided. \*\*

\*\* Note: ORC Chapter 1702 allows for additional provisions to be included in the Articles of Incorporation that are filed with this office. If including any of these additional provisions, please do so by including them in an attachment to this form. \*\*

## Original Appointment of Statutory Agent

The undersigned, being at least a majority of the incorporators of

(Name of Corporation)

hereby appoint the following to be Statutory Agent upon whom any process, notice or demand required or permitted by statute to be served upon the corporation may be served. The complete address of the agent is:

(Name of Statutory Agent)

(Mailing Address)

(Mailing City)

(Mailing State)

(Mailing ZIP Code)

Must be signed by  
the incorporators or  
a majority of the  
incorporators.

(Signature)

(Signature)

(Signature)

## Acceptance of Appointment

The Undersigned,

(Name of Statutory Agent)

, named herein as the

Statutory agent for

(Name of Corporation)

hereby acknowledges and accepts the appointment of statutory agent for said corporation.

Statutory Agent Signature

(Individual Agent's Signature / Signature on Behalf of Business Serving as Agent)

By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.

**Required**

Articles and original appointment of agent must be signed by the incorporator(s).

If the incorporator is an individual, then they must sign in the "signature" box and print his/her name in the "Print Name" box.

If the incorporator is a business entity, not an individual, then please print the entity name in the "signature" box, an authorized representative of the business entity must sign in the "By" box and print his/her name and title/authority in the "Print Name" box.

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

## **Instructions for Initial Articles of Incorporation (For Domestic Nonprofit Corporation)**

This form should be used if you wish to file articles of incorporation for a domestic nonprofit corporation.

### **Name of Corporation**

As set forth in Ohio Revised Code §1702.05, the name must be distinguishable on the records in the office of the secretary of state.

### **Ohio Principal Office Location**

Please state the city and county in Ohio where the principal office of the corporation is to be located.

### **Effective Date (optional)**

An effective date may be provided but is not required. Pursuant to Ohio Revised Code §1702.04(D), the legal existence of the corporation begins upon the filing of the articles or on a later date specified in the articles. The effective date cannot (1) precede the date of filing with our office or (2) be more than ninety (90) days after the date of filing. If an effective date is given that precedes the date of filing, the effective date of the corporation will be the date of filing. If an effective date is given that exceeds the date of filing by more than ninety (90) days, our office will return the filing to you and request that a proper effective date be provided.

### **Purpose**

Pursuant to Ohio Revised Code §1702.03, a nonprofit corporation must provide a purpose in the articles. A nonprofit corporation may be formed for any purpose or purposes for which natural persons lawfully may associate themselves.

**Note:** The Secretary of State does not grant tax exempt status. Filing with our office is not sufficient to obtain state or federal tax exemptions. Contact the Ohio Department of Taxation and the Internal Revenue Service to ensure that the nonprofit corporation secures the proper state and federal tax exemptions. These agencies may require that a purpose clause be provided.

### **Additional Provisions**

If the information you wish to provide for the record does not fit on the form, please attach additional provisions on a single-sided, 8 ½ x 11 sheet(s) of paper.

### **Original Appointment of Statutory Agent and Acceptance of Appointment**

Pursuant to Ohio Revised Code §1702.06, an Ohio Corporation must appoint and maintain a statutory agent to accept service of process on behalf of the corporation. We cannot accept articles of incorporation unless the statutory agent information is provided. The statutory agent must be one of the following: (1) A natural person who is a resident of this state; or (2) A domestic or foreign corporation, nonprofit corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited partnership association, professional association, business trust, or unincorporated nonprofit association that has a business address in this state. If the agent is a business entity then the agent must meet the requirements of Title XVII of the Revised Code to transact business or exercise privileges in Ohio. The statutory agent must also sign the Acceptance of Appointment at the bottom of page 2.

### **Signature(s) - Required**

After completing all information on the filing form, please make sure that page 3 is signed by the incorporator(s).

Articles and original appointment of agent must be signed by the incorporator(s).

If the incorporator is an individual, then they must sign in the "signature" field and print (type) his/her name in the "Print Name" field.

If the incorporator is a business entity, not an individual, then please print (type) the entity name in the "signature" field, an authorized representative of the business entity must sign in the "By" field and print (type) his/her name and title/authority in the "Print Name" field.

A typed name signifies an "intent to sign" which is acceptable.

### **Note**

Ohio Revised Code Chapter 1724 requires our office to submit Articles of Incorporation of any community improvement corporation or any amendment, amended articles, merger or consolidation which provides for the creation of such corporation to be submitted to the Ohio Attorney General for examination. This process will require an extra 5-7 days to process the document. In addition, ORC 1724.05 requires a community improvement corporation to submit an annual financial report to the auditor of state within one hundred twenty days following the last day of the corporation's fiscal year.

### **Note**

Our office cannot file or record a document which contains a Social Security number or tax identification number. Please do not enter a Social Security number or tax identification number, in any format, on this form.

## National Awards 2018-2019

Public Relations	Most Outstanding Public Relations Program Central Division: Dignam Whitmore Unit 526 Pamela Bates
Leadership	Most Outstanding Department Leadership Program Award: Pamela Bates, Leadership Chairman
Legislative	Most Outstanding Department Legislative Program Central Division: Cyndi Underwood  Most Outstanding Unit Legislative Program Central Division: Clifton Unit 421
National Security	Most Outstanding Department National Security Program: Vicky Buck, National Security Chairman
Poppy	Poppy Poster Contest  Class III, Citation Award, Honesty Davis  Class IV, Citation Award, Samantha Altman
VA&R	10,000 Hour Volunteer Award: Shirley Skerness  Veteran's Creative Arts Festival, Gold Award, Department contributed \$5,000-\$14,999 from Sept 1, 2016- July 31, 2017.



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

**HOW TO CONDUCT A MEETING - ORDER OF BUSINESS**

1. CALL TO ORDER - One rap of gavel.
2. OPENING CEREMONIES - Advancement of Colors (optional) – Prayer or Inspirational Thought - Pledge of Allegiance - National Anthem - Preamble to the Constitution of the American Legion Auxiliary - President's Welcome - Introductions
3. ROLL CALL - Either an oral or a silent roll call may be taken, so that a quorum is established and stated.
4. MINUTES - Minutes are a record of what is done, not everything that is said. Minutes need no descriptive adjectives. The presiding officer asks for any corrections to the minutes. A motion is not necessary to accept minutes. The presiding officer declares the minutes "approved as read" or "approved as corrected".
5. TREASURER'S REPORT – President asks for questions. The report is entered into the minutes and filed for audit.
6. EXECUTIVE BOARD REPORT - Minutes of Executive Board meetings do not have to be read, but a report of action taken should be read.
7. REPORTS OF OFFICERS
8. REPORTS OF STANDING AND SPECIAL COMMITTEES - Call on each chairman at each meeting.
9. READING OF CORRESPONDENCE – Read by secretary.
10. UNFINISHED BUSINESS - Secretary should make the President aware of any item of unfinished business.
11. NEW BUSINESS
12. ELECTION AND INSTALLATION OF OFFICERS
13. ANNOUNCEMENTS
14. PROGRAM – Educational and entertaining
15. ADJOURNMENT OF BUSINESS MEETING - No motion needed.
16. RETIREMENT OF COLORS (optional). If a desk set is used, the flags are not advanced or retired but are to remain in place on the head table throughout the meeting.

**PARLIAMENTARY POINTS WHERE FREQUENT ERRORS OCCUR**

1. Failing to receive proper recognition from the chair before speaking.
2. Speaking across the room rather than speaking to the chair.
3. Failing to properly identify yourself after receiving recognition required in a nomination.
4. Common courtesies.
5. Receiving prior consent before nomination is made. There is no second required in a nomination.
6. Presiding officer should ask for "any corrections" after the minutes are read.
7. Executive Committee recommendations must be approved by motion of membership at the next meeting. Minutes are adopted.
8. That it is not necessary to name the person who seconds a motion when recording the minutes.
9. Motion not being properly stated or not being restated before the vote is taken.
10. Not obtaining a second to motion before proceeding with action.
11. Omission of discussion period prior to calling for the vote.
12. Presiding officer failing to repeat the motion when it has been made.
13. Failing to vote on an amendment to the motion first—then vote on the main motion as amended.
14. Failing to vote on a motion before continuing to the next item of business.
15. The presiding officer may ask the Parliamentarian for a ruling. Her ruling must then be addressed to the presiding officer. The presiding officer has the option of using or not.
16. Presiding officer using the word "I" rather than "the chair".
17. Conducting business without a quorum present.
18. President must relinquish the chair to vice president in order to participate in discussion on a motion. President must then remain out of the chair until after the vote has been taken on the motion, which she has discussed.



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

**PROPER ADVANCEMENT OF THE COLORS**

1. The Flag of the United States is carried on the RIGHT.
2. LEFT hand up on the staff, not on the Flag.
3. RIGHT hand down straight at side, with right hand firmly on the staff.
4. Eagle leads, flies.
5. Cross directly in front of the President's station; the Flag of the United States closest to the President's station.
6. Post Flag of the United States first.
7. Immediately post the banner.
8. Eagles face the audience, fly toward audience.
9. Do not touch the Flag or banner after they are posted. Let them hang free.
10. Take one step back from the Flag and banner. Face the Flag of the United States and salute.
11. Return to your seats.

**MATERIALS AND REFERENCES NECESSARY FOR EVERY UNIT**

1. Unit Handbook \*
2. National Constitution and Bylaws \*
3. Department Constitution and Bylaws
4. Department Model Constitution and Bylaws
5. Unit Constitution and Bylaws
6. Parliamentary Points \*
7. Let's Be Proper \*
8. Flag Code \*
9. Bonding Form
10. Leadership Guidelines and Basic Protocol Rules \*
11. *Robert's Rules of Order, Newly Revised* \*
12. All materials and guides on programs from Department and National ("Plan of Work")
13. Schedule of Unit Meetings
14. List of Officers and Chairmen

\* The American Legion Emblem Catalog is available by calling 1(888) 453-4466 or shop online at <http://emblem.legion.org>



## How to Write Minutes

There are many resources on how to write minutes for a meeting. I refer you to the Unit Handbook (revised 2014) page 46 and Robert's Rules of Order. The Unit may have more specifics in the Unit Constitution & Bylaws. The following may also be used as guidelines:

### Meeting Minutes:

Minutes of meetings form a historical record of a group's work. They serve as a record of decisions and details when people's memories fail or when they disagree. They remind people of assignments they've taken on and deadlines they need to meet. They inform those not present of what happened at the meeting. They give future members of the organization a way to build on past successes and avoid reinventing the wheel.

The minutes of a meeting should include the following for record and preservation:

- kind of meeting (i.e.: regular, special)
- name of organization
- date, time and place of meeting
- list of members/officers/guests attending
- time the meeting was called to order and by whom
- approval of the previous meeting's minutes and any amendments
- summary of reports, announcements, and other information shared
- proposals, resolutions, motions (record who made the motion), amendments, a summary of the discussion, and final disposition
- time of adjournment
- next meeting date, time and location
- name of person taking the minutes.

Motions and resolutions should be recorded verbatim and should be read back during the meeting to make sure they have been accurately transcribed.

Summarize the discussion, capturing key points and decisions reached. When someone takes on an assignment, a deadline is set, or other important agreements are reached, make sure to record them. This will serve as a reminder when the minutes are read later on.

Separate fact from opinion. Facts are objective and indisputable; opinions are personal views.

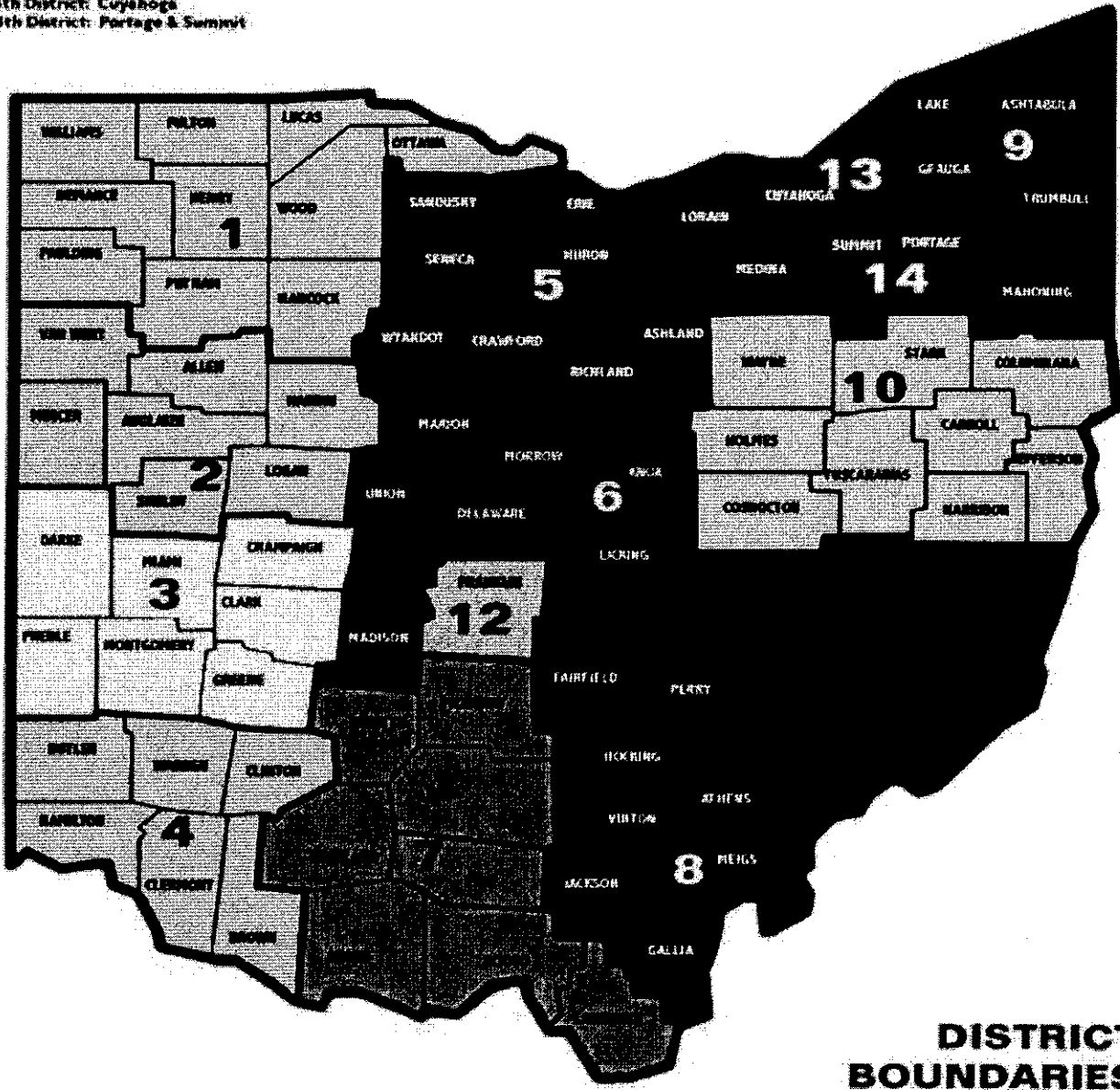
Sometimes, it can be helpful to distribute the minutes before the next meeting. This gives people a reminder of assignments and deadlines, as well as when and where the next meeting is.

Distribute copies and/or read the minutes near the beginning of the next meeting. Any corrections or additions should be recorded in the minutes of that meeting. The group should then approve the minutes, meaning that they agree that they are accurate and complete, either as read or as amended.

Use previous minutes for further guidelines. Tradition will often times dictate expectations.

Kelly Gibson, Department Secretary/Executive Director

- 1st District: Defiance, Fulton, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Williams & Wood
- 2nd District: Allen, Auglaize, Hardin, Logan, Mercer, Shelby & Van Wert
- 3rd District: Champaign, Clark, Darke, Greene, Miami, Montgomery & Preble
- 4th District: Brown, Butler, Clermont, Clinton, Hamilton & Warren
- 5th District: Ashland, Crawford, Erie, Huron, Lorain, Medina, Richland, Sandusky, Seneca & Wyandot
- 6th District: Delaware, Knox, Licking, Madison, Marion, Morrow & Union
- 7th District: Adams, Fayette, Highland, Lawrence, Pickaway, Pike, Ross & Scioto
- 8th District: Athens, Fairfield, Gallia, Hocking, Jackson, Meigs, Perry & Vinton
- 9th District: Ashtabula, Geauga, Lake, Mahoning & Trumbull
- 10th District: Carroll, Columbiana, Coshocton, Harrison, Holmes, Jefferson, Stark, Tuscarawas & Wayne
- 11th District: Belmont, Guernsey, Monroe, Morgan, Muskingum, Noble & Washington
- 12th District: Franklin
- 13th District: Cuyahoga
- 14th District: Portage & Summit





**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

**HONORARY LIFE MEMBERSHIP – PUFL MEMBERSHIP**

**LIFE MEMBERSHIP** in the American Legion Auxiliary, according to the National Unit Handbook, is for Units that wish to confer this honor on an outstanding Unit member. A Unit may confer this honor by the consent of the membership of the Unit at a regular Unit meeting or at a regular Unit Executive Committee Meeting. Only a Unit may purchase a Life Membership.

When a Life Membership is presented to a Unit member it then becomes the responsibility of the Unit to pay the membership fee for the Life Member each year—until her death or until such time as she may officially transfer to another Unit. Should a Life Member of one Unit transfer to another Unit, it is no longer the responsibility of either Unit to pay her yearly dues. It then becomes the transferred member's own responsibility to assume her own dues payment.

All requests for presentation of Life Membership must be made to the Department Secretary in duplicate. The request must state: "In a regular Unit meeting..." or "At an Executive Committee meeting... it is voted and carried that the named member is to be honored as a Life Member". This request must be signed by the Unit President and the Unit Secretary. The request may be signed by two other Unit officers if presentation is to be made to the Unit President or the Unit Secretary.

All orders for a Life Membership item (card, etc.) must be approved by the Department Secretary. The order must first be forwarded to Department Headquarters, accompanied by a letter (in duplicate) signed by the officers, and the check made payable to: American Legion Emblem Sales in the correct amount.

Please follow all instructions in the American Legion Emblem Catalog on the procedure to obtain a Life Membership Card, Pin, etc. Allow three to six weeks for delivery.

Helpful hints—the following information must be included on orders for printed cards:

1. Name of individual
2. Full name and address of Unit
3. City and state
4. Date member was voted Life Membership
5. Name of Unit President and Secretary

(For orders of silver or gold cards—officer's signatures must be in black ink.)

**PUFL MEMBERSHIP INFORMATION:**

You can now pay one amount and never again pay annual membership dues in the American Legion Auxiliary. This special plan does not supersede any similar Department plan now in force, but it does give a Paid-Up-For-Life Membership opportunity to all members.

Applications may be obtained from Department Headquarters. Fill out the application, circle the appropriate fee on the Actuarial Table according to your age, and place that amount in the blank provided. **Your Unit Secretary must complete a portion of the application, verifying your status and providing other information.**

Mail the completed application to: *NATIONAL HEADQUARTERS  
AMERICAN LEGION AUXILIARY  
ATTN: MEMBERSHIP DIVISION - PUFL  
8945 N MERIDIAN STREET  
INDIANAPOLIS IN 46260*

**Accompanied by a check in the correct amount.**

Unit Secretaries—Life Members are listed as regular renewal members, with money included for their dues. PUFL Members stubs are not to be submitted to Headquarters.



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**  
**(740) 452-8245**

**2019-2020 DONATION DESIGNATION FORM**

*The following donations must be included on a separate check. Please specify the amount credited to each program.  
 A copy of this form should be kept for your records. Below Indicate where you would like your donation  
 acknowledgement sent.*

**AMERICANISM**

\$ \_\_\_\_\_ Americanism/Government Test Trip (Department)  
 \$ \_\_\_\_\_ Spirit of Youth (National)

**AUXILIARY EMERGENCY FUND**

\$ \_\_\_\_\_ AEF – Financial Emergency Assistance for ALA Members

**BUCKEYE GIRLS STATE**

\$ \_\_\_\_\_ Buckeye Girls State Donation (for general operations **NOT** the Endowment Fund Scholarships)

**CHILDREN AND YOUTH**

\$ \_\_\_\_\_ Children and Youth Fund (Department)  
 \$ \_\_\_\_\_ The American Legion Child Welfare Foundation (National)

**COMMUNITY SERVICE**

\$ \_\_\_\_\_ Ohio Community Service Disaster Fund (Department)

**DEPARTMENT HEADQUARTERS**

\$ \_\_\_\_\_ Capital Improvement Fund (Department Headquarters Building)  
 \$ \_\_\_\_\_ National Candidates Fund (Department)

**DEPARTMENT PRESIDENT'S SPECIAL PROJECT**

\$ \_\_\_\_\_ President Will Decide Where Funds Need to be Disbursed Based on Financial Need

**EDUCATION**

\$ \_\_\_\_\_ Scholarships (Department)

**NATIONAL HEADQUARTERS**

\$ \_\_\_\_\_ ALA Foundation  
 \$ \_\_\_\_\_ National President's Special Project - Veteran's Health \*\*

**NATIONAL SECURITY**

\$ \_\_\_\_\_ U.S.O. \*\*  
 \$ \_\_\_\_\_ Military Family Assistance Fund \*\* (Ohio Veterans Only)

**PAST PRESIDENTS PARLEY**

\$ \_\_\_\_\_ PPP Nurses Scholarship (Department)  
 \$ \_\_\_\_\_ Support for Women Veterans (Department) \*\*

**VETERANS AFFAIRS AND REHABILITATION \*\* (Poppy Funds May be used for those items listed below)**

\$ \_\_\_\_\_ Chillicothe VA \$ \_\_\_\_\_ Cincinnati VA \$ \_\_\_\_\_ Cleveland VA

\$ \_\_\_\_\_ Dayton VA \$ \_\_\_\_\_ Ohio Veterans Home

VA Outpatient Clinics – \$ \_\_\_\_\_ Akron \$ \_\_\_\_\_ Columbus \$ \_\_\_\_\_ Parma

\$ \_\_\_\_\_ Toledo \$ \_\_\_\_\_ Youngstown

\$ \_\_\_\_\_ Fisher Houses – Ohio \$ \_\_\_\_\_ Veterans Creative Arts Festival (Nat'l.)

\$ \_\_\_\_\_ Marie Moore Fund (Department-Donations for purchase of items for Veterans in VA Hospitals)

**\*\* Indicates programs where Poppy Funds may be used**

**Only VA Birthday Party contributions are to be sent directly to your District President**

\$ \_\_\_\_\_ **TOTAL AMOUNT ENCLOSED**      **CHECK #** \_\_\_\_\_      **DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please enclose a separate check made payable to "American Legion Auxiliary Dept. of Ohio" and send to:**

**AMERICAN LEGION AUXILIARY, DEPARTMENT OF OHIO, PO BOX 2760, ZANESVILLE, OH 43702-2760**

Acknowledgement will be sent to the following:

Name \_\_\_\_\_ Unit \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_



# AMERICAN LEGION AUXILIARY

## Department of Ohio, Inc.

### 2019-2020 Poppy Order Form

PRICES: Small Poppies - \$25.00 per 100 plus Shipping & Handling (Minimum order 300 Poppies)  
 Large Poppies - \$1.10 each plus Shipping & Handling ( Minimum order 30 Poppies)

**NOTE: ALL ORDERS MUST BE RECEIVED IN DEPARTMENT HEADQUARTERS BY  
 DECEMBER 31, 2019 TO QUALIFY FOR THE DEPARTMENT CITATION OF MERIT !!!**

1. Small Poppies must be ordered and paid for by December 31, 2019 to qualify for a Citation of Merit.

**PLEASE MAIL FORM AND SEPARATE CHECK PAYABLE TO:**

AMERICAN LEGION AUXILIARY  
 DEPARTMENT OF OHIO, INC.  
 PO BOX 2760  
 ZANESVILLE OH 43702-2760  
 (740) 452-8245

**PLEASE ALLOW 6-8 WEEKS FOR DELIVERY!**

Unit Name \_\_\_\_\_ Unit # \_\_\_\_\_ District # \_\_\_\_\_

Enclosed is check # \_\_\_\_\_ for the following poppy order:

Ordering: \_\_\_\_\_ 2018 Poppies (If using **before** November 1, 2019)

Check One \_\_\_\_\_ 2019 Poppies (If using **after** November 1, 2019)

	Quantity	Amount	S & H *	Total
Small Poppies @ 25.00 per 100 (minimum 300)				
Large Poppies @ \$1.10 each (minimum 30)				

**Total Enclosed \$** \_\_\_\_\_

**Send Poppies To:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

* Shipping & Handling Table	
<b>Small Poppies:</b>	
300 - 1000	\$8.00
1050 - 1500	\$9.00
1550 - 2000	\$10.00
2050 - 2500	\$11.00
2550 - 3000	\$12.00
3050 - 3500	\$13.00
3550 - 4000	\$14.00
<b>Large Poppies:</b>	
30 - 100	\$7.00
100 - 200	\$8.00

Order # \_\_\_\_\_

(For Department Use Only)



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**  
**Phone: (740) 452-8245 Fax: (740) 452-2620**

**2019-2020 DEPARTMENT HEADQUARTERS ORDER FORM**  
 (Items not listed may be available through American Legion Emblem Sales, 1-888-453-4466)

Item	Price	Qty	Postage	Amount
<b>Membership Materials</b>				
Transmittal Forms (current membership year)	No Charge		No Charge	
Member Data Forms (name/address changes and transfers)	No Charge		No Charge	
Member Application Forms	No Charge		<b>\$1.50 per pad</b>	
Blank Membership Cards (current membership year)	No Charge		No Charge	
Early Bird Stickers (available prior to November 11 ONLY)	No Charge		No Charge	
Dues Statements	No Charge		<b>\$1.50 per 25</b>	
Member Benefits and Discounts Flyer – single sheet	No Charge		<b>\$2.00 per 25</b>	
PUFL Applications (formerly VIM)	No Charge		No Charge	
<b>Other Free Materials</b>				
Brochure – American Legion Aux. At A Glance (w/app)	No Charge		<b>\$2.00 per 25</b>	
Brochure – Your American Legion Family (w/applications)	No Charge		<b>\$2.00 per 25</b>	
Brochure – Junior Activities replaced with Youth Programs	No Charge		<b>\$2.00 per 25</b>	
Brochure – ALA Girls State replaced with Youth Programs	No Charge		<b>\$2.00 per 25</b>	
Brochure- ALA Foundation	No Charge		<b>\$2.00 per 25</b>	
Brochure – Auxiliary Emergency Fund	No Charge		<b>\$2.00 per 25</b>	
<b>For Sale Materials</b>				
Resolutions of Respect w/Envelope (for deceased members)	<b>\$0.50 each</b>		No Charge	
Poppy Flyers	<b>\$0.15 each</b>		No Charge	
Poppy Seals	<b>\$0.60 per sheet</b>		No Charge	
ALA Department Constitution & Bylaws	<b>\$2.00 each</b>		No Charge	
ALA Unit Model Constitution & Bylaws	<b>\$2.00 each</b>		No Charge	

**Send To: (Please TYPE or PRINT)**

**TOTAL**

\_\_\_\_\_

DistrictUnitName

\_\_\_\_\_

Address

**DATE:** \_\_\_\_\_

\_\_\_\_\_

CityZip Code

Enclose a check or money order for the **TOTAL** amount  
 And send with this Order Form to:

**AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF OHIO**  
**PO BOX 2760**  
**ZANESVILLE OH 43702-2760**



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

**AUXILIARY GRAVE MARKER EMBLEM REQUEST**

The American Legion Auxiliary Emblem may be permanently placed on a grave marker of a deceased member, or a Pre-Need request. For A Pre-Need request, a person must have been a member of the American Legion Auxiliary for at least 20 consecutive years, OR a Paid-Up-For-Life member (VIM), regardless of the length of consecutive membership.

Please complete this form and mail to : **AMERICAN LEGION AUXILIARY  
 DEPARTMENT OF OHIO, INC.  
 PO BOX 2760  
 ZANESVILLE OH 43702-2760**

Dist #/Unit # \_\_\_\_\_ / \_\_\_\_\_

This request is for permission to use the American Legion Auxiliary Emblem as integral cast on a memorial for:

\_\_\_\_\_  
 Name of Individual

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip Code

- Check one : \_\_\_\_\_ The above named individual is a member in good standing in the American Legion Auxiliary, Department of Ohio, Inc., and has 20 years of continuous membership.  
 \_\_\_\_\_ The above named individual is a Paid-Up-For-Life member regardless of the length of continuous membership.  
 \_\_\_\_\_ The above named individual was a paid-up member at the time of her death.

Signed \_\_\_\_\_  
 Unit President

Name and address of memorial manufacturer:

Name and address of place of interment:

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 City State Zip Code

If approved, this request will be forwarded to National Headquarters. They in turn, will notify the grave marker Manufacturer and the place of Interment.

Signature of Approval \_\_\_\_\_

Department Secretary



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

**2019-2020 BONDING FORM**

TO: Unit Secretaries  
 SUBJECT: Unit Bonding

The National Fidelity Bond covers all members and employees of the American Legion Auxiliary. Each Unit must pay \$6.00 for its share of the bond premium. The fidelity bond covers loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication or any other act of fraud. This bond does not cover loss, mysterious disappearance, or burglary. As soon as a loss is discovered, an audit must be conducted to establish proof of loss. All claims are to be reported to the Department Secretary within three months of discovery.

The following controls are recommended to help prevent losses and provide more reliable financial data:

1. Unit Bylaws should provide for a regular financial report from the Unit Treasurer.
2. Unit Bylaws should provide for an annual audit and specify how the audit is to be made.
3. Cash receipts must match the cash receipt entry in the ledger and the bank deposit.
4. Involve a second person in cash receipts processing.
5. Make certain cash receipts match the cash receipts entry and the actual bank deposit.
6. Pay all bills by check.
7. Issue receipts for all monies received.
8. Require countersignatures on all checks—NEVER pre-sign a blank check.
9. Someone independent of check processing should review bank statements, bank reconciliations, credit card statements, vendor addresses, etc.

**Unit Bonding Fee is mandatory and must be paid by May 1, 2020 in order to qualify for a Citation of Merit.**

Please detach and mail along with your Unit's check to:

**AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF OHIO, INC.**  
**PO BOX 2760**  
**ZANESVILLE OH 43702-2760**  
**(740) 452-8245**

**Please enclose a separate check payable to: American Legion Auxiliary Dept. of Ohio**  
 (Your canceled check will be your receipt.)

✂-----

Enclosed is \$6.00 payment of the **mandatory** premium due on the National Blanket Fidelity Bond for a  
**ONE-YEAR PERIOD—DUE MAY 1, 2020**

**Year (s) 201** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Unit #** \_\_\_\_\_ **District #** \_\_\_\_\_

\_\_\_\_\_ Unit Name

\_\_\_\_\_ Sender's Name

\_\_\_\_\_ Address

\_\_\_\_\_ City State Zip

**(Please disregard if bonding fee has been paid for the 2020 administrative year)**





**PAST PRESIDENTS PARLEY  
2019-2020 Scholarship Fund Donations**

The "Josephine Harbak Plaque" will be presented to the Unit contributing the largest monetary donation to the Past Presidents Parley Nurses Scholarship Fund. Please send donation by June 1, 2019 (earmarked PPP Scholarship) with this completed form to:

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OHIO  
P O BOX 2760  
ZANESVILLE, OHIO 43702  
(740) 452-8245**

Donation of \$ \_\_\_\_\_ for the Past Presidents Parley Nurses Scholarship fund.

UNIT # \_\_\_\_\_ DISTRICT \_\_\_\_\_

UNIT NAME \_\_\_\_\_

UNIT PRESIDENT OR PPP CHAIRMAN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_

A donation of \$300.00 or more will entitle donor to have a scholarship presented in the Individual/Unit/County/District name.

Donations may also be made as a memorial. Please designate the individual to be memorialized.

In MEMORY of \_\_\_\_\_

An acknowledgement of memorial will be sent to the individual's family if desired. Please provide the following information.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



**AMERICAN LEGION AUXILIARY  
Department of Ohio, Inc.**

**PAST PRESIDENTS PARLEY  
DUES REMITTANCE FORM  
2019-2020**

*Please enclose a separate check for payment with completed form to:*

**AMERICAN LEGION AUXILIARY  
DEPARTMENT HEADQUARTERS  
PO BOX 2760  
ZANESVILLE OH 43702-2760  
(740) 452-8245**

District # \_\_\_\_\_ Unit # \_\_\_\_\_ Check # \_\_\_\_\_

Total number of PPP members \_\_\_\_\_ X \$1.00 each = \$ \_\_\_\_\_

**Names of Past Unit Presidents**

*(Type or print clearly - Additional names may be listed on reverse side)*

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

*Please mail cards to:* Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone number \_\_\_\_\_



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

**A History of Service – Department of Ohio 90<sup>th</sup> Anniversary**

Enclosed is check # \_\_\_\_\_ for the following orders:

	Quantity	Amount	S & H	Total
Booklet		\$5.00	\$2.50	
CD-Rom		\$10.00	\$2.50	
<b>Total Enclosed</b>				<b>\$</b>

**Send Order To:**

Name \_\_\_\_\_  
 Address 1 \_\_\_\_\_  
 Address 2 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_

**PLEASE MAIL ORDER FORM AND MAKE CHECK**  
**PAYABLE TO: AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF OHIO, INC.**  
**PO BOX 2760**  
**ZANESVILLE, OH 43702-2760**

(For Department Use Only) Order #: \_\_\_\_\_



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

**A History of Service – Department of Ohio 90<sup>th</sup> Anniversary**

Enclosed is check # \_\_\_\_\_ for the following orders:

	Quantity	Amount	S & H	Total
Booklet		\$5.00	\$2.50	
CD-Rom		\$10.00	\$2.50	
<b>Total Enclosed</b>				<b>\$</b>

**Send Order To:**

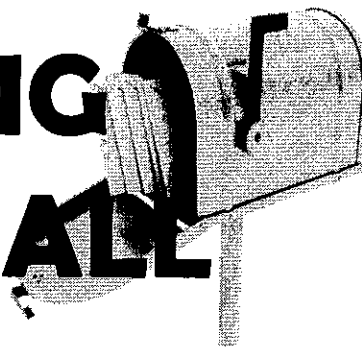
Name \_\_\_\_\_  
 Address 1 \_\_\_\_\_  
 Address 2 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_

**PLEASE MAIL ORDER FORM AND MAKE CHECK**  
**PAYABLE TO: AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF OHIO, INC.**  
**PO BOX 2760**  
**ZANESVILLE, OH 43702-2760**

(For Department Use Only) Order #: \_\_\_\_\_



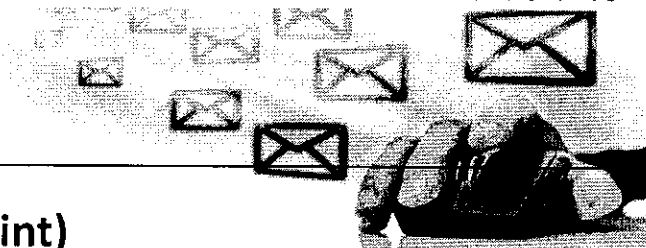
# BULK MAILING AVAILABLE TO ALL



For Members and Others that do not normally receive Bulk Mailings, you can sign up to receive it electronically. Send an email to [dee@alaohio.org](mailto:dee@alaohio.org) or fill out the form below requesting to be added to the Bulk Mail Distribution List.

Additionally, Each Month's Bulk Mail will be located on the Department Web Site [www.alaohio.org](http://www.alaohio.org) . They can be viewed and printed by any member with access to the internet.

Bulk Mail Recipients can sign up to have their Bulk Mail sent Via email. If you prefer to have your Bulk Mail emailed to you please fill out the form below with your information. Once your request is processed you will no longer receive Monthly Bulk Mail via US Postal Service . It will **only** come via email.



**(Please Print)**

*YES, I want to receive Bulk Mail electronically, instead of thru the Mail.*

*I do not normally receive the Bulk Mail, but would like to be added to the Email Distribution List so I can receive it electronically.*

Name \_\_\_\_\_ Phone \_\_\_\_\_

EMAIL \_\_\_\_\_

UNIT \_\_\_\_\_ DISTRICT # \_\_\_\_\_ Title /Position \_\_\_\_\_

# Member Benefits

- **ALA Member Benefits—*There's more in it for YOU!***

The value of being an American Legion Auxiliary (ALA) member is growing! You bring untold value to the Auxiliary and America's veterans through your service to our mission; to show our appreciation, we bring valuable benefits to you! Your membership brings you access to a wide array of discounts, products and services.

## **Insurance:**

- The Hartford ALA Rewards Accident Insurance Plan
- The Hartford ALA Rewards Preferred Advantage Insurance Plan
- LTCR- Long Term Care Insurance

## **Healthcare:**

- HEAR in America – Family Hearing Benefits
- Careington Discount Dental Plan
- ScriptSave® WellRx Premier Prescriptions Savings Program

## **Home & Moving Services:**

- SIRVA Home Benefits
- NorthAmerican Van Lines

## **Travel:**

- Rental Car Discounts
- Wyndham Hotel Group

## **Automobile:**

- Bonus Drive Car Rebate Program

## **Entertainment:**

- Akenity Discount Program

## **Banking:**

- USAA American Legion Auxiliary Credit Card

Please go to [alaohio.org](http://alaohio.org) for links to these valuable benefits

**GUIDELINES ON PROTOCOL**  
by Mrs. Lester M. Merritt (Agnes)  
Department Parliamentarian 1967-1975

Protocol in an organization reflects customs dealing with ceremonies and etiquette. Thoughtful consideration and common courtesy are excellent guides. The Golden Rule - "Do unto others as you would have them do unto you" is the basic key.

A polite approach, a friendly manner, a pleasant smile, a warm handshake, an agreeable tone of voice, all goes a long way. Be a smoother-downer, not a stirrer-upper. Give the benefit of the doubt; leave suspicion, gossip and cynicism at home. Help make the meeting attendance something to be desired. All share in this responsibility - officers, chairmen and members. Careful planning and know-how should make an American Legion Auxiliary Unit meeting a worthwhile experience. Whatever can be done to expedite the business, involve the members, and make guests feel comfortable strengthens the program, attracts new members and justifies the time spent.

"Poise is the art of raising the eyebrow instead of the roof." Practice it.

"Courtesy is a favor performed with politeness and is always in order." Guests appreciate it, new members will feel welcome, everyone profits.

INVITATIONS TO GUEST SPEAKERS

Be careful to whom you give the AMERICAN LEGION AUXILIARY speaking platform.

Be very definite as to hour and place of meeting. (State address)

Advise in advance an allotted time for speech, topic, and whether there will be other speakers.

Indicate whether there should be a question period; whether a microphone can be provided if needed; the approximate size of audience and special interests. Send the speaker a data sheet, or program, or even a yearbook to help understand and orient to what is expected.

Always discuss any financial arrangements prior to the meeting to avoid any misunderstanding. If there is an honorarium, are expenses included, or additional. If there is no honorarium, the speaker should be reimbursed for expenses unless expenses are covered otherwise. A gift is very acceptable. Do the giving inconspicuously.

Ascertain if the speaker will drive or use public transportation. If the latter, information about transportation will be helpful. Arrange for parking place, especially if that ordinarily presents a problem.

State whether dress is formal, business, business casual, casual.

Follow up the invitation with another communiqué prior to the meeting to make sure that all is clear as to time, place, and other details.

## COURTESIES TO BE EXTENDED TO THE SPEAKER

Arrange for overnight accommodations according to speaker's wishes, if this is necessary.

## INTRODUCTIONS

When the guests of honor are merely to bow, introduce the highest-ranking guest first. If each is to say a few words, reverse the order, so that last expressions will come from the top officer. Before meeting, warn about brevity!

When introducing the honored guest, be brief, be gracious - the higher the officer, the shorter the introduction. Do not make her speech for her. Check beforehand the correct name pronunciation. Give speaker's history, purpose of talk, give her name facing the audience, then turn to the speaker and repeat name ONLY.

When you make the introduction, remain standing until acknowledged by the speaker, and then lead applause.

When speaker concludes, thank her.

You INTRODUCE any important guest the audience does not know, otherwise you PRESENT.

Order of rank: National President, Department President, National Officers (elected) Department Officers, District Presidents, National Chairmen, Department Chairman, Other District Officers and Chairmen, County Officers and Chairmen, Unit Officers and Chairmen.

## MISCELLANY

For processional, the order of advancing a group of guests is the same as suggested for that of presenting a group.

Those of the lowers office rank lead, with the highest rank at the end. If a group is arranged by two's, the highest ranking person is to the right, facing front.

When a special guest makes a special effort to attend - make a special point to BEGIN MEETING ON TIME AND TO END ON TIME. Good idea to do this always anyway.

If meeting room is large, do provide a microphone.

Always provide a lectern as a convenience for the speaker.

Be certain room is comfortable, properly ventilated, well-lighted but without glare.

If films or slides are to be projected, arrange before hand to have lights turned off and on as needed, also check on curtains for darkening during day. Test equipment ahead of time.

It is discourteous to guest speaker to have a long program prior to her speech. It is humiliating to sit through a long drawn meeting and then when everyone is tired and ready to go home to be presented as THE SPEAKER OF THE EVENING. Have you experienced this?

Many a meeting has been ruined because the trivial and unimportant were given precedence over the real purpose of the meeting.

No person on the program should take more than allotted time. What can you do if the speaker is running badly overtime and the audience is restless? In fairness to all a note should be passed to the speaker stating: "You are running overtime?" This may be difficult for you to do but it is better for you to be embarrassed than to waste everyone's time and ruin the meeting.

Give credit and recognition to Chairman and Committee responsible for meeting detail and arrangements.

Many Units are noted for outstanding meetings. Your Unit can be one of them. It does take careful preparation and knowledge or correct procedure and know-how.

Provide a hotel room or a room in a private home where the speaker may freshen up or perhaps change into dinner clothes if travel from a distance is necessary, but not an overnight stay.

Appoint a hostess who will meet speaker, take care of necessary meals, take to the meeting, introduce, see speaker off, also.

Write thank-you promptly after the meeting.

### PRESS, RADIO, AND TV NOTICES

Speakers and guests appreciate good publicity. Good publicity enhances the image and adds to the prestige of the Unit. Get glossy prints. Keep copy for Unit History. Send clippings to those involved.

### GUEST'S SEATING AT THE SPEAKER'S TABLE

This requires careful planning so that officers and distinguished guests are given like consideration and recognition regardless of personal attitude of those planning the meeting.

Remember, honor is not necessarily for the individual but for the office she holds.

The purpose of a speakers' table is to place guests who share in the program in an advantageous position where all can be seen and heard. Rather than too long a table, have two tiers if possible.

National and Department officers should be accorded every courtesy in program planning and seating arrangements.

The Department President is the chief officer of the Ohio Department and should be recognized as such.



Department Officers, Department Chairman, and District President are usually seated at the speaker's table. If this is not possible, due to large number of distinguished guests, a special front table should be designated for overflow.

The Mayor, or other distinguished citizen should be honored with a place at the speaker's table.

If the speaker's spouse or other distinguished guests cannot be seated at the speakers' table, provide a special table nearby with a hostess.

All who are to be seated at these special tables should be notified in advance. Have them meet at a designated place. This will help eliminate last minute confusion in locating those people. Also it will give them an opportunity to look their best.

The customary seating arrangement is to have the chairmen seated at the center of the speaker's table, or right off center first place, with the most important guest at her right and the next important at her left, then alternate right and left according to rank. Or all guests of honor may be seated to the right of the presiding officer and other dignitaries and local officers to the left.

When a special chairman presents part of the program, she should be seated to the left of the presiding officer.