



To all the 2023-2024 Unit Presidents,

If this is your first year as President, Congratulations! Returning Presidents, what a pleasure to know you are passionate about the organization and continued the role.

“ To Lead you must first listen with an understanding heart and then act with a decisive mind.” Shannon Peel

Our mission of the American Legion Auxiliary is to address the needs of our Veterans, active duty military and their families. We are also ever present in the community.

Your role as Unit President is vital to the health and well being of your unit. A leader will listen to the members and help make compromises.

Use your resources, if you have questions, reach out to the District President or the Department office, we are here to assist you.

There are also many great resources available to you and your officers on the National American Legion Auxiliary website ...alaforveterans.org , log in under member log in (creating a profile is easy) and browse through the programs, guides and resources. They also offer fantastic online training courses under the ALA Academy. Mission training is always a good way to understand how to navigate the organization. (dates for those are on the national website, this years is in Rhode Island)

As you go through your year, ask questions, inquire what needs to be done, and keep an open mind. The role of President is a big one and I thank you for taking on this responsibility.

In the spirit of service not self,

Jennifer McLeod

President

American Legion Auxiliary

Dept of CT

jennmcleodala@gmail.com

860-985-9310

**Secretary
PIC
September 16, 2023**

Duties of the Unit Secretary

The duties of the unit secretary are administrative and require the ability to be adept with email.

The unit secretary:

- makes a record of all business transacted at each unit and executive board meeting (the minutes);
- counts a rising vote when requested by the president;
- prepares a statement of unfinished business to come before the meeting for the use of the presiding officer;
- has on hand for reference at each meeting a list of the names of members of all standing committees, a copy of the unit's bylaws, and correspondence sorted for reading; and
- is responsible for sending all name and address changes to Department Headquarters. (***This may be your Membership Chairman, depending on how your Unit operates.*)

Minutes

Minutes should record the action that was taken at the meeting, not what was said by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise.

The first paragraph of the minutes should have the following information:

- type of meeting (regular, special, adjourned regular, or adjourned special);
- name of the unit;
- date and time of the meeting, and the place, if it is not always the same;
- name of the presiding officer, officers present, committee chairs present, and those absent; and
- whether the minutes of the previous meeting were distributed in advance, read, and approved as read or as corrected.

The body of the minutes should have a separate paragraph for each subject matter, giving the name of the person who made the motion, and should show the following:

- specific wording of each motion;
- disposition of the motion (adopted or rejected); example: "Mary Smith moved that the unit spend \$200 for landscaping plants. The motion was adopted.";
- secondary motions that were lost or withdrawn; 50 American Legion Auxiliary Unit Guide
- all notices of motions (i.e., changes to constitution and bylaws which require prior notice before actual voting can occur); and
- all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for their ruling.

The last paragraph should state the hour of adjournment. Additional rules and practices relating to the content of the minutes:

- The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly. (***Unless your President wants the seconder noted.*)
- When a count has been ordered or the vote by ballot, the number of votes on each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering “present” should be entered. If members do not respond on a roll call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote. If the chair voted, no special mention of this fact is made in the minutes.
- The proceedings of a committee should not be entered in the minutes.
- When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.
- When a committee report is significant or should be recorded to show the legislative history of a measure, the assembly can order it “to be entered in the minutes,” in which case the secretary copies it in full in the minutes.
- The name and subject of a guest speaker can be given, but no effort should be made to summarize their remarks.

Unit Permanent Records

It is the responsibility of the secretary to keep a permanent file whether by paper or electronically for the unit, which should include the following:

- unit charter and charter roll;
- complete membership lists for every year;
- individual membership applications, filed alphabetically, for everyone who is or has ever been a member of the unit;
- complete record of members lost by death, transfer, nonpayment of dues, resignation, or expulsion;
- record of individual member identification numbers;
- complete file of the local post and unit’s publications should be saved for history purposes;
- complete file of department’s current year bulletins;
- unit, district/county/council, department, and national constitutions of the Auxiliary;
- minutes of the meetings and officers’ reports; and
- correspondence file.

Taken from Unit Guide Book 2022. Available to download, or purchase, www.alaforveterans.org

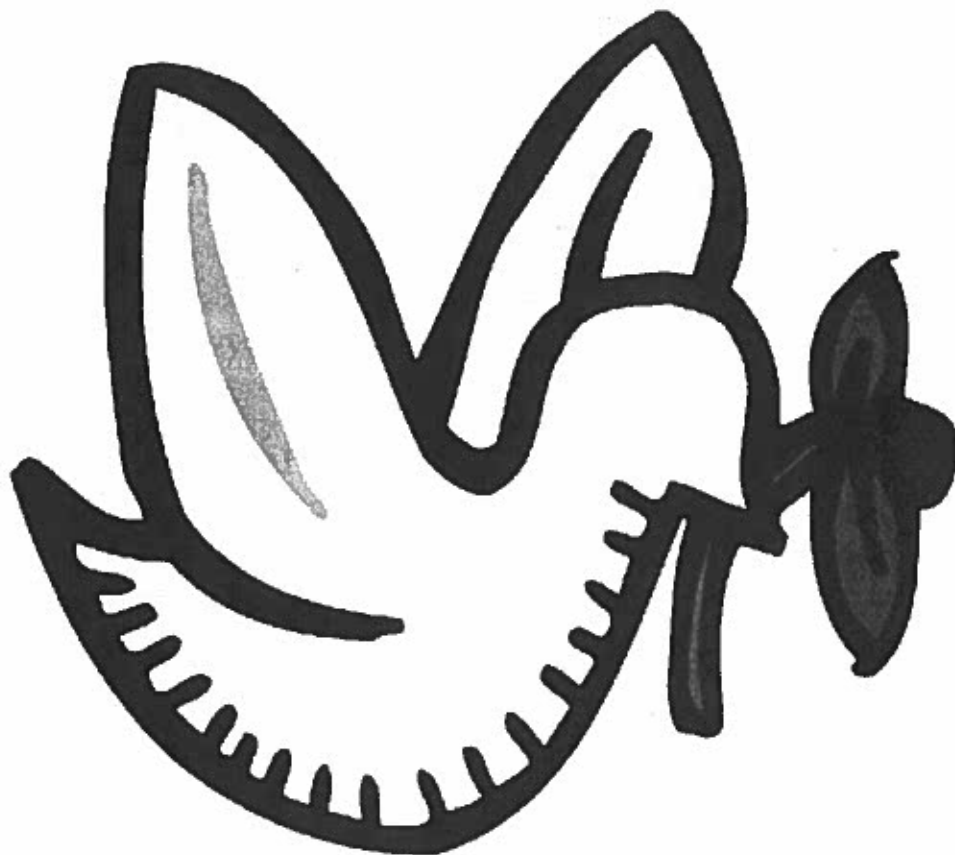
***Remarks in italics are those of Kim Post, Dept. Secretary*

If the Unit President would like more detail in the minutes taken, that is acceptable. It is up to the Unit President. Many times, those extra details are helpful.

I wish you all a successful Program Information Conference (PIC). If you have any questions, please feel free to contact me.

Kim Post, Dept. Secretary
deptsectyct@gmail.com 860-508-2086

Department of CT Chaplain Action Plan



By:
Department Chaplain, Lorraine Dixon
September 16, 2023
American Legion Auxiliary

ABOUT PRAYER

The Our Father contains all possible petitions; we cannot conceive of any prayer not already contained in it. It is to prayer what Christ is to humanity. It is impossible to say once through; giving the fullest possible attention to each word, without a change, infinitesimal perhaps but real, taking place in the soul.

Simone Weil

DEPARTMENT CHAPLAIN

The American Legion Department Chaplain expresses by word and action, our founding principle of service to God and Country and encourages all to celebrate diversity among people and faiths. I, as Department Chaplain, will provide spiritual and emotional guidance when needed or requested, always sending dignity and respect to the occasion. I am PROUD to serve as Department Chaplain, and grateful for this opportunity.

Programs and activities

- I shall:
1. Pray for the American Legion Auxiliary, its members and leaders, for success in carrying out our mission.
 2. Guide members through prayer experiences that are appropriate for the situation.
 3. Act as spiritual ambassador of the organization.

Through bulletins (Auxiliare) and other means of communication

- I shall:
1. Provide and promote emotional and spiritual support to the American Legion Family by sending emails, prayers, etc., to members throughout the year.
 2. I shall be responsible for all invocations, benedictions, and memorial services for deceased members at official meetings.
 3. Recommend educational materials that promote a spirit of unity and love.

CHAPLAINS

American Legion Auxiliary chaplains have compassionate hearts dedicated to service "for God and country". They help members connect with God and act as spiritual guides in the practice of prayer and service.

Chaplains reach out not only to The American Legion Family, but also to all of those with needs in their communities, states, and nation.

Chaplains at the unit, district, department, and national levels serve alongside their fellow members and are called upon to pray at gatherings and to lead services such as memorials for our fallen soldiers and deceased members.

They energize the hearts of Auxiliary members and foster selflessness as they serve veterans, the military and their families.

PURPOSE STATEMENT

To express, by word and action, our founding principle of service to God and country.

PRACTICAL SERVICE

As Department Chaplain, I am responsible to "live" the purpose statement in practical ways by writing spiritual reflections for the Auxiliare, offering prayers at events, and sending words of encouragement for spiritual stamina to our Department President.

Keep me as the apple of the eye,
hide me under the shadow of thy wings
Psalm 17:8

CHAPLAIN'S BOOK OF PRAYERS

I would like to encourage all units, and districts, to think again this year of presenting their "Book of Prayers."

At convention (July), I will proudly award the MARY E. HINDSLEY AWARD to the Unit presenting the best "Book of Prayers." I will proudly award the BETTY JANE BERGSTROM AWARD to the District presenting the best "Book of Prayers"

So Units and Districts start collecting and saving your prayers throughout the year.

Completed books of prayers will be submitted to me. I will select 3 past Department Presidents to judge the Books of Prayers submitted to me by May 10, 2024.

Lorraine Dixon, Dept. Chaplain
5 Hemlock Road
Prospect, CT 06712-1827
Phone # 203-758-5443
e-mail: dixonlorraine@aol.com

HOW IS A PRAYER BOOK MADE?

The unit and the district chaplains do not make the Prayer Book alone. It is a collection of prayers, devotional thoughts and poems that mean something special to said member. The Chaplain and members may write their own prayers or devotional thoughts for the book. All members may be asked to give the unit or district chaplain something for the prayer book.

The chaplain may want to type the material she receives. She may want to add pictures that go along with the prayer, devotional thought or poem. She may decide to use some of the decorative paper that is currently available. Making a prayer book is a delightful job. Be sure to enjoy every minute of it.

The next page will reveal suggested rules for submitting a prayer book. Remember, if you do not wish to submit an entire prayer book, at any time please send me any prayer, devotion or thought that you would like me to share with others.

SUGGESTED RULES FOR THE PRAYER BOOK

1. The book cover should be one bought from National Emblem Sales with the Auxiliary emblem on it.
2. The book cover can be a three ring binder and decorated.
3. Prayers, devotional thoughts, and poems are to be collected from members.
4. The book must be typed, handwritten or a mixture.
5. Pictures may be used.
6. The book must contain the Pledge of Allegiance and Preamble to the Constitution.
7. The book must contain cover page with Chaplain's name, address, Unit or District number.
8. The book must have a dedication in the front.
9. For judging, a point system will be in place. Points will be awarded for neatness, grammar, content, a cover page, the Pledge of Allegiance, and the Preamble.

It is suggested that you make two books (not a rule), keeping one and submitting the other.



AMERICANISM - PROGRAM INFORMATION CONFERENCE

2023/2024

AMERICAN LEGION AUXILIARY

Eileen D'Andrea, CT Department Chairman

11 W. Center St., Southington, CT 06489

203-621-4258 Edandrea72@yahoo.com

The fundamental value of the American Legion Auxiliary is showing respect for our country and our nation's flag.

Purpose: The purpose of the Americanism program is to promote patriotism and responsible citizenship. (*Standing Rules #6 Core National Standing Committees*)

A quick glance at what Americanism objectives and projects you can strive to support:

- Americanism Essay Contest
- Patriotic Observance holidays- share the list with your schools
- Let's be right on Flag Etiquette
- Promote Star Spangled Kids (Education of the U.S. Constitution)
- ALA Girls State/ Girls Nation
- Support American Legion with their Americanism programs
- Support Wreaths Across America
- Join ALA's Americanism Facebook Group

These are all topics to research online at ALA website:

<https://member.legion-aux.org/Member/Committees/Americanism/Get-Involved-Americanism>

Be knowledgeable on flag history, etiquette, and proper disposal methods, and promote the observation of patriotic holidays so your community will look to the ALA for information.

- Work with The American Legion to increase respect for the flag in your community, including the proper way the American flag should be flown.
- At schools and organizations, teach proper handling, displaying, and respect for the American flag, as well as our National Anthem, and the Pledge of Allegiance.
- Organize a patriotic holiday event or volunteer for local patriotic events in **Auxiliary attire** and network with prospective members.
- Sign up at <https://www.legion.org/flag/246720/sign-american-legion-flag-alerts> to receive notifications on when to display the flag at half staff.
- Contact and ask state and federal government representatives to support the flag amendment. To find your representatives, visit <https://www.usa.gov/elected-officials>.
- Encourage members to participate in and utilize Wreaths Across America patriotic curriculum. For more information, visit <https://learn.wreathsacrossamerica.org/teach>.
- Recruit others to support the flag amendment by explaining what it is and why it is important. Sign up for The American Legion's legislative action alerts and follow the flag issues.
- Work with schools and organizations to promote Star Spangled Kids. For more information and resources, visit <https://member.legion-aux.org/Member/Committees/Americanism/How-to-Promote-Star-Spangled-Kids.1>



Increase participation in the Americanism Essay Contest. (See deadlines in this packet)

The Americanism Essay Contest topic for 2023-2024: **"What Does Freedom Mean to Me?"**

- Encourage Junior members and family members to participate in the essay contest.
- Work with school administrations to identify guidance counselors, and English and history teachers whose students would be interested in participating.
- Contact youth organizations to identify potential youth for participation in the contest.
- Provide all interested students with information packets explaining contest rules, deadlines, topics, and award opportunities.
- For details on the Americanism Essay Contest, visit <https://www.legion-aux.org/americanism-essay-contest>.

Participate in the promotion of The American Legion Americanism programs.

Support American Legion Baseball:

- Support, sponsor, or donate to an American Legion Baseball team.
- Assist with the logistics of transportation, concession, and statistics for the teams.
- Contact local sports shops and ask if they would be willing to make donations toward a fundraiser or offer a discounted price to purchase needed items.
- Attend events **in Auxiliary attire** and network with prospective Legion Family members.
- For more information and resources, visit www.legion.org/baseball.

Support the Oratorical Contest:

- Help prepare your post home to sponsor a local or district contest.
- Volunteer to assist as a judge or timekeeper.
- Offer to help with refreshments.
- Provide transportation for candidates.
- Help recruit candidates at local schools and community organizations.
- Attend events **in Auxiliary attire** and network with prospective Legion Family members.
- For more information and resources, visit www.legion.org/oratorical.

Support Junior Shooting Sports, which promotes gun safety and marksmanship training for youth:

- Volunteer to help out with scoring, supervision, or transportation.
- Assist in fundraising for events.
- Help recruit candidates at local schools and other organizations.
 - Contact JROTC.
 - Contact Civil Air Patrol Cadets.
- Attend events **in Auxiliary attire** and network with prospective Legion Family members.
- For more information and resources, visit www.legion.org/shooting.

Resource: Alaforveterans.org (<https://www.legion-aux.org>)



Patriotic Days of the United States of America

- President's Day – 3rd Monday in February
- Armed Forces Day - 3rd Saturday in May
- Memorial Day - The last Monday in May (half-staff until noon)
- Flag Day / Army Birthday - June 14th
- Independence Day - July 4th
- Coast Guard Birthday – August 4th
- POW/MIA Day – 3rd Friday in September
- Patriot Day - September 11th
- Constitution Day - September 17th
- Air Force Birthday – September 18th
- Navy Birthday - October 13
- Election Day - Tuesday following the first Monday of November
- Marine Corp Birthday – November 10th
- Veterans Day - November 11th
- Pearl Harbor Day – December 7th
- Bill of Rights day – December 15th
- Space Force Birthday December 30th

Do not forget to Look up these holidays and read all about them and why we recognize these days as special days to remember and share what you have learned.

I compiled this list to include in student's gift bag during Covid when we, in Southington, distributed activity bags for all students. They were very well received!



Americanism Essay Contest flow chart of deadlines 2024

Units send essay form to schools.

Contact your board of education in your town. They all now have email, and the BOE can send out the form and instructions for teachers to print and distribute. So you will not have printing costs. I recommend at least 2 months before your deadline, as teachers need to fit this into their curriculum.

Distribute essay cover sheet and instructions **with requested return date***

**(Be sure to give yourself at least 2 weeks to read all submissions,
Recommended Unit deadline *no later than* March 1, 2024. Sample letter to the Board of Education is available for your use. Just contact me)**

Units select from submitted essays.

Send to **department chairman** by requested date: **MARCH 15, 2024**

Edandrea72@yahoo.com (be sure to put **Americanism** in the subject line)

Department chairman and committee selects from submitted unit essays then
sends winners to **National division chairman** by **April 15, 2024**

Division chairmen determine winners then send to National Americanism Committee members

****Deadlines determined by unit and department chairmen***

Note: I also can share sample congratulation letters to student winners and thank you notes to any teachers involved. Just call me, text me or email me. Please label the subject line Americanism in emails.

- Americanism link to National website for ideas and inspiration!

<https://member.legion-aux.org/member/committees/americanism>

Much of what is on the first pages can be found on this website above.

Please do not hesitate to call, text or email me. I would be happy to help you in any way that I can. I look forward to working with everyone and look forward to getting Connecticut noticed for our awesome participation!



**AMERICANISM ESSAY CONTEST
2024 Cover Sheet**

Each year, the American Legion Auxiliary (ALA) sponsors an Americanism Essay Contest for students in grades 3-12, including students with special needs. Grade levels are divided into six classes. One award in each of the six classes will be presented in each division. Winners will receive \$50 and a \$50 donation in the student's name will be made to the Children of Warriors National Presidents' Scholarship fund.

Essay Title: *“What does Freedom mean to me?”*

Essay Classes:

Class	Grade Level	Word Requirement
I	3 and 4	150-250
II	5 and 6	250-300
III	7 and 8	350-400
IV	9 and 10	450-500
V	11 and 12	450-500
VI	Students with special needs	Word count should correspond with student's grade level.

Essay Checklist:

- Class competing in _____
- Sponsoring ALA unit _____
- Typed or neatly written essay conforming to the word requirement for class
- Completed essay coversheet as first page of essay
- Word count of essay _____
- Due date for student to return to ALA unit _____

To Be Completed by the Student/Parent:

Student Name: _____

Address (Street, City, State, Zip): _____

E-mail Address: _____

Phone: _____

School Name: _____

School City/State: _____

Teacher Name and Signature: _____

Auxiliary Use Only (Must be completed for entry to be considered.):

Sponsoring Unit Name/Number: _____

Signature of Unit Americanism Chairman: _____

Unit winner due to Department on: _____ Department: _____

Signature of Department Chairman: _____

Department winner due to National Americanism Division Chairman by April 15, 2024

ALA Department of CT Children and Youth Program 2023-2024

**Chairman Ruth Morgan Email- morgan71676@gmail.com Phone
203-215-9236 .**

Ladies lets rev our engines to help our children in the community and in the military.

September our children go back to school. Contact your local school to see if any children need any supplies and also contact your local library to see if they could use books in their children's section. Do a book drive.

Also contact your local churches, homeless shelters and food pantries to identify any one especially our veterans and their families to see if they have any special needs. Other things you can do at your post for children is plan a Christmas party or easter egg hunt or family movie night etc.

April is Children and Youth Month- Every year for over 30yrs our departments join together for our Annual American Legion Family Walkathon for Ct Childrens Medical Center which all proceeds go to the hospital. All districts have a walkathon site. Envelopes will be given out at Mid-Winter Conference. Each site picks a date and place to walk. To receive a t-shirt, you only need to raise 25.00 dollars but please try to raise more because it helps our children. It is a great time to have comradery with auxiliary & legion members also include your juniors and sons of legion to come too. If you can't walk just come to have fun. When I know dates and places, I will put in Auxiliare.

April 15th is Purple Up Day. Wear Purple to support our Military Kids. Please promote Good Deed/Youth Hero Awards for Children in your communities. The awards are a fill in sheet on the Children& Youth Page on ALA for Veterans Website.

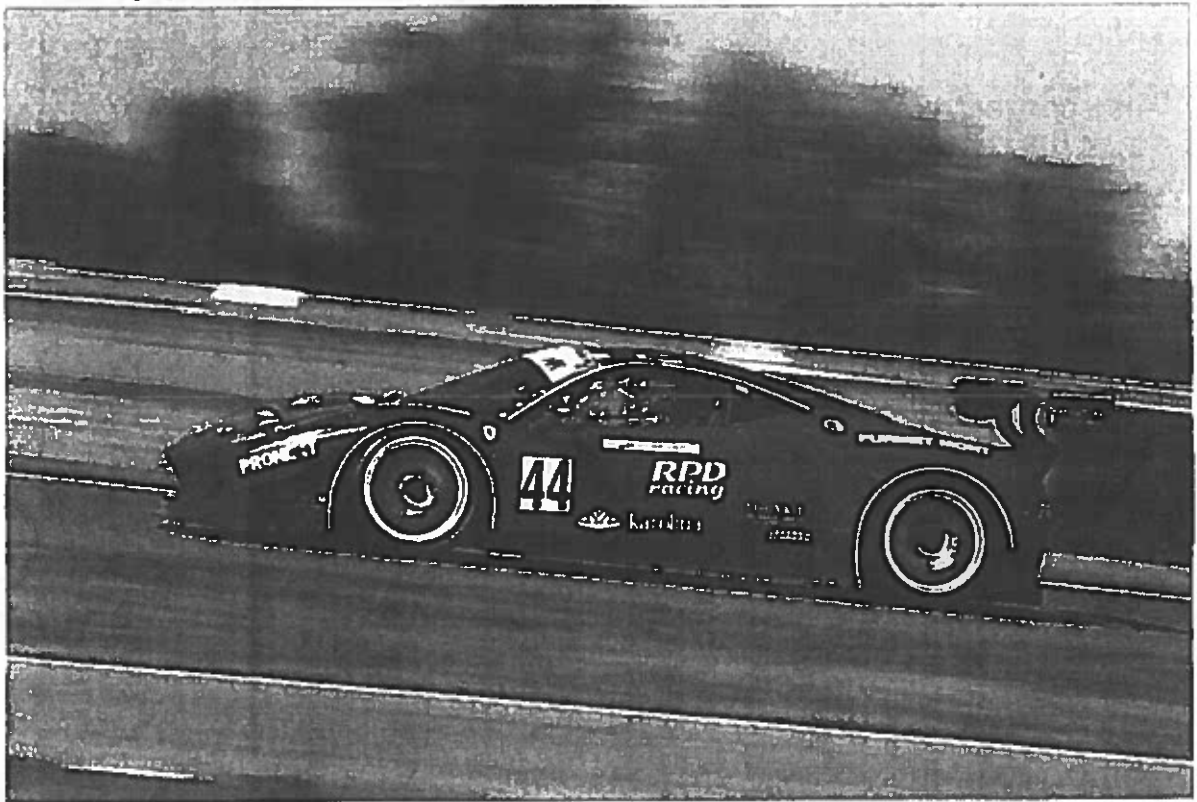
Also go to ALA Website for Halloween Coloring Books to give to children in your community.

I need to submit my Department C&Y Report to my National and Divisional Chairman by May 15th 2024 so I want your reports to me by May 10th 2024.

My committee members are Kristen Jones-Child Welfare Foundation

Rita Barysiski- Military Children

So let's get moving to help our Children



Chairman

Ruth Morgan



2023-2024

Let put on our thinking caps on what we can do

- Do a toy run
- You can have a food drive all year around
- Collect winter coats for the needy
- Reach out to the elderly to see if there ok
- Ask if they need something at the store
- Have a cleanup day for people who need help
- Cut the grass
- Shovel snow
- Rake leaves
- Do the kid walk
- Make a post card to thank people for flying our flag or the proper way to dispose of ripped or worn flags
- Have a yard sale to raise money to buy food for the soup kitchen
- Volunteer at your church, library, soup kitchen or hospitals
- Some make a garden in their community for the food pantries or the soup kitchen
- Have a teen dance to raise money
- Have an egg hunt
- A charity sport event
- Do a play or concert
- Sponsor a supper

- A neighborhood clean up
- movie night to raise money
- Make a date night supper for parents
- Collect socks for shelters
- Collect supplies for schools like binders, paper, pens, pencils, sharpeners, rulers, and crayons and other items.
- Reach out to the elderly to see if there ok
- Ask if they need something at the store
- Have a cleanup day for people who need help
- Cut the grass
- Shovel snow
- Rake leaves
- Do the kid walk
- Make a post card to thank people for flying our flag or the proper way to dispose of ripped or worn flags
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- Sponsor a supper
- A neighborhood clean up
- A movie night to raise money
- Make a date night supper for parents

Community Service Committee 2023-2024

Chairman: Janet Young 860-928-7736

Team Leaders:

Member: Raelene Miller 203-378-4016

North East: Kim Post 860-508-2086

Member: Barbara Pippin 860-684-4485

South East: Patty Krajewski 860-884-0236

South West: Phyllis McCoy 203-873-0775

North West: Sheri Della Vecchia 860-877-4524 (#72)/Sandra Cruz: 203-217-6755

AMERICAN LEGION AUXILIARY

A Community of Volunteers Serving Veterans, Military, and their Families
Hayes-Velhage Unit 96 P.O. Box 331671 West Hartford, CT 06110-1671

Dear American Legion Auxiliary Units,

I am Elaine Kotler of Hayes-Velhage Unit 96 of West Hartford. I have been appointed by Department of Connecticut President Jenn McCleod as the Chair of Education. I am a teacher of 20+ years in secondary schools, both middle school and high school and adjunct faculty at Manchester Community College. I look forward to an exciting year sharing ideas, both give and take, reflecting on what we did last year and towards future activities this year.

As the new school year approaches, we have an opportunity to make a positive impact on the educational environment. My first initiative is to establish connections with our local schools to create opportunities for collaboration and support. As a teacher, I get a Welcome letter from my Superintendent every Fall, filled with "Let's have a great year" sentiments. I would like each unit to send the attached two letters to the Superintendent of their school district. One letter is a request to the Superintendent to share the second letter with the Faculty and Staff in the district. Personally, I would much more appreciate a letter from an outside agency, such as the ALA, that expresses support for all those working in the schools, administrators, teachers, counselors, paraprofessionals and other support staff, than the requisite letter from my Superintendent. The letter for the Faculty and Staff is not just for teachers, as I understand the value of all personnel inside a school that is necessary for the success of the school and their students.

Feel free to write your own letter, make any changes to the ones enclosed, and/or send to private/parochial schools you may have a connection to. Let's spread the word that the American Legion Auxiliary supports Education and all those involved. Let's foster a culture of collaboration as education is a collective effort, and collaboration among teachers, students, parents, and administrators is crucial for success. Encourage collaboration and open communication within your institution. This letter will get our foot in the door, if not already there, for Laurel Girls State, the Americanism Essay Contest, the Poppy Poster Contest, and other scholarship opportunities for students.

Some ideas to keep in mind from the [ALA National Site](#), Education Committee Key Program Statements:

- To promote quality education for children, especially for military children, and adults
- To encourage schools to invite veterans to speak in their classrooms
- To provide scholarships for students who desire a college education
- To Support legislation that establishes new scholarship opportunities
- To support the Education program and scholarship opportunities of The American Legion

There is always the ongoing ***Give 10 to Education*** and looking to the horizon, American Education Week is November 13-17, 2023.

Please feel free to contact me at alaunit96ct@gmail.com with any questions, comments or concerns.

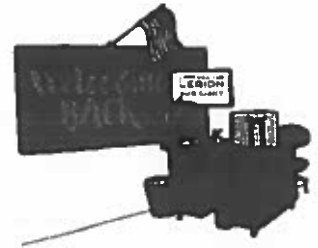
Regards,

Elaine Kotler
Chair of Education



**Education
American Legion Auxiliary
2023-2024**

**Elaine Kotler, Chair
328 Oakwood Avenue
West Hartford, CT 06110
(860) 232-9965
elainekotler@yahoo.com**



Education Department Chair Program 2023-2024

Purpose: The purpose of the Education Committee is to promote quality education for children—especially for military children—and adults. Standing Rule #6, Mission Outreach Programs.

Key Program Statements

- To promote quality education for children, especially for military children, and adults.
- To encourage schools to invite veterans to speak in their classrooms.
- To provide scholarships for students who desire a college education.
- To Support legislation that establishes new scholarship opportunities.
- To support the Education program and scholarship opportunities of The American Legion.

As the new school year approaches, we have an opportunity to make a positive impact on the educational environment. My first initiative is to establish connections with our local schools to create opportunities for collaboration and support. I suggest each unit personalize and send the attached two letters to the Superintendent of their school district. One letter is a request to the Superintendent to share the second letter with the Faculty and Staff in the district. The letter for the Faculty and Staff is not just for teachers, as I understand the value of all personnel inside a school that is necessary for the success of the school and their students.

Click on the hyperlinks and you will be asked to make a copy of the Google document for personalization. Please email me (elainekotler@yahoo.com) if you would prefer a Word document.

[Request to Superintendents 2023-24](#)

[Thank you teachers 2023-24](#)

Suggestions to support The Education Program

For more information click [here](#).

- **Volunteer:** Many education programs require hands-on support, such as helping with scholarship applications, mentoring students, or assisting with educational events.
- **Promote Scholarships:** The ALA offers scholarships for students pursuing higher education. Spread the word about these scholarship opportunities within your community, schools, and among eligible candidates. Encourage deserving individuals to apply for these scholarships. Click [here](#) for more information.
- **Donate:** Make financial contributions to the ALA's education programs. Donations help fund scholarships, educational materials, and events. Even a small donation can make a difference in supporting educational opportunities for veterans, their families, and young people.
- **Participate in Fundraisers:** Many American Legion Auxiliary units organize fundraising events to support their programs. Participate in these events or help organize them to raise funds specifically for education initiatives.
- **Advocate for Education:** Raise awareness about the importance of education programs for veterans, military families, and young people. Advocate for policies that support educational opportunities for these groups.
- **Mentorship:** Offer your expertise and mentorship to students or veterans seeking guidance in their educational pursuits. Sharing your knowledge and experiences can be incredibly valuable to those navigating their education journey.
- **Attend Workshops and Seminars:** American Legion Auxiliary units often organize workshops, seminars, and educational events. Attend these events to stay informed about the latest developments in education programs and to network with others who share similar interests.
- **Collaborate:** Partner with local schools, colleges, and educational institutions to create joint initiatives that support veterans, military families, and young people in their educational endeavors.
- **Share Resources:** If you come across resources, such as books, study materials, or online courses, that could benefit education programs, consider donating or sharing these resources with the American Legion Auxiliary.
- **Spread Awareness:** Use your social media platforms, community networks, and personal contacts to spread awareness about the American Legion Auxiliary's education programs. The more people know about these initiatives, the more support they can receive.
- **Collect:** Collect school supplies for American Legion Auxiliary Give 10 to Education. For more information click [here](#).
- **Appreciate:** Spread the love to teachers and students throughout the year.
 - November 13-17, 2023: American Education Week
 - April 15: [Purple Up! Day](#) for Military Children
 - May 6-10, 2024: Teacher Appreciation Week (click [here](#) for card)

Remember that every little bit of support can make a difference in promoting education for veterans, military families, and young individuals. By actively engaging with and supporting the American Legion Auxiliary's education programs, you contribute to the betterment of these communities and the advancement of education for all.

Be sure to invite local media to attend any events or submit your own story! A picture or an article in your local newspaper reminds your community that the American Legion Auxiliary continues to support education in our communities with pride.

2023-2024 National Education Program Awards Deadlines and Submission Requirements

Share a favorite story about the positive impact you or someone you know has had on our mission! Your story may inspire another member into service. It also helps us tell the world who we are, what we do, and why we matter.

Here are the National Awards for the Education Committee:

Unit Award: Most Outstanding Unit Education Program (per division)

- All unit entries must be submitted by the department chairman via electronic form by **June 1, 2024.**

Click here for National Awards Form Link (link will be updated when provided on www.legion-aux.org)

Department Award: Best Department Education Program (per division)

- All department entries must be submitted by the department chairman via electronic form by **June 1, 2024.**

Click here for Department Awards Form Link (link will be updated when provided on www.legion-aux.org)

Please note – when applicable, unit and department deadlines differ.

Questions? Contact Education@ALAforVeterans.org



**American Legion Auxiliary
Give 10 to Education
Suggested Donation Items and
Tracking Sheet**

Suggested Item	Quantity	Monetary Value
Books		
Backpack/Book bag		
Loose Paper		
Notebooks		
Folders		
3-Ring Binders		
Pencils		
Pens		
Erasers		
Highlighters		
Crayons		
Colored Pencils		
Markers		
Pencil Box/Pencil Case		
Scissors		
Glue/Glue Sticks		
Ruler		
Calculator		
Craft Supplies		
Kleenex/Paper Towels		
Hand Sanitizer		
Disinfecting Wipes/Baby Wipes		
Mentoring/Reading		
Donation to School		
Donation to Library		
Donation to Scholarship		
Clothing		
Patriotic Item		
Sports Equipment/Games		
Box Tops 4 Education		
Totals:		

Resources: (click on resource for hyperlink)

- [My Auxiliary Member Portal Education Committee](#)
- [Box Tops for Education](#)
- [How to Organize a Veterans in Community Schools Event](#)
- [A Member's Role With National Scholarships](#)
- [The American legion Scholarships page](#)



Looking for ideas?

ALA Committee Facebook Groups are spaces on the social media network for ALA members to discuss or share about broad or narrow topics related to each committee. Groups provide an arena for organic discussion about your local programs or services and present the opportunity to cultivate brand awareness.

This is a place to share service activities and events, ask questions, obtain information, and network for those interested in the American Legion Auxiliary Education program.

Click [here](#) for American Legion Auxiliary Education Program Facebook page.

AMERICAN LEGION AUXILIARY

A Community of Volunteers Serving Veterans, Military, and their Families

Dear Superintendent of (School/District),

As a new school year begins, American Legion Auxiliary Unit # wants to take a moment to extend our warmest wishes to your faculty and staff for a successful 2023-24 school year.

The American Legion Auxiliary supports Education and all those involved. We wish to foster a culture of collaboration as education is a collective effort, and collaboration among teachers, students, parents, and administrators is crucial for success. We encourage collaboration and open communication within your institution.

We ask that you share the enclosed letter with administrators, teachers, counselors, paraprofessionals and other support staff. We want to express how we value all personnel inside a school that is necessary for the success of the school and their students.

Regards,

[Your Name]

American Legion Auxiliary #



AMERICAN LEGION AUXILIARY

A Community of Volunteers Serving Veterans, Military, and their Families

Dear Faculty and Staff of (School/District),

As a new school year begins, American Legion Auxiliary Unit # wants to take a moment to extend our warmest wishes to each and every one of you. Your dedication, passion, and commitment to education play a vital role in shaping the lives of countless students. Your tireless efforts in imparting knowledge, fostering growth, and nurturing young minds are truly commendable.

May this new school year be filled with inspiration, creativity, and opportunities for both you and your students. May you find joy in every breakthrough, fulfillment in every accomplishment, and resilience in every challenge. Your enthusiasm and unwavering support make a lasting impact on the lives of those you reach.

Remember that you are not alone in this journey. The American Legion Auxiliary and the broader education community stand behind you, offering their support and appreciation for your hard work. Embrace the strength of collaboration, share your expertise, and continue to empower the next generation with the gift of education.

May you thrive in vibrant spaces of learning, curiosity, and growth. May your students be engaged and nurtured with a love for knowledge. Your guidance and mentorship have the power to shape the future, instill values, and build a strong foundation for success. As you embark on this new academic year, we wish you boundless energy, patience, and wisdom. May you find fulfillment and joy in witnessing the progress of your students. Remember to take care of yourselves as well, for your well-being is crucial to your ability to inspire and lead.

Thank you for your relentless dedication and for being a pillar of strength in the lives of countless students. Here's to a successful and rewarding school year ahead!

With heartfelt wishes,
[Your Name]
American Legion Auxiliary #



2024 Laurel Girls State

Website: <https://www.alalgs.org/>

ALA Laurel Girls State is a program in Americanism. The American Legion Auxiliary in CT sponsored the first Laurel Girls State in 1944. The first Chairman/Director was Lillian Yerington, and it was at a time when WWII was raging. The economy relied on a female workforce and the “can do” attitude developed. Since then, the program has grown, and thousands of young women have participated. The aim of the program is civic responsibility. Most went on to careers other than politics but there are a few notables such as our current Lt. Gov. Susan Bysiewicz and Sen. Mae Flexer.

ALA Laurel Girls State aims are as follows:

- To prepare girls of high school age for a world where government touches our lives in many ways.
- To teach the principles of democracy in a representative form of government.
- To provide an atmosphere for teaching the duties, privileges, and responsibilities of citizenship.

Who can participate?

- Candidates must be Juniors in high school, intending to return to school for the Senior year.
- Students from public, private, parochial, and home-schooling programs are eligible.
- Candidates are to be evaluated based on their leadership abilities, interest in government, service to others, and academics.

2024 Dates TBA!

Estimated 2024 Program Cost: \$400 per delegate

For any further questions, please contact Chairmen/Director Jessica Abel.

Email: ctgirlsstate@gmail.com

(203)-710-6898

**Legislative Committee
2023-2024**

“I alone cannot change the world, but I can cast a stone across the waters to create many ripples.” *Mother Teresa*

The purpose of the Legislative Committee is to provide information and assistance to American Legion Auxiliary members so they may advocate for the legislative agenda of The American Legion.

National has provided several key legislative resources for members:

- American Legion Auxiliary Legislative Advocacy Guide. This guide is a great source of information to help each Auxiliary member become a competent and informed advocate. It includes tips on gathering information on legislation, making legislative contacts, and building relationships with legislators and their staff at all levels of government.
- The American Legion Legislative website, the American Legion Dispatch, the American Legion National Legislative Division Weekly emails, and the American Legion Legislative Action Alert sites. Here you will be able to receive notifications directly to you on important agenda items and hot topics to keep on the radar.

What can you do to support this Committee?

- Subscribe to the Legion’s Action Alerts to receive notifications of upcoming actions as well as be informed on current affairs.
- Learn the American Legion’s Legislative Agenda for the 118th Congress: Mental Health & Suicide Prevention, VA Healthcare Modernization, PACT Act (provide healthcare and compensation to toxic exposed veterans), Protection for Veterans from Predatory Actors, Concurrent Receipt (ending the unfair policy of forcing military retirees to forfeit retired pay to receive disability compensation), Guard & Reserve GI Bill Parity, GI Bill for Honorable Service, Support for our Afghan Allies, Military Quality of Life, Pay for Coast Guard, and Protection of the American Flag ... just to name the top priority
- Encourage members to take immediate action on topics outlined in the American Legion Family. Not only ask them to be vocal either with calls or letters but remember to report back.
- Encourage and empower members to be more knowledgeable to act on the American Legion’s legislative priorities. Each year the Legion “storms the Capital” in February to meet directly with our elected officials so they understand our priorities and we ask for their support and guidance to pass these priorities into law.

To learn who your current elected representatives are, you may use the website: <https://portal.ct.gov/SOTS/Election-Services/Find-Your-Town-Clerk-Registrar-and-Elected-Officials/Find-Your-Town-Clerk-Registrar-of-Voters-and-Elected-Officials>. This site will help direct you to your local elected officials as well as members in the State and Congress.

Make the biggest difference in your community by educating yourself on your current representatives in your local town along with your state senators/representatives. Every year is an election year and 2023-2024 is no exception. It only strengthens us when we are educated with the candidate's platforms, speak to them directly about what is important to the American Legion Family, and ask candidates and those currently in office to be educated on our agenda for our mission of supporting the Veteran, their families and active military. It's the perfect time to host a meet the Candidates Night in your community.

2023-2024 Legislative Committee

Chairman Laura Santino
42 Robin Hill Lane, Hamden CT 06518
203-248-1221 home / 860-572-5028 cell
ala2@laurasantino.com

Member Shannon Kuhta
118 Stearns Street, Bristol, CT 06010
860-770-9438 cell
slmkuhta1@gmail.com

National Security Program for 2023-2024

Purpose: The purpose of the National Security Committee is to promote a strong national defense.

Key Program Statements:

The ALA National Security program maintains and promotes a strong national defense by strengthening and supporting military service members and their families.

- Support active-duty military families by working with an installation Family Readiness Group (FRG). Contact the Family Readiness Center on your nearby military installation for more information.
 - First, let's demystify the lingo. FRG stands for "Family Readiness Group," and it is the focal point of family readiness in the U.S. Navy <https://ffr.cnmc.navy.mil/Family-Readiness/>.
 - The U.S. Army FRG is now known as the Soldier and Family Readiness Group, or SFRG <https://dcsg9.army.mil/safr/soldierfamilyreadiness.html>
 - In the U.S. Air Force, it's known as the Key Spouse Program <https://www.afpc.af.mil/Airman-and-Family/Key-Spouse-Program/>
 - The U.S. Marine Corps has the Family Readiness Program <https://www.marforres.marines.mil/Family-Readiness-Office/>
 - The Coast Guard has the Work-Life Program <https://www.uscg.mil/Family/>

- Collaborate with other like-minded organizations that also support servicemembers and their families:
 - **ASYMCA**
Donate to or volunteer at local Armed Services YMCA food pantries which support servicemembers and their families.
 - **Blue Star Families**
Blue Star Welcome Week — Supporters
 - **USO**
Volunteer with your local USO.
 - **Quilts of Valor Foundation**
Award a Quilt of Valor — quilts = comfort and healing
 - **Taking Care of Our People** ([defense.gov](https://www.defense.gov))

Raise awareness of POW/MIAs and the work being performed by the Defense POW/MIA Accounting Agency (DPAA) in the search for missing personnel.

- <https://www.defense.gov/Multimedia/Experience/POW-MIA/>
- Host events in honor of National POW/MIA Recognition Day on the third Friday in September.

- <https://dpaa-mil.sites.crmforce.mil/dpaaFamWebPosters>
- Post a POW/MIA flag at every meeting or event.
- If you or someone you know is related to a service member classified as Missing in Action, please consider donating mitochondrial DNA to assist identification processes. For more information, visit <https://www.health.mil/Military-Health-Topics/Health-Readiness/AFMES?type=Articles>.

Remember to support those families whose service members made the ultimate sacrifice.

- Work with like-minded organizations to support the families of servicemembers who died during service to our country:
 - American Gold Star Mothers
 - American Gold Star Families
 - Tragedy Assistance Program for Survivors

- Utilize Military OneSource resources to assist those you know in need.
<https://www.militaryonesource.mil/>

Deadlines/Important Dates

Year End Reports are due to me by May 1, 2024. Please send it to me via email or mail by that date.

49 Chestnut Street

Bristol CT 06010

Use the list of many ways we work the National Security program to send me a narrative of how your unit worked the program during the year and at the bottom put your Unit name and number along with the Chairman's name. Let strive for 100% reporting for the end of this year.

The Unit with the best report will be submitted to National.

Please send pictures as well sharing can be a great way to inspire others.

Rosemarie LaBossiere

National Security Chairman

roelaboss@gmail.com

860-508-7868

Committee Members:

Jessica Abel

Debra Knickerbocker

Past Presidents' Parley

Marie Delaney

alamariedelaney97@gmail.com

203-314-7410

Your Past Presidents Parley Care Bears are **“Celebrating Our Everyday Heroes”** this year. The purpose of the Past Presidents Parley Committee is to share the experience and knowledge of past auxiliary leaders with our future auxiliary leaders at every level, and are encouraged to promote mentoring opportunities for unit members. Past Presidents at all levels continue their support of the organization by accepting responsibility that the knowledge and wisdom of a past leader can make a difference. They are acting ambassadors of the organization. All Past Presidents should strive to strengthen each level of the American Legion Auxiliary organization and promote growth through positive actions. Please know that we are just tender heart cheer bears wanting to help. Please call or email us if we can help and think of us as friend bears.

Past Presidents Parley Memorial Education Grant

The purpose of the Past Presidents Parley Education Memorial Grant is to assist deserving students who are furthering their education. Fundraising efforts are to provide educational grant benefits to individuals entering or attending classes after obtaining a high school degree. Any member who served as an ALA President at any level is strongly encouraged to donate \$2.00 or more to the PPP Educational Memorial Grant fund, as well as, all units and individual members who value the importance of

supporting our veteran's family member, who is in need of educational financial assistance.

Donation Slip

Date _____

Unit Name And Number or Members Name:

Enclosed is a check for: Past Presidents Parley Education Grant Fund \$ _____

*****Please make checks payable to ALA Department of Connecticut noted on the memo line PPP Memorial Grant fund and mail to American Legion Auxiliary, Department of Connecticut, P.O. Box 266 Rocky Hill, CT 06067-0266.**

Poppy
2023-24

What is this program and what do we have it? To help raise awareness of the American Legion Family, educate the public on our mission, and to educate people about the sacrifices of our military service members. We do this by using the image of and the story of Flanders Field poppy.

The Poppy program has been a cornerstone of the American Legion Auxiliary for almost a century.

Each year thousands of poppies are distributed in exchange for donations to assist active military, veterans and their families. They can also be distributed throughout the year, although May is considered Poppy month. National Poppy Day is the Friday before Memorial Day- Any information needed can be obtained by going on www.ALAforveterans.org under Poppy Program.

The poppy is also promoted in many ways: Miss Poppy Contest, Poppy Poster Contest, and other poppy projects. And due to resolutions by the American Legion in 2013-14, we have greater flexibility to use the poppy in many ways. We are no longer limited to using crepe paper flowers and labels no longer need to be dated...Think poppy buttons, stickers, wreaths, holiday decorations and notecards.

1. Ideas on how to promote the Poppy program in your Unit:

- Contact local businesses in your area-permission is required to distribute poppies at specific locations

- Send thank you cards/notes to that location for allowing permission to Distribute.

- Contact schools in your area to help organize a poppy drive

- Wear a poppy to promote distribution and conversation

- Invite local veterans in your area to stand with Unit members during distribution days

- Print poppy informational materials to promote the Poppy program during distribution days

- Contact local newspapers and TV programs to advertise and photograph distribution days

- Write a Poppy Proclamation and invite your local legislative offices to announce the declaration of Poppy Days

- Display poppies at Unit functions such as meetings, fund-raising activities, etc.

2. Poppy Contest and Award

National Awards: (for full instructions, see www.ALAforveterans.org)

A. Poppy Poster Contest (see below)

B. Little Miss Poppy (age 6-12)

- There is no specific dress code or particular dress color for Miss Poppy
- Was a scrapbook submitted:?
- What did you share and do as Miss Poppy?
- Were newspapers/TV articles submitted as Miss Poppy?

C. Unit Award

- Most Outstanding Unit Poppy Program

D. Department Award

- Best Department Program

Department Awards:

A. Armandine P Labreche Award: Awarded to the Unit of 50 members or less reporting the best all-around Poppy Program

B. Grace M Ward Award: Awarded to the Unit 51-100 members reporting best all-around Poppy Program

C. Helen Lee Gilbert Award : Awarded to the Unit of 101 members or more reporting the best all-around Poppy Program

D. Unit Poppy Report Contest- \$5.00 cash award: Awarded to the Unit submitting the most interesting report as to the activities of the Poppy Program in 1000 words or less

E. , Miss Poppy Publicity Scrap Book- \$5.00 Cash Award

- Class One-Ages 6-10
- Class Two- Ages 11-15

F. Poppy Poster Contest- \$10.00 Cash Award

- *Class One- Grades 2 & 3
- *Class Two Grades 4 & 5
- *Class Three Grades 6 & 7
- *Class Four Grades 8 & 9
- *Class Five Grades 10 - 12
- *Class Six Special Education & Handicapped

3. Reporting

*Mid-Year reports are due to me no later than December 15, 2023. This will include all your Poppy Program activities since May 1, 2023.

*End of Year reports are due to me no later than May 1, 2024

*All Poppy Contests and Awards are due to me no later than May 15, 2024

4. Resources

A, ALA Poppy Program Guide: Expand Ways to Use the Poppy Symbol to raise Funds and Awareness. Available for download at www.alaforveterans.org

B. Poppy Poster Thank You cards. Available through Emblem Sales.

C. American Legion Auxiliary Unit Guide Book

D. Poppy seed Packets for Poppies Across America, can be purchased at America Meadows, www.AmericanMeadows.com 877-309-7333, or at local garden shops.

E. The National Poppy Facebook group, search "ALA Poppy"

F. ALA Poppy Coloring Book (available online at www.alaforveterans.org)

What Poppy Funds can and cannot be use for is as follows:

CAN:

1. For rehabilitation of veterans honorably discharged after April 1917
2. For welfare of veterans' families
3. For rehabilitation of hospitalized military personnel who require treatment in service Hospitals
4. For welfare of active duty military veterans and immediate families where financial need is evident
5. For the purpose of poppy kits and supplies to make symbolic poppies and poppy items to be distributed for donations.

CANNOT

1. Any general operating fund of Department, Unit or Post
2. Any commercial service project that does not benefit the welfare of veteran, active military or family
3. General maintenance of improvement projects of Post or Unit facilities
4. Investments-even those bringing profit to Unit or Post
5. POW/MIA projects
6. Memberships including other veterans groups such as Gold Star Mothers.
7. Contributions to ALA Emergency Fund, ALA Girls State or ALA Girls Nation
8. Flags or Flagpoles
9. Scholarships which do not restrict eligibility solely to military or children
10. Mileage, travel, fees, or costs incurred including ALA members, volunteers to attend any conference or event
11. Attire or uniforms used to promote or conduct any ALA Program activity

Julie Jenny
Poppy Chairman
33 Chestnut Hill Rd
East Hampton, CT 06424
(860) 937-7553
kapukirose@gmail.com

Role of a Parliamentarian

A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

Drafting and Interpreting Bylaws

Bylaws define the make-up, governance, rights and responsibilities of a given organization and its members. They also define specific rules, which may be unique to an organization, which can not be suspended, but must be adhered to.

Bylaws must be legislatively compliant with the laws governing the organization.

When a parliamentary authority has been adopted, such as the current edition of Robert's Rules of Order Newly Revised, the parliamentary authority provides clear definition of many of the rules of order and procedures which the organization does not have to try and recreate in the bylaws, except for those specific cases where there is a variance or when the organization does not want the rule to be able to be suspended.

Parliamentarians assist the organization in drafting and interpreting bylaws, specific to the needs of the organization. Working with the organization's legal council, the parliamentarian will ensure that the bylaws are legislatively compliant.

Parliamentary Opinions

Parliamentarians are often asked by organizations, "given our current bylaws and rules of order, how do we do this, or, what is the proper procedure to accomplish this objective?" The Parliamentarian will review the organization's governing documents and provide an opinion as to how to proceed within the rules.

Meeting and Convention Planning

Parliamentarians are often called upon to assist organizations in planning meetings or conventions. Most of the items that must be considered are listed on a checklist under the "Meeting Checklist" tab. In the planning for the meeting, the agenda will specify the proper sequence of events, but consideration must also be given to such things as proper protocol, say in the presentation or introduction of various attendees, opening ceremonies, seating, etc. The parliamentarian is of special use in the preparation of scripts for the chair, credentials reports and considerations, election forms and reports, and the processes in the consideration of motions and bylaw amendments.

Serving as Parliamentarian at Meetings

The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

HOW TO BE AN EFFECTIVE PARLIAMENTARIAN

Committee: Constitution & Bylaws

Contact Information for Questions: constitution&bylaws@ALAforVeterans.org or your department Constitution & Bylaws chairman

Step-by-Step Instructions:

- **BE IMPARTIAL** – The parliamentarian is much like an official in a game. She is to be impartial and make sure everyone plays by the rules. Similarly, as the official does not play the game, the parliamentarian does not exercise the same rights as a member. She does not make motions, debate, or vote, except by ballot.
- **KNOW THE RULES** – Just as a referee must know the rules of the game, a parliamentarian must know the rules of the organization and of the parliamentary authority. As the size of the group increases, so must the depth of knowledge of the parliamentarian. A department parliamentarian must know and understand bylaws, standing rules, and parliamentary procedure much better than a unit parliamentarian
- **PRESIDENT'S APPOINTMENT** – The president appoints the parliamentarian for her knowledge and skills, not as an honor or special appointment for a friend. The parliamentarian should be someone reliable and trusted to provide accurate advice for everyone on both sides of an issue. The president and parliamentarian should have a good working relationship.
- **VARIED ROLES** – The parliamentarian has a variety of duties before and during meetings with members, committees, officers, and boards. The goal is for the business to be handled properly and smoothly.
- **DUTIES BEFORE A MEETING** – Review the agenda with the president to be familiar with the business and possible problems that may arise. Review the bylaws and standing rules of the organization. Work with any committee members who request assistance in preparing reports for the meeting
- **DUTIES DURING A MEETING** – Preparatory work before the meeting should reduce the work necessary during the meeting. The parliamentarian should arrive early to counsel as needed. Have a copy of the governing documents at the meeting. Keep track of the motions to assist the presiding officer. Be as inconspicuous as possible. Provide advice when requested and communicate with the president tactfully and discreetly. Remain impartial and be prepared to cite references if needed. Be available after the meeting for further counsel.

- **DUTIES FOR A CONVENTION** – The duties of the parliamentarian for a convention include those listed for meetings. Also be prepared to advise convention committees such as resolutions, credentials, rules, and elections. Review the script with the presiding officer. Stay focused, steady, patient, and fair.

PARLIAMENTARY AUTHORITY – Any organization requires rules of operation. The most important should be the hardest to change. Typically, these include a Corporate Charter, Constitution and/or Bylaws, Rules of Order such as Robert's Rules, and Standing Rules. The Charter, Constitution, Bylaws, and Standing Rules are written specifically for a given organization. Those rules take precedence in governance. On matters not specifically addressed in those documents, the Rules of Order specified in the Bylaws are the parliamentary authority. This is usually the most recent edition Robert's Rules of Order, Newly Revised. A parliamentarian should spend time studying these rules.

- **HELP MEMBERS LEARN** – During your year of service as parliamentarian also consider working with members to educate them in parliamentary procedure. This can be as you counsel them in their roles or teach lessons to further develop their knowledge and skills.

- **DEVELOP YOUR KNOWLEDGE** – Good parliamentarians are always learning their craft. Invest in your knowledge. Resources are available through Emblem Sales, through parliamentary associations, and online.

Basic Parliamentary Procedure for a Meeting

Parliamentary Procedure refers to rules that help us maintain order and ensure fairness in business meetings. The rules ensure that everyone has a chance to participate, be heard, and help the group reach decisions.

Only one person may speak at a time. The president of the organization announces the order of business and calls on people to speak. Here is the general order of business for a meeting

Order of Business for a Meeting

1. **Call to order** – (President stands, strikes gavel) "This meeting of the _____ will come to order. Please stand and recite the Pledge of Allegiance led by _____."

Generally the president stands when talking and sits when someone else is delivering a report.

2. **Roll Call** – "The secretary will call the roll." (The president or secretary will announce the preferred way to answer roll call.)
3. **Reading of the minutes** – "The secretary will read the minutes of the last meeting." (Secretary stands, reads minutes, and then sits.) The president stands and asks, "Are there any additions or corrections? Pause for a moment. If not, they stand approved as read."

If there are corrections, the president asks them to be made and then says, "The minutes stand approved as corrected." (If someone questions the accuracy of the

minutes or the correction that has been proposed it may be necessary to take a formal vote to approve the minutes. This is usually not needed.)

4. **Treasurer's Report** – "We will now have the treasurer's report." The president sits, and the treasurer stands to report on the following: money received, money spent and the present balance. The president stands and says, "Are there any questions about the treasurer's report? Pause for a moment. If not, the report will be filed for audit." The treasurer hands a copy of the report to the secretary and sits down. (At the end of the year the auditors report is approved)
5. **Other Reports** – The president asks for the following reports:
Additional Officers' reports
Committee reports

If an officer or committee report requires action, usually the person making the report makes a motion at the end of the report. Committee recommendations do not require a second since more than one person decided to make the recommendation from the committee. The president then repeats the motion and asks for discussion.

In most cases, the committee members are voting members. However if they are not, a motion must be made to adopt their recommendations.

6. **Unfinished Business** – Something discussed but not decided at a previous meeting." Secretary, were there any motions postponed until this meeting?"

"Is there any other unfinished business? If not, we will proceed to new business."

7. **New Business** – Business not previously discussed.
"Is there new business to be brought before the club?"

Member 1: Madame President, I move that _____.

Member 2: I second the motion.

President: It has been moved and seconded that _____.

Is there any discussion?

After discussion is over . . .

President: All those in favor of (repeat motion), signify by raising your hand. All those opposed, raise your hand. Motion carries or fails.

"Is there additional new business to be brought before the group?"

8. **Adjournment** – The business portion of the meeting should be adjourned before the program and group building. "Is there a motion to adjourn?" Receive motion and second. "It has been moved and seconded the meeting be adjourned. All in favor say 'Aye.' All opposed, say 'No.' Meeting adjourned." (Tap the gavel.)

Conducting Business Using Motions

Main motion - Brings new business to the group and the motion is made while no other business is pending.

A member rises and asks for the floor:

Member 1: Madame President

President: Member 1

When the president recognizes a member, we say he/she has the floor.

Member 1: I move that we donate \$25.00 from our treasury to the _____.

Member 2: I second the motion. (Sometimes shortened to simply "Second.")

(A member doesn't have to be recognized to second a motion.)

President: It has been moved and seconded that we donate \$25 to the = _____. Is there any discussion?

Member 3: Since we learned today that we have only \$35 dollars in our treasury, I don't think we can afford to give \$25 this year.

Motion to amend (a Subsidiary Motion) – Changing the main motion

Member 4: I move that we amend the motion by substituting the words "\$25" with "\$15."

Member 3: Second

President: It has been moved and seconded to amend the motion by substituting "\$25" with "\$15." Is there any discussion? Hearing none, we will vote on the amendment. All in favor raise your hand. All opposed, raise your hand. The motion is amended. The amended main motion is now "I move that we donate \$15 from our treasury to the 4-H Foundation."

Is there other discussion on the main motion? (Pause to give members time to respond.)

Hearing none, we will vote on the motion to donate \$15 from our treasury to the _____.

All in favor raise your hand. All opposed, raise your hand. The motion passes. Treasurer, please write and mail a check for \$15 to the _____.

Is there other business?

Voting on motions – The President decides on the method of voting:

1. Voice vote: All those in favor, say "Aye/Yes." Those opposed, say "Nay/No."
2. By standing
3. By raising of hand
4. By ballot. This is done by distributing paper to each member, who writes "yes" or "no".
5. By calling roll and asking each person to say "aye" or "no."

Amending a Motion – An amendment can be amended in the following ways:

1. Adding a word or phrase.
2. By striking out a word or phrase.
3. By substituting a word or phrase.
After an amendment has been offered, seconded, and discussed, **only the amendment is voted on**. After it passes, the main motion must be voted on as

amended. If the amendment fails, the main motion must be voted on as originally stated.

Other Pertinent Rules about Motions

1. Only one main motion may be on the floor at one time. It must be postponed (to a certain time or indefinitely), referred to committee, or voted on before another main motion can be made. Motions to postpone or to refer to committee are subsidiary motions and can be offered to clear a main motion from the floor. Motions to postpone or to send to a committee require a majority vote to pass.
2. With the approval of the members who made and seconded a motion, it can be withdrawn from the floor without a vote.
3. If a motion doesn't receive a second, it dies (is no longer considered).
4. If debate on a main motion drags on and on, any member may call for the vote:

Member 1: Madame President, I move (or call) the previous question.

President: Previous question has been called for on the pending motion. If adopted, this will stop debate and we will vote on the pending motion. All in favor raise your hand. All opposed raise your hand.

The motion to call the previous question requires a second, may not be debated, and requires a two-thirds majority to pass. If it passes, a vote on the pending motion is taken immediately. If it fails, discussion continues on the pending motion.

Electing Officers

The most common nominating procedures are to either have a nominating committee make recommendations or to have members make nominations from the floor.

Nominations from the floor

As nominations for officers open, the members need to know who is eligible to be nominated, and also they need to consider who will work conscientiously in each office.

President: Nominations are now open for President.

Member 1: I nominate _____.

President: _____ has been nominated. Are there any other nominations?

Member 2: I nominate _____.

President: _____ has been nominated. Are there any other nominations? (pause)

President: Are there any other nominations? If not, nominations are closed.

* **Note:** After the nominations are closed, it is OK if for those nominated want to give speeches telling why they want to be elected.

President: Will the chair of the Nomination Committee please pass out the ballots?

The nomination committee can collect and count the ballots. The president should announce the results of the election for president and then announce that nominations are now open for Vice President.

Sources:

American Legion Auxiliary Program Action Plan

University of Illinois Extension

Opertec, INC

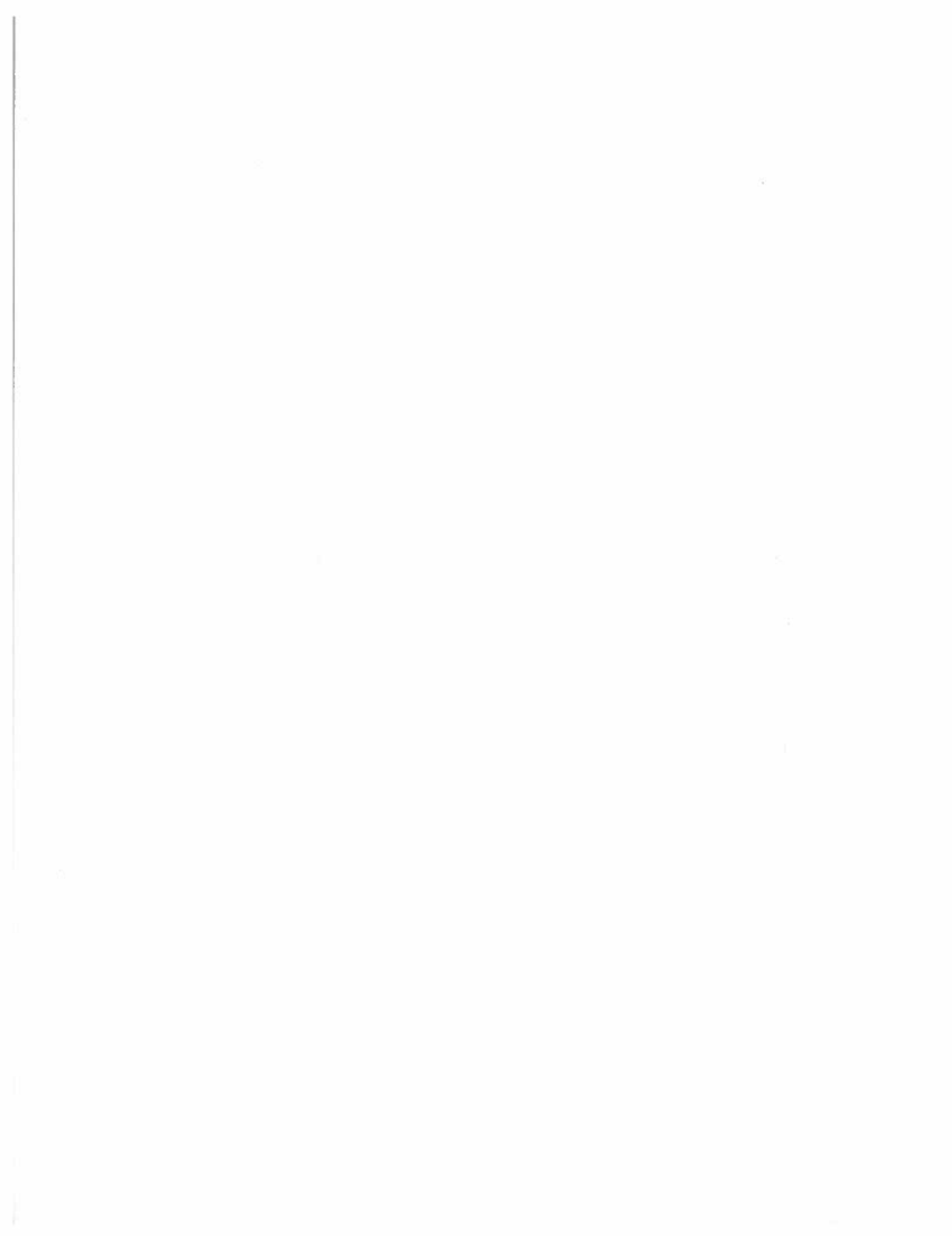
Sue W. Larsen

Parliamentarian

Sewl0526@gmail.com

860-644-8859

- **Hort
Corner**
- **Just
for Kids**



Auxiliary Emergency Fund

2023-2024

We never know what the future has in store for us. The Auxiliary Emergency Fund (AEF) is a grant assistance program through the National American Legion Auxiliary which provides temporary emergency help to eligible members who have suffered a significant financial setback as the result of an act of nature or other personal crisis. Funds are raised across the nation by units like yours and mine, so it is a true member helping member program. Let's do our part in helping to raise funds so no one in need is turned away. There have been so many natural disasters lately, flooding, hurricanes, wild fires and tornadoes to name a few that every donation does make a difference. Please think about donating \$1.00 per member in your unit or you can always make an individual donation. No donation is too small.

Remember that a crisis could strike at any time and it could be any one of us that might be in need.

Barbara McCarthy

AEF Chairman

860-739-5192

Committee Member

Denise Suprenant

Penny A Point 2023-2024

In Connecticut, we have a special program that is unique to our department! We call it Penny a Point, as a long while ago there were such things as coupons other than for food!

Whatever do you mean? Yes, actually little bits of cardboard found on the backs of some cigarette packages worked very much like "Box Tops for Education" work now. Our members would collect them (each worth a certain number of points), turn them in (after gathering a particular amount of points) and received items to then donate to support children's education.

Now, as these coupons no longer exist, our department adjusted the program to continue to support our Education Program and CT Child Welfare Program. The concept of "a penny a point" was introduced to raise money to support future generations. The points aspect of the program corresponds to pennies. Pennies? What could you raise if you are only counting pennies? You'd be surprised! Didn't you ever hear that simply saving pennies could add up in the end? Of course you have! So, we in the Department of Connecticut will continue to count our pennies (and points)!

To continue the Penny a Point program, we ask that each unit donate as much as they are able to help us reach a goal of \$1,000. We understand that there are many programs that the ALA runs, how we would all like to support each one financially, and how that just isn't realistic. If we work together, as we always have, we can make an impact on our children's future educational aspirations and work to build a better future for us all.

Ladies, let's rack up those pennies for our youth!

Raelene Miller
Chairman
203-544-3492
rae45mil@gmail.com

CONSTITUTION AND BYLAWS 2023-2024

The Constitution and Bylaws are the governing documents of the American Legion Auxiliary. They inform and educate our members of the importance and power of properly written documents, policies and procedures.

They should be reviewed yearly and updated, when necessary, to be in compliance with the National Organization and with the Department of Connecticut.

The objective of the committee this year is to make sure that every Unit has updated governing documents, which should be sent to the Department Office to be placed on file.

Guidelines

Constitution and Bylaws:

- Are the foundation of the organization
- Contain the most essential provisions relating to the organization, its name, purpose, leadership, officers, meetings, governing board, committees, parliamentary authority and amendments to prescribe structure change
- Are the law of the organization
- Should be revised, but not changed yearly
- Have direct bearing on the rights of members
- Should have a standard form and content
- Define the primary characteristics of the organization
- Prescribe how the organization is structured and functions
- Include all rules that are so important that they cannot be changed without prior notice

Standing Rules:

- Relate to details of administration for the organization
- May be adopted by a majority vote
- May be amended or rescinded at any regularly scheduled meeting with prior notification, by a majority vote, unless the By Laws stipulate otherwise, without prior notification by a two-thirds vote

Parliamentary Authority-The most recent edition of *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases that are not in conflict with state statute, the constitution, the by laws, or any special rules of order adopted by the organization.

Definitions:

- **Resolution:** An elaborate, formally written motion. A resolution may contain a preamble that lists the reasons for adoption. Each reason is listed in a separate paragraph starting with the word "whereas". A resolution must have at least one "resolved" clause that specifies the action or position being proposed.
- **Amendment:** Proposes a change to the Constitution, Bylaws, Special Rules of Order or Standing Rules. It is also used to modify a motion under consideration.

Resources:

The Department Constitution and By Law committee
The National* and Department Constitution, By Laws and Standing Rules
Policies and Procedures manual*
Unit Guide book*
Parliamentary Procedure*
*Robert's Rules of Order, Newly Revised**
Constitution and By Law page at www.alaforveterans.org
The ALA Department Operations guide at www.alaforveterans.org

*Available through Emblem Sales emblem.legion.org or from National Website at www.alaforveterans.org

If you have any questions please feel free to contact me.

Janet Jefford
Chairman
860-881-6270
Janet_jefford@comcast.net

Committee Members
Laura Santino
Gladys DiDia



T Together
E Everyone
A Achieves
M Membership

Welcome Racers to this year's Membership Drive!

Our theme this year is Muscle Car Rally – and each District has received their muscle car at Convention. We are racing around the state gaining membership! There are pitstops at local diners in each District area. There are Iditarod Checkpoints for goals we need to achieve that have been set by National for the Department and I am challenging you to achieve these goals within your Unit because if you do, then we all do. I will be tracking your progress on our racetrack.

District Muscle Car: Your leader and race official, I am a Chevy Corvette

- District 1 – 1968 Oldsmobile 442
- District 2 – 1969 Ford Mustang 429
- District 3 – 1968 Chevy Chevelle SS396
- District 4 – 1969 Dodge Charger R/T
- District 5 – 1968 Chevy Camaro
- District 6 – 1968 Chevy Bel Air
- District 7 – 1949 Mercury Coupe

The first District to achieve each of these goals, on or before the dates, will receive a ribbon/medal and \$25.

1. 75% Award – Checkpoint Rainy Pass, deadline 12/7/2023, Pearl Harbor Day.
2. 85% Award – Checkpoint Ophir, deadline 3/15/2024, TAL Birthday.
3. 95% Award – Checkpoint Unalakleet, deadline 5/24/2024, National Poppy Day.

The 100% Award – Checkpoint Nome, deadline 7/4/2024, Independence Day, will receive your muscle car trophy and \$100. This will be awarded to the District with the highest percentage of membership even if it is not 100% but I know you can get to 100%!!!

Your goal sheets for the year are included – and are we looking good – though National added one member per Unit, due to last year's set goal and so many Units achieving above their individual goal numbers, a tweak here, a tweak there – any Unit under 100% last year will **not** see an increase in their goal this year!!! If you were at 100% you got 1 member added. And if you exceed 100%, you start with the member number you closed out last year. So, we can achieve 100% this year – RIGHT!!!! I see the finish line calling you all to 100%.

Included in the packet is the awards information sheet from National that calls out these awards for our Department and also has information on additional Member and Unit Awards so please read about them and I am betting you will race your way into winning them!

There are some tools I hope you find useful in this packet as well. You will find some forms that you already received in your membership packet but I felt they needed repeating. There are some sample letters to assist you in reaching out to your members to renew and rejoin. There is a letter that I hope you will give to your Post for them to send out to all their members seeking their help in getting family members to join the Auxiliary. A form from National from a few years back that has ideas on how to engage your members to renew and a sample letter that you can tailor to meet your needs. A sample thank you certificate. You can get them premade or make your own but remember to thank your members for all they do! The welcome letter that you have received already but again good to mention. Don't forget about the blue cards that are so fast and easy to use when mailing out for renewals.

There are no mid-year reports to be done this year but of course we need to have your End of Year report and one is included in this packet. It needs to be returned to me by 4/30/24.

Remember – this is not my membership, it is not your membership, it is OUR membership year and OUR responsibility to renew, recruit and reach our goals. Your members work together to build your Unit; Units work together to build the District; Districts work together to build the Department. Together we can do it and I will be here for whatever you need, I am a phone call or email away.

Now I say to you all – Drivers Start Your Engines!!!

Janice Sentivany
Department of CT Membership Chairman / Sr. VP
860-416-4572, cell
1teuke@gmail.com



**AMERICAN LEGION
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F: (317) 569-4502

**ALA WASHINGTON, D.C.
OFFICE:**
1608 K Street NW
Washington, D.C. 20006
P: (202) 861-1351
F: (317) 569-4502

EMAIL:
alahq@ALAforVeterans.org

ONLINE:
www.ALAforVeterans.org
www.ALAFoundation.org

OUR MISSION:
In the spirit of Service Not Self, the mission of the American Legion Auxiliary is to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.

For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

*A Community
of Volunteers Serving
Veterans, Military,
and their Families*

Welcome to the American Legion Auxiliary!

Thank you for becoming part of the American Legion Auxiliary (ALA)! Here is an overview of who we are and what we do, but there is so much more about why we matter. We encourage you to take our free online orientation, "ALA 101," the first course in our ALA Academy. These online courses provide our members with information to help us better serve our mission. Log in today at www.ALAforVeterans.org/ALA-Academy.

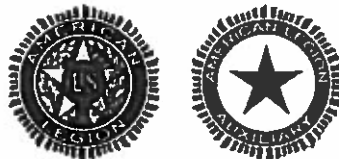
We have so much useful information available for members on the national ALA website. Accessing free information for members only is as easy as creating a username and password. Simply click on "Log In" at the top-right corner of our homepage at www.ALAforVeterans.org, and thousands of helpful resources are at your fingertips.



The American Legion is called a post, and the Auxiliary is called a unit. All ALA units are attached to a Legion post, taking its name, location, and number (e.g., John P. Hand American Legion Auxiliary Unit 250), but units are not obligated to meet at the Legion post. If the post is no longer active, a unit may continue to function as what's called a widow unit. Sons of The American Legion groups within Legion posts at the community level are referred to as squadrons.

A note about ALA membership dues
An American Legion Auxiliary member's dues are made up of three portions, representing the three levels of our organization — national, department (state), and unit. The dues amount listed on your renewal notice is a total of these three portions. Membership dues are paid annually and can be paid directly to your unit or by calling ALA National Headquarters at (317) 569-4570, or by logging in to your profile on the national website at www.ALAforVeterans.org and paying your dues online.

The Auxiliary membership year is January 1 to December 31. Members pay dues prior to the start of the upcoming membership year, and many units start collecting dues six months in advance.

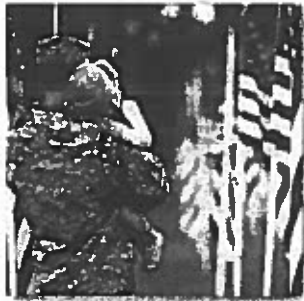


OUR RELATIONSHIP WITH THE AMERICAN LEGION

The ALA was founded in 1919 to support The American Legion, the largest organization of U.S. wartime veterans. Our mutual purpose is to make life better for our veterans, military, and their families. We work steadfastly, side by side, promoting patriotism and national security while supporting youth and advocating for those who have served our country.

ALA UNITS

The American Legion Auxiliary unit is where grassroots work of the Auxiliary takes place. There are almost 8,000 ALA units nationwide. At the local level,



UNIT OFFICERS

Each ALA unit has a set of officers. Your unit can tell you more about the members who hold these offices, along with their specific responsibilities. *The American Legion Auxiliary Unit Guidebook*, available at www.ALAforVeterans.org, also provides information about how a unit functions.

ALA NATIONAL PROGRAMS/ COMMITTEES

The following is a list of all national-level programs/committees in the ALA. Departments and units may have all of these programs, some, or additional committees included in their activities. Please visit www.ALAforVeterans.org for more information on ALA programs.

- ★ Veterans Affairs & Rehabilitation
- ★ Legislative
- ★ Poppy
- ★ Children & Youth
- ★ Community Service
- ★ Junior Activities
- ★ Education
- ★ Americanism
- ★ ALA Girls Nation
- ★ National Security
- ★ Membership
- ★ Auxiliary Emergency Fund
- ★ Leadership
- ★ Public Relations
- ★ Constitution & Bylaws
- ★ Finance
- ★ Risk & Compliance

FREQUENTLY ASKED QUESTIONS

What is The American Legion Family?

The American Legion Family is comprised of The American Legion, the American Legion Auxiliary, and Sons of The American Legion. The Legion Family also includes American Legion Riders, a program of American Legion Family members for motorcycle enthusiasts. While members of The American Legion Family are individually unique, collectively we are a multimillion-member powerhouse of caring advocates dedicated to service.

What are the advantages of American Legion Auxiliary membership?

The ALA is a remarkable organization with nearly 100 years of service to veterans and the nation's communities. In addition to the personal gratification

and rewards gained in voluntary service, there are many tangible benefits for members of the ALA. Members receive a complimentary subscription to the Auxiliary's national quarterly magazine and have exclusive access to a wide variety of discount services and supplemental insurance products. Members also have access to free classes, webinars, and trainings through the ALA Academy. The Auxiliary Emergency Fund is a national grant assistance program that provides temporary emergency help to eligible members of the American Legion Auxiliary who have suffered a significant financial setback as the result of an act of nature or other personal crisis.

What if I need to update my name and/or address? Can I do this online?

Members whose dues are current can create an account to log in to the MyAuxiliary area on the national website to update their mailing address, phone number, and email address at any time. For log-in assistance or a name change, email ALAMIShelp@ALAforVeterans.org.

I paid my ALA dues. Why haven't I received my membership card?

Units are to provide members their card upon payment of dues. Members who renew either online or by phone with national headquarters are mailed a membership card to the home address on file. Members can log in to their MyAuxiliary account online at any time to print a copy of their most current ALA membership card.

How do I find my member ID number?

New senior members receive a 'Thank you for joining' email or postcard after they join. Their member ID number is located in the body of the email or on the address label of the postcard. A member's ID number is also listed on the address label of their quarterly *Auxiliary* magazine. Members can email membership@ALAforVeterans.org to request their ID number. Members will need their ID number in order to create their online profile on the national website.


**AMERICAN
LEGION**
AUXILIARY

2024 MEMBERSHIP AWARDS

Member Award: Recruit 10

- **Award:** Special gift selected by the National Membership Chairman
- **Presented to:** Members who recruit 10 NEW Senior and/or Junior members
- **Deadline:** Members must be entered and paid in ALAMIS member database by June 1, 2024.
 - **FORMS** must be received at National HQ by June 5, 2024.
- **Materials and guidelines:**
 - Form can be printed from the ALA national Membership Committee page of the national website (www.ALAforVeterans.org). You must be logged in to the *MyAuxiliary* area to access the page.
 - One entry per recruiter.

Unit Award: 100% Unit Award

- **Award:** 100% Unit Flag Ribbon
- **Presented to:** Units that reach 100% of their 2024 membership goal by January 31, 2024.
- **Deadline:** January 31, 2024
- **Materials and guidelines:**
 - This award will be based on units that reach 100% of their reported goals by January 31, 2024 as verified by ALAMIS.

Note: Departments must submit unit goals to National Headquarters by September 1, 2023, to be eligible for the 100% Unit Award. These must be sent in a specific format which will be provided by NHQ. 100% Unit Flag Ribbons for winning units will be mailed to each department for distribution.

Unit Award: New Unit Award

- **Award:** \$25.00 check to be used for items the unit needs from Emblem Sales.
- **Presented to:** New units chartered between September 1, 2023 and July 31, 2024.
- **Deadline:** July 31, 2024.
- **Materials and guidelines:**
 - This award is automatically presented upon receipt and processing of new unit charter applications at National Headquarters.

Department Membership Goals: Department membership goals are based on each department's 2023 department goal PLUS one new member for every active unit as of the 2023 Mid-Winter NEC Meeting.

Department Award: 75% Award

- **Award:** \$75 to be used to advance the ALA mission
- **Presented to:** Departments reaching 75% of their 2024 department membership goal.
- **Deadline:** Pearl Harbor Day, December 7, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by December 7, 2023.

Department Award: 85% Award

- **Award:** \$85 to be used to advance the ALA mission
- **Presented to:** Departments reaching 85% of their 2024 department membership goal.
- **Deadline:** TAL Birthday, March 15, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by March 15, 2024.

Department Award: 95% Award

- **Award:** \$95 to be used to advance the ALA mission
- **Presented to:** Departments reaching 95% of their 2024 department membership goal.
- **Deadline:** National Poppy Day®, May 24, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by May 24, 2024.

Department Award: 100% Award

- **Award:** \$500 to be used to advance the ALA mission
- **Presented to:** Any department that has reached 100% of their department goal.
- **Deadline:** Independence Day, July 4, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 4, 2024.

Department Award: 102% Award

- **Award:** \$500 to be used to advance the ALA mission
- **Presented to:** Any department that has reached 102% of their department goal.
- **Deadline:** 30 Days Prior to National Convention, July 24, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 24, 2024.

Seating at National Convention: Seating at National Convention will be based on each department's percentage of their 2024 membership goal, from highest percentage to lowest.

	A	B	C	D	E	F	G	H	I	J	K	L
1	AMERICAN LEGION AUXILIARY, DEPARTMENT OF CT, MEMBERSHIP REPORT											
2	8.3.23		JR		MUSCLE CAR MEMBERSHIP RALLY							
3												
4	FIRST DISTRICT - HARTFORD COUNTY						SECOND DISTRICT :ICT- New Haven CTY					
5	15	UNIT	GOAL	2024	% OF GOAL	19	UNIT	GOAL	2024	% OF GOAL		
6	2	Bristol	5		0.00%	10	Seymour	1		0.00%		
7	23	Wethersfield	1		0.00%	17	Naugatuck	9		0.00%		
8	33	Plainville	4		0.00%	24	Derby	4		0.00%		
9	36	Windsor Locks	1		0.00%	45	Meriden	11		0.00%		
10	56	Glastonbury	2		0.00%	48	Guilford	4		0.00%		
11	68	Berlin	5		0.00%	50	Ansonia	1		0.00%		
12	72	Southington	15		0.00%	71	West Haven	5		0.00%		
13	80	Enfield	1		0.00%	73	Wallingford	1		0.00%		
14	96	West Hartford	3		0.00%	79	Madison	1		0.00%		
15	102	Manchester	9		0.00%	83	Branford	1		0.00%		
16	133	South Windsor	1		0.00%	88	Hamden	1		0.00%		
17	142	Harford	3		0.00%	89	East Haven	1		0.00%		
18	154	Enfield	3		0.00%	127	Orange	2		0.00%		
19	197	Marlborough	1		0.00%	165	Wolcott	30		0.00%		
20	209	Forestville	3		0.00%	174	Oxford	4		0.00%		
21	TOTAL		57	0	0.00%	187	Wallingford	2		0.00%		
22						194	Prospect	1		0.00%		
23						196	Milford	2		0.00%		
24						204	Southbury	1		0.00%		
25						TOTAL		82	0	0.00%		
26												
27												
28	THIRD DISTRICT - FAIRFIELD COUNTY											
29	9	UNIT	GOAL	2024	% OF GOAL	FOURTH DISTRICT - WIND/TOLL CTY						
30	12	Norwalk	23		0.00%	9	UNIT	GOAL	2024	% OF GOAL		
31	16	Shelton	1		0.00%	13	Putnam	9		0.00%		
32	60	Danbury	2		0.00%	14	Rockville	1		0.00%		
33	63	Westport	1		0.00%	19	Willimantic	2		0.00%		
34	74	Fairfield	5		0.00%	26	Stafford Springs	8		0.00%		
35	100	Bethel	5		0.00%	52	Coventry	3		0.00%		
36	140	Bridgeport	1		0.00%	91	Moosup	5		0.00%		
37	176	Monroe	3		0.00%	95	Hebron	5		0.00%		
38	177	Bridgeport	5		0.00%	101	Somers	3		0.00%		
39	TOTAL		23	0	0.00%	111	Woodstock	3		0.00%		
40						TOTAL		39	0	0.00%		
41												
42												
43												
44												
45												

	A	B	C	D	E	F	G	H	I	J	K	L
46												
47												
48												
49												
50	FIFTH DISTRICT -NEW LONDON COUNTY					SIXTH DISTRICT - LITCHFIELD COUNTY						
51	6	UNIT	GOAL	2023	% OF GOAL	5	UNIT	GOAL	2024	% OF GOAL		
52	4	Norwich	5		0.00%	20	Terryville	2		0.00%		
53	9	New London	1		0.00%	22	Thomaston	3		0.00%		
54	104	Taftville	2		0.00%	27	Litchfield	2		0.00%		
55	112	Montville	9		0.00%	46	Goshen-Crnwl	12		0.00%		
56	128	Niantic	13		0.00%	195	Oakville	2		0.00%		
57	138	Bozrah	1		0.00%							
58	TOTAL		31	0	0.00%	TOTAL		21	0	0.00%		
59												
60												
61												
62												
63												
64	SEVENTH DISTRICT -MIDDLESEX COUNTY					DEPARTMENT HEADQUARTERS						
65	9	UNIT	GOAL	2024	% OF GOAL		UNIT	GOAL	2024	% OF GOAL		
66	61	Deep River	3		0.00%	200	HQ	0	0	0.00%		
67	64	East Hampton	1		0.00%		TOTAL	0	0	0.00%		
68	66	Clinton	15		0.00%							
69	69	Portland	1		0.00%		DEPARTMENT TOTALS	76 Units				
70	103	Westbrook	5		0.00%		DISTRICT	GOAL	2024	% OF GOAL		
71	105	Cromwell	1		0.00%		1ST DISTRICT	57		0.00%		
72	113	Old Saybrook	1		0.00%		2ND DISTRICT	82		0.00%		
73	156	East Haddam	1		0.00%		3RD DISTRICT	23		0.00%		
74	206	Middletown	2		0.00%		4TH DISTRICT	39		0.00%		
75	TOTAL		30	0	0.00%		5TH DISTRICT	31		0.00%		
76							6TH DISTRICT	21		0.00%		
77							7TH DISTRICT	30		0.00%		
78							HDQTRS	0		0.00%		
79							TOTAL	283	0	0.00%		

RELATIONSHIP TO A VETERAN

When others ask if they are eligible for joining the American Legion Auxiliary do we have to stop and think just who is eligible. Especially, with it having changed a couple years back, we may remember the older version.

This is important because when we reach out to the Post or those who inquire, we want to be able to provide the correct information.

These are the following ways someone can be eligible to become a member:

- Mother
- Daughter
- Sister
- Grandmother
- Granddaughter
- Self – if a female Veteran, they can be a dual member.
- Male and female spouses of Veterans

Let's not forget that we are no longer a woman only organization but male spouses of Veterans can and have joined the ALA. We should welcome this new addition into our ranks.

The logo for the American Legion Auxiliary. It features the word "AMERICAN" in a smaller font above "LEGION" in a larger, bold font. A horizontal line is drawn under "LEGION", and the word "AUXILIARY" is written below the line in a bold font. To the left of "AMERICAN" are three horizontal lines representing the stripes of the American flag.

(This can be used as a letter or it can be modified and used as a Phone script starter conversation if you call a member)

Dear _____

I want to thank you for your membership (last year or whatever year they last paid) and see how things are going for you and your family.

We understand that everyone has financial and family obligations and have so many good causes they could choose to support, but I know you joined to honor a special veteran or service member. Even if you cannot be active in the Unit, your membership supports the mission and the veterans we serve. Can I assist you in renewing?

We value your membership and your time. We would love to see you at our meetings. However, if you are unable to attend, I would be happy to call you after the meeting and share what was discussed. I will keep you updated on upcoming events as well. Let's stay in touch. My telephone number is _____ and here is my email _____.

Thank you for your time and I hope to see you soon!

(your name)

Unit _____

The logo for the American Legion Auxiliary. It features the word "AMERICAN" in a smaller font above the word "LEGION" in a large, bold, serif font. Below "LEGION" is a horizontal line, and under that line is the word "AUXILIARY" in a bold, sans-serif font.

**AMERICAN
LEGION
AUXILIARY**

(Date)

Dear _____,

When you joined the American Legion Auxiliary, you chose to stand strong for Veterans, their families, and the community. You chose an organization that has supported and touched with kindness many Veterans and their families.

I know that you cared about the programs and activities of the American Legion Auxiliary. That is why I am inviting you to rejoin Unit#____. The dues for the Unit are \$____ for Senior members and \$____ for Junior members.

IF you are interested, please send your information to our Membership Chairman along with payment and we will get you back in action.

If you have any questions, please feel free to contact the Membership Chairman at:

(name)

(phone)

(email)

We look forward to your participation in the programs and activities of the American Legion Auxiliary.

Sincerely,

(name)

(title)

(phone)

(email)

**AMERICAN
LEGION**
AUXILIARY

(Date)

Dear _____,

My name is _____. I am a member of the American Legion Auxiliary and I see you were once an American Legion Auxiliary member.

I am writing to you today because we are conducting a membership drive and we want to invite you to rejoin our great organization.

If you are interested in rejoining, please call me at _____ and I will be happy to assist you.

I look forward to hearing from you.

Thank you for your time,

(your name)

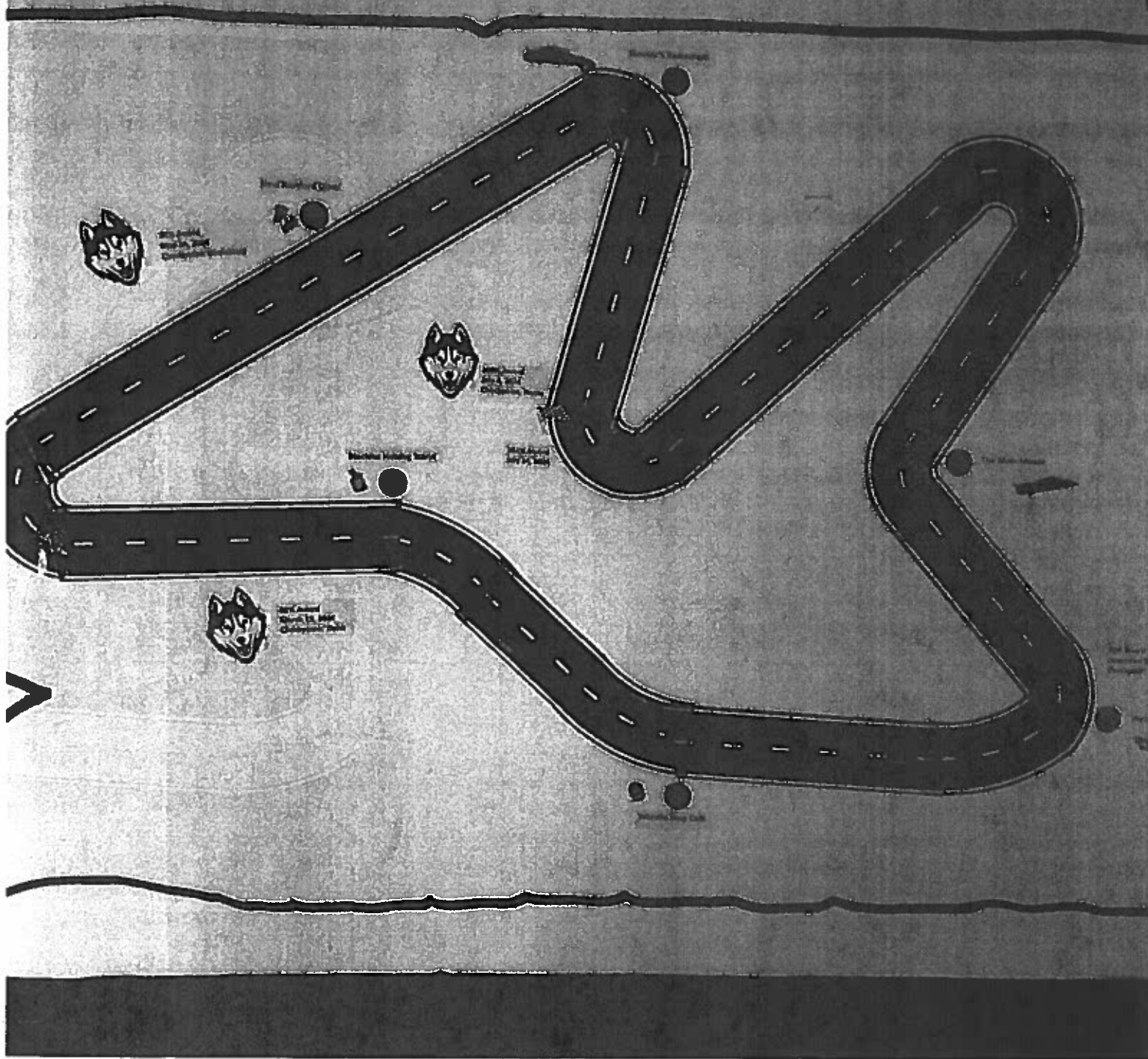
(your title)

(Unit#)

(phone)

(email)

Muscle Car Membership Rally 2023-2024





American Legion Auxiliary Department of Connecticut, Inc.

Mailing Address
P.O. Box 266
Rocky Hill, CT 06067-0266
Tel: 959-230-4168
Email: aladdeptct@gmail.com

Headquarters
287 West Street
Bld. 50, 2nd Floor
Rocky Hill, CT 06067
Tel: 959-230-4168

Dear Legionnaire,

First and foremost, to all the members of Post _____, thank you for your service to our country and for your continued service as a member of The American Legion.

I am sure that you are aware that without membership it is difficult for both The Legion and the Auxiliary to support our programs. To that end, I hope you will help Unit _____ grow in membership by asking female members of your family to honor your service and the service of others by joining the American Legion Auxiliary.

All our veterans, including those who have recently returned from deployments, need the help of the Legion Family more than ever. Many have returned with severe mental and physical injuries. It is imperative that the Legion Family be here for the next 100 years to take care of them.

While not everyone who joins the Auxiliary will want to actively participate in Unit events, we still value their membership. There is strength in numbers. Increased membership allows us to say we truly represent our Veterans. For instance, this year we will once again be going to Washington D.C. to present our Legislators with information on the needs of our present and future veterans and their families.

Increased membership in our Unit also provides needed funds that allow us to continue to support our programs and the mission of the Legion Family. These include providing gifts for the Christmas Shops at both Rocky Hill and the VA in West Haven, supporting programs such as the Veterans Creative Arts Festival, awarding educational grants to our Junior members and children of veterans, supporting community events, assisting children in need in our community, and supporting the programs and events of the Post.

I have enclosed two applications for membership. Thank you in advance for your help in growing our membership and in keeping the Legion Family a strong and viable part of our community.

For God and Country and in the Spirit of Service no Self,

Janice Sentivany
Department Membership Chairman



2024: RECRUIT 10

Members who recruit 10 new junior or senior Auxiliary members for the 2024 membership year.

One entry per recruiter.

Certified forms must be received at ALA National Headquarters by June 5, 2024.
Please send this form to your department headquarters office no later than one week prior to the deadlines.

New members must be paid in ALAMIS by June 1, 2024.

ENTRY/CERTIFICATION FORM

Please type or print legibly and fill out the form completely. Incomplete forms may not be processed.

Recruiter's Name: _____ Member ID#: _____
Recruiter's Department: _____ Unit #: _____ Email: _____
Recruiter's Street Address: _____
Recruiter's City, State & Zip Code _____

Names of <u>New</u> Members	Member <u>ID#</u>	Names of <u>New</u> Members	Member <u>ID#</u>
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

Certified by Department Secretary: DATE: _____
 Department Secretary
 Printed Name: _____ Dept: _____
 Dept Secretary Signature (required): _____
***I certify that all 10 members are new and joined into the 2024 year.**
***I've provided or verified member ID numbers and that the form is filled out legibly and completely.**
DO NOT SEND INCOMPLETE FORMS or more than 1 form per recruiter.

Units: Send form to your department secretary.
Departments:
 Please either scan and email to:
membership@ALAforVeterans.org
 (Subject line: Recruit 10)
 Or
 Fax: (317) 569-4502 (Attn: Membership)
 *Must be received at NHQ no later than midnight June 5, 2024.

Each recruiter will receive a special gift selected by the 2024 National Membership Committee Chairman.
One award per recruiter.

**American Legion Auxiliary
Department of Connecticut
ALAMIS User Request Form 2023
Updated 2/4/23**

ALAMIS access expires 12/31/22. If you would like access, or would like to continue access, this form is necessary by December 23, 2022. Fill out one (1) form for each User.

Type of Request (Choose Only One)

Add New User (not replacing anyone)

Continue Current User

Replace, Name of Current User _____

Unit Member Name Requesting Access _____

Unit Member ID Number _____

Unit Member Email _____

Unit Number _____ District Number _____

Unit Member Access Level Requested (Units can have up to two (2) Users; only 1 of those 2 Users can have Unit Full or Unit Write)

Unit Full Access (i.e., can pay dues) - \$20.00 per User

Unit Write Access - \$15.00 per User

Unit View - \$10 per User

District View - \$10

Unit Presidents Approval - Signature / Date _____

Please make your check payable to "ALA, Dept. of CT" and mail to ALA, Dept. of CT, P.O. Box 266, Rocky Hill, CT 06067-0266

If you have any questions, please feel free to contact the Dept. Office aladeptct@gmail.com #959-230-4168

2/4/23 kjp

Veterans' Affairs & Rehabilitation (VA&R)



The VA&R program of the American Legion Auxiliary is to promote programs and services to all those who have served our country.

There are several opportunities for our members to be engaged with supporting our veterans throughout Connecticut:

Projects of the month:

September: National Creative Arts

All donations go to National for the Creative Arts Festival held each year. Veterans across the nation compete in localized festivals and some go on to show their works/talents at the National Festival. Your donations directly support this event!

October: West Haven VA Needs

Your donations to this month's project go toward items to make the lives of the patients more comfortable or to support a special project that is occurring at the WHVA. One such effort is providing clothing that is needed for patients who have come into the emergency room and need garments to leave the hospital.

November: Rocky Hill Needs

Donations made to this project support veterans receiving care at Levitow Health Care facility or that reside in the Veterans Residence (formerly the domicile). They may also support any special project occurring on the grounds or items that are needed to increase the quality of life of the residents.

December: Christmas Gift Shops

Although we will be holding gift shops this year, we are requesting **NO DONATIONS** to this project. Please see my message in the September Auxilaire. **This request stands for 2023 only.**

The gift shops are held at Rocky Hill and WHVA. The clients from Newington VA attend the gift shop at Rocky Hill. At these Gift Shops, the items that have been donated or purchased using donations are displayed for the veterans to choose for their family members. The gifts are then wrapped are returned to the veteran to give to their family members. This is all at no cost to the veteran. Volunteers are needed for set-up, to "shop" with the veterans, to wrap gifts, to inventory items, pack up and return items to the office.

January: Service Dogs for Veterans

Donations are sent to this organization to assist in training service dogs and matching them with veterans in need.

February: Special Hospital Gifts

Donations are used to provide support at each of the VA locations - WHVA, Rocky Hill, Newington –for projects in which each facility is running. These donations are also used to

provide support/goods that we can physically provide as well as earmarked monies to supplement projects.

March: Fisher House

Located on the grounds of WHVA – Fisher house is a place for the families of veterans being treated in the hospital to live (short term housing). We aim to provide a home away from home for families to be close to the veteran that is hospitalized.

April: April Showers/Veteran's personal needs

Benefitting all three facilities, donations are used to meet the needs of individual veterans. WHVA holds a baby shower for veterans that are either pregnant or have recently given birth providing necessary items to support both parent and child.

May: Golden Age Games

Donations are used to send veterans to compete in the Golden Age Games held in a different location each year.

June: Connecticut Creative Arts

Donations are used to purchase supplies/materials needed for any participating veteran. This includes art supplies, sheet music, and other necessary items to foster veteran's creativity!

****Please note: All units that donate to all projects except for the Gift Shops (this year ONLY) will receive a certificate at our annual Department convention. ****

Other VA&R programs/projects:

At Newington VA:

- Field trips/coffee hour
- Food shelf – a pantry for those in need

Stand Down

We participate in Stand Down which is sponsored by the Connecticut Department of Veterans Affairs in 5 sites across the state to provide comfort items to veterans. Many of the attendees are currently unhoused. Monetary donations as well as donations of hats, scarves, gloves, socks and toiletries are always appreciated.

Transitional Housing

There are several facilities across the state that we are able to support with resident needs through your donations.

Quilts of Warmth

Donations of quilting materials and yarn are welcome to support the creation of quilts and blankets. Monetary donations are also welcome to purchase necessary materials.

Canteens

WHVA, Levitow and the Veteran's Residence – your donations go to supply snacks for programs and events taking place within these facilities. For example, in the Residence, new clubs have recently been formed (chess club, Scrabble® club, etc.) and we are able to provide snacks for these gatherings.

Bingos

We need Bingo Pledges (your unit 'hosts') to be able to provide cash prizes to veterans that come to play and fellowship with each other. We are also in need of volunteers to attend the bingo on site. This program is a highlight for many of our veterans and we consistently hear they look forward to visiting with our members. Please consider attending a bingo and leave having made connections with a (or many) veterans that simply appreciate the company.

If you are unable to attend WH or the Residence, please add \$30 to your pledge to enable us to provide refreshments for participants. Please refer to the Bingo Pledge form for more information.

Bingo is held as follows:

West Haven – Thursday evenings – frequency depends on pledged monies.

Levitow – 2nd and 4th Tuesday of the month at 7pm

Residence – 3rd Saturday of the month at 1pm

Finally, it is my pleasure to restate that our Dept. President's Project this year is **Operation Comfort Warrior**. Please see the President's message in the September Auxilaire for more detailed information.

If you would like to volunteer at Stand Down, Gift Shops or any of the bingos please contact me at 202-233-0956 or kari2001ala@gmail.com.

I look forward to serving you and our veterans as the VA&R chairman this year. Please do not hesitate to contact me with questions, concerns, suggestions or for clarifications. I appreciate each of you renewing your commitment to supporting veterans and their families in Connecticut. Let's have a fantastic year of programming!

Happy Volunteering!

Karen L. Thompson

VA&R Chairman

Committee Members – Judy Barnes

Kim Post

