



AMERICAN LEGION AUXILIARY – DEPARTMENT OF ARKANSAS

1415 West Seventh Street – Little Rock, Arkansas 72201

Mail: P.O. Box 1010 – Little Rock, Arkansas 72203

Telephone: 501-374-5836 Fax: 501-372-0855

Email: arkaux@att.net Website: www.auxiliary.arlegion.org

**Denise “Dee” Smith
Department President 2022 – 2023**

**Ada Heath
National Executive Committeewoman**

EVERY DAY IS VETERANS’ DAY!

September 20, 2022

Greetings Members of the Department of Arkansas!

I’m so honored and excited to be your president this year. As I have been touring the state and visiting all of you over the last year and a half, I’ve had many, many conversations with members at every level of our organization. Some of your requests we can accommodate.

One of the requests that I heard countless times was that you wanted to receive the informational forms packets that we used to receive some years back. So, this is our attempt to give you what you need in the format that you requested.

This packet contains most of the forms that you will need for the next few months as well as some important committee information. Our officers, committee chairs, headquarters staff, volunteers and I have spent countless hours compiling and changing and writing and rewriting, printing, sorting and stuffing. We believe we have put together the tools you will need to use this year to keep your units functioning at peak efficiency.

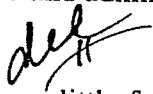
We will have the next informational forms packet ready for you in January 2023. This will include most of what you will need for the second half of the 2022-2023 fiscal year. There may be one or two (2) small mailings in between. We may even send a Christmas card!

These packets are costly to send. You are worth it! We just need to find ways to be good stewards of our finances. So, we need your help. Most of these forms are on the Department of Arkansas website at www.auxiliary.arlegion.org. More are being uploaded as they are completed and approved. (This year’s Department Scholarship application is being reviewed for approval by our Educations Committee as I type this. You will have it by Fall Conference on October 22, 2022.) That means that you could help us to save funds by visiting the website and printing the forms directly. Or you could send us an email stating that your unit will gladly accept mailings via email. Every little bit will help us to curtail expenses. We need to put more of our funds—your funds—to work supporting our mission programs.

I would love to see the work that you are all doing. I'll be visiting as many of you as will have me this year. Just send your request to headquarters and we will call to schedule a visit. The best part of my job—the job you asked me to do—is being with all of you. I am proud of each of you for the work you do in your communities for our veterans, active military, and their families.

In this, our 100th year, we need to commit to ourselves. We need to stay strong, grow and continue our work. We are a team. We are small in the eyes of many other departments. They cannot see or hear us. Let's help them to do that this year. Arkansas, the Natural State, the small Department with a mighty roar of incredible compassion and caring for its veteran and service population. Yes, we can...because we know that, "Every DAY is Veterans' Day!"

With much love and admiration,
President Dee



P.S. Let's have a little fun! We know you are the best at finding typographical errors. There are some typos in the materials in this packet. I know that's hard to believe, but it is true. Some errors have been placed purposefully. Can you find them? The member finding the most errors will receive a prize from me, Dee Smith, your president. How about a \$20.00 gift card from Flag and Emblem...



American Legion Auxiliary
National Convention - 2022

Milwaukee, Wisconsin was the city that hosted our 2022 National Convention. The massive convention center was the perfect location for our members from all over the nation to come together. Numerous hotels housed the delegates and guests. Shuttle buses transported us from those hotels to the convention center. The Arkansas delegation was housed in The Cambria Hotel. Our bus ride took less than 15 minutes....and the walk from our "bus stop" took almost half that long as we departed the bus at the opposite end of the convention center from our meeting area!

Activities began for some who arrived on Thursday, August 25. Activities really began to "rev up" on Friday morning, August 26, as the FLAG AND EMBLEM store opened and shopping began. Our delegation began to arrive during the day on Friday and by Saturday morning we were "ready to roll." Saturday morning, August 27, was the first official gathering of convention delegates. In past years there have been small group meetings on Saturday morning for committees. This year those committee meetings were virtual (Americanism, Leadership, Finance, etc. etc....) during the two weeks prior to National Convention...except for Constitution and By-laws (C&BL).

The C&BL Committee meeting was open to all delegates. Prior to convention I was charged with the responsibility of appointing persons to be the official representatives to the virtual meetings as well as the in-person C&BL meeting. I assigned myself to be the official representative and joined the other state representatives on the first two rows of the HUGE meeting room. Our seats were directly in front of the persons presenting the changes to the C&BL. Those changes were discussed...line by line. The change that everyone was waiting to discuss was the National Dues increase. It was presented and the "official representatives" were allowed to ask questions and/or make statements about the proposed change. The delegates who were in attendance were quite vocal about the changes with obvious opposition. The proposed changes were then brought to the floor of the convention on Tuesday.

Nancy French, our 2021-2022 NEC, was unable to attend the convention due to medical issues. Patricia Murray, our 2021-2022 Alternate NEC, attended the pre-convention NEC meeting on Saturday morning.

A Patriotic Memorial Service was held Sunday morning, August 28. Our Arkansas Delegation Caucus was held Sunday afternoon. Activities in Milwaukee were available to convention attendees Sunday afternoon.

The convention officially began Monday morning, August 29. The Wisconsin Center was "alive" with Auxiliary and Legion members. President Kathy Daudistel opened the convention after which reports from National Committee Chairpersons began. I had my phone ready to take photos of "the big screen" and was not disappointed! When the ALA Girls State report was given Arkansas ALA Girls State made the big screen! I was able to snap a photo and immediately sent it to Charlotte Wilson, ALA Arkansas Girls State Director. The photo was of our ALA Girls State "citizens" on the steps of the Arkansas State Capitol. We (Arkansas) were shown on the big screen on Wednesday during President Daudistel's report when a photo of her visit to Arkansas flashed on the screen. I snapped a photo of it. We were not identified, but WE knew it was us!

Tuesday, August 30, was the time for the C&BL to be brought to vote. During our Caucus on Sunday afternoon, we agreed that we were not in favor of the portion of the proposed dues increase which provided for automatic increases. It was agreed that a motion would be made to remove that language from the proposed amendment. When time came for such an action, your Chair of the Delegation (Ada) approached the microphone and made the motion to remove the automatic increases from the proposed amendment. That motion created much discussion. After MUCH discussion and clarification of the verbiage, the motion was brought to a vote. My motion passed and the automatic increases were removed from the proposed dues increase. The discussion continued regarding the need for the National dues increase and, again, following MUCH discussion, the vote was taken and the dues increase was approved.

The installation service on Wednesday afternoon included our Department President Dee Smith being installed! We wish her a great year. Our National President, Vickie Koutz, for 2022/2023 was installed. She is from Indiana.

Those attending from Arkansas were Ada Heath, Dee Smith, Patricia Murray, Pearl Gordon, Jammie Phillips, Betty Cupples, Patty Tucker and Carol Westergren. Jammie served as Secretary of the delegation (responsible for the voting apparatuses). Patty served as Page (responsible for any messages and for checking mail room for materials). Diana Stritchfield was elected as an alternate at our June convention but was unable to attend due to medical issues.

Activities during the convention included:

- Tuesday: ALA Public Spirit Award Luncheon honoring the Unit members of the year
- Commanders Banquet Tuesday evening.....a "dress up" affair
- ALA States Dinner Wednesday evening.....another "dress up" affair with the theme being KENTUCKY DERBY. Dancing was enjoyed by almost everyone there as a fantastic band played both Country and Contemporary music.
- An unofficial activity was the wearing of "polka dots" on Tuesday morning. The convention hall was "dotted" with those dots! (No.....not everyone was wearing polka dots, but many did!)

I attended the 2022/2023 NEC meeting on Thursday morning, September 1.

The opportunity to visit and network with ALA members from other states was immeasurable! We were given the opportunity to meet and discuss with our contemporaries what THEIR Units are doing to serve Veterans. A great sense of pride in what American Legion Auxiliary stands for was present at all times.

Respectfully submitted,

Ada

Ada Heath

2021-2022 Arkansas American Legion Auxiliary Department President

2022-2023 Arkansas American Legon Auxiliary Department NEC

2022 National Convention Delegation Chairperson



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FALL CONFERENCE

Tentative Agenda

Saturday, October 22, 2022

9:30 a.m.		Registration
10:00 a.m.	Call to Order	Department President 2022-2023, Dee Smith
Invocation		Chaplain, Vera Thompson
Pledge of Allegiance		Past Department President, Carol Wharton
Preamble		Past Department President, Betty Minor
Announcements:		National President, Vickie Koutz, Visit November 27, through November 30, 2022
Greetings		NEC 2022-2023, Ada Heath
Introduction of Department Officers:		
Chaplain		Vera Thompson
Treasurer		Charley McAfee
Secretary		Meg Dunn
Northwest Division Vice-President		Marilyn Haney
Northeast Division Vice-President		Jammie Phillips
Southeast Division Vice-President		Patricia “Pat” Bania
Southwest Division Vice-President		Pearl Gordon
Historian		Melissa Mangini
Sergeant-At-Arms		Barbara Engler
Committee 2022-2023 Report:	Introduction by Northeast Division VP, Jammie Phillips	
Finance	Judy Sellers	
Committee 2022-2023 Report:	Introductions by Northwest Division VP, Marilyn Haney	
ALA AR Girls State	Charlotte Wilson, Director	
Americanism	Amanda Wade	
Auxiliary Emergency Fund	Elaine Strickland	
Children and Youth	Ashlynn Jenkins	
Community Service	JoAnne Cobb	

Personal BREAK—10 Minutes

Prizes Break!

Meg Dunn

Committee 2022-2023 Report:	Introductions by Southwest Division Vice-President, Pearl Gordon
Constitution and By-Laws	Karen Thompsett
Education	Andrea Caldwell
Fayetteville Gift Shop	JoAnne Cobb
Juniors Activities	Michelle Henning
Leadership	Patricia Murray

11:30 Lunch: Provided by ALA Members and Friends
We will accept donations for lunch for the Department Education Scholarship Fund.

Prize Break!

The First 100 Years—Mini Quiz

Historian, Melissa Mangini

Committee 2022-2023 Highlights:	Introductions by Southeast Division Vice-President, Pat Bania
National Security	Andrea Fisher
Poppy	Nicole Smith
Public Relations	Charlotte Purdy
VA & R and LR/NLR Gift Shop	Patricia Murray
Membership	Jammie Phillips

National Convention Reports:

Alternate NEC—Pre-Convention Report
NEC—Convention & Post Convention Reports

Patricia Murray (for Nancy French)
Ada Heath

Presentation of National Awards

Announcements:

100 Year Pin Update

Mid-Winter Conference

Saturday, January 21, 2023, at the Wyndham
Riverfront Hotel, North Little Rock, time
TDB

***See "Save the Dates" for more important dates, please.

Prize Break!

Benediction

Chaplain, Vera Thompson

SAVE THE DATES

October 22, 2022	<i>Fall Conference, Arkansas State Veterans Home, 2401 John Ashley Drive, North Little Rock, AR – Registration 9:30 a.m., Conference 10:00 – 1:00 p.m.</i> <i>Lunch will be served. Donations for lunch will be accepted. Donations will benefit the Department Scholarship Fund.</i> <i>DEC Meeting – 1:15 p.m. – 2.00 p.m.</i>
October 22, 2022	3:00 p.m. ALA GRADUATES ONLY of Legion College due at Legion College in Cabot.
October 23, 2022	“Out of Darkness Walk for Suicide Prevention and Awareness – A walk for and with survivors including armed services and veterans’ survivors. War Memorial Golf Course, Little Rock. 2:00 p.m. ALA attendance/participation requested. Please contact Andrea Fisher, ALA Department of AR, National Security chair via email for more information.
October 28, 2022	Deadline to submit articles for Legionnaire to ALA Department for review (the president will ask for submissions) for the December edition
November 1, 2022	Deadline to submit articles to Legionnaire, December edition
November 1, 2022	Programs Mission and Department Support Statement payments and donations due from units to Department.
November 5, 2022	Flag Deployment for Veterans Day, Arkansas State Veterans Cemetery, North Little Rock/Sherwood on Maryland near Camp Robinson. 8:00 a.m. ALA participation is requested. Please contact Andrea Fisher, ALA Department of AR, National Security chair via email for more information.
November 5, 2022	ALA National Missions Training and National Junior Meetings, Minneapolis, MN (check alaforveterans.org for more information)
November 5, 2022	ALA National Missions Training and National Junior Meetings, Baltimore, MD (check alaforveterans.org for more information)
November 11, 2022	<i>Veterans Day</i>
November 12, 2022	Flag pick up after Veterans Day, Arkansas State Veterans Cemetery, North Little Roc/Sherwood on Maryland near Camp Robinson. 10:00 a.m. ALA participation is requested. Please contact Andrea Fisher, ALA Department of AR, National Security chair via email for more information.

November 16-18, 2022	Wreaths of Honor wreath prepping for the holiday season, Arkansas State Veterans Cemetery, North Little Rock/Sherwood on Maryland near Camp Robinson. Anytime during the day. ALA participation is requested. Please contact Andrea Fisher, ALA Department of AR, National Security chair via email for more information.
November 19, 2022	Wreaths of Honor Ceremony and wreath laying, Arkansas State Veterans Cemetery, North Little Rock/Sherwood on Maryland near Camp Robinson. 10:00 a.m. ALA participation is requested. Please contact Andrea Fisher, ALA Department of AR, National Security chair via email for more information.
November 21, 2022	Fallen Heroes Holiday Tree, 9:00 a.m. Little Rock State Capitol, 2 nd floor Rotunda. ALA Participation is requested. Please contact Andrea Fisher, ALA Department of AR, National Security chair via email for more information.
November 27--30, 2022	National President's visit – National President Vickie Koutz visits the Department of AR and will be present at our LR/NLR Central Arkansas VA Gift Shop. More details to come.
Nov. 28-Dec. 2, 2022	LR/NLR Central Arkansas VA Gift Shop with our veterans and National President Vickie Koutz (Nov. 28 th -Nov 29 th). Details to follow.
December 2, 2022	Wreath prepping for the holiday season at the Ft. Smith Convention Center, Ft. Smith, AR. ALA participation is requested. Please contact Andrea Fisher, ALA Department of AR, National Security chair via email for more information.
December 3, 2022	Christmas Honors Wreath Ceremony and wreath laying, 11:00 a.m. at Ft. Smith National Cemetery, Ft. Smith, AR. ALA participation and attendance are requested. Please contact Andrea Fisher, ALA Department of AR, National Security chair via email for more information.
December 17, 2022	Wreaths Across America, Little Rock National Cemetery, Little Rock
December 17, 2022	Wreaths Across America, Rose Hill Cemetery, Harrison, AR, 11:00 a.m.
January 21 & 22, 2023	Department Mid-Winter Conference at Wyndham Riverfront Hotel, North Little Rock, AR (Saturday – Sunday.) More information to follow.
January 28, 2023	Deadline to submit articles for Legionnaire to ALA Department for review (the president will ask for submissions) for the March edition
February 1, 2023	Deadline to submit ALA Department articles to Legionnaire, March edition

March 1, 2023	<u>American Legion Auxiliary Children of Warriors National Presidents' Scholarship On-line Applications due—form and submission—due and will close as of March 1st, 2023 at 11:59 p.m. Eastern Time with NO exceptions</u>
March 1, 2023	<u>ALA Spirit of Youth Scholarship for Junior Members must be completed and submitted to UNIT PRESIDENTS on or before March 1, 2023</u>
March 1, 2023	<u>ALA Non-Traditional Student Scholarship applications must be completed and submitted to UNIT PRESIDENTS on or before March 1, 2023</u>
March 1, 2023	<u>ALA Junior Member Loyalty Scholarship must be completed and submitted to UNIT PRESIDENTS on or before March 1, 2023</u>
March 1, 2023	Department Scholarship applications must be received in the Department Office no later than this date. Only ONE application per unit will be accepted.
March 15, 2023	Selected entry for each unit for the ALA Spirit of Youth Scholarship for Junior Members are due to the department secretary on or before March 15, 2023. No Exceptions.
March 15, 2023	Selected entry for each unit for the ALA Non-Traditional Student Scholarship are due to the department secretary on or before March 15, 2023. No Exceptions.
March 15, 2023	Selected entry for each unit for the ALA Junior Member Loyalty Scholarship are due to the department secretary on or before March 15, 2023. No Exceptions.
March 26, 2023	Deadline to submit articles for Legionnaire to ALA Department for review (the president will ask for submissions) for the June edition
April 1, 2023	Deadline to submit ALA Department articles to Legionnaire, June edition
April 1, 2023	Department submission for ALA Spirit of Youth Scholarship for Junior Members due to Southern Division Education Committee chair on or before April 1, 2023.
April 1, 2023	Department submission for the ALA Non-Traditional Student Scholarship due to Southern Division Education Committee chair on or before April 1, 2023.
April 1, 2023	Department submission for the ALA Junior Member Loyalty Scholarship due to Southern Division Education Committee chair on or before April 1, 2023.

April 15, 2023	National Education Committee chair must receive the ALA Spirit of Youth Scholarship for Junior Members application from the Southern Division Education Committee chair.
April 15, 2023	National Education Committee chair must receive an ALA Non-Traditional Student Scholarship application from the Southern Division Education Committee chair.
April 15, 2023	National Education Committee chair must receive the ALA Junior Member Loyalty scholarship application from the Southern Division Education Committee chair.
April 22, 2023	Spring Conference-- Arkansas State Veterans Home, 2401 John Ashley Drive, North Little Rock, AR. Spring100 Year Anniversary Fling! More to come as plans are finalized.
May 15, 2023	VA&R Most Outstanding Unit VA&R Program award submission due to VA&R Committee Chair, Patricia Murray.
May-June	Girls State—dates to be determined
May 29, 2023	T.A.P.S., 3:00 p.m. Central Time
June 1, 2023	VA&R Awards Submission due to National Southern Division Chairman by Department Chairman (either emailed or postmarked) no later than 5:00 p.m.
June 16 & 17, 2023	Department Convention at Wyndham Riverfront Hotel North Little Rock, AR (Friday – Saturday)

^Information on listed events/conferences will be released as it is received and/or plans are completed.

^^New dates will be added as we receive them.

This is not a comprehensive list of "Save the Dates." Committee chairs who wish to have their National and /or Department dates placed on this list need to send the dates to HQ with descriptions of the event or award deadline. We will use a rolling format. Each time this list is released it will include new information and drop information regarding dates already passed.

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1415 West 7th Street, Little Rock, AR 72201
Mail: P.O. Box 1010, Little Rock, AR 72203
Phone: 501-374-5836 Fax: 501-372-0855 Email: arkaoux@att.net

Unit Charter Name _____ Unit City _____ Unit # _____

District # _____ Senior Dues _____ Junior Dues _____

Unit Officer Certification Form 2022-2023

President: Name, phone# and email _____

Address: _____

1st Vice President: Name, phone # and email _____

Address: _____

2nd Vice President: Name, phone # and email _____

Address: _____

Secretary: Name, phone # and email _____

Address: _____

Treasurer: Name, phone # and email _____

Address: _____

Who are dues sent to: Name, phone # and email _____

Address: _____

Chaplain: Name, phone # and email _____

Address: _____

Historian: Name, phone # and email _____

Address: _____

Parliamentarian: Name, phone # and email _____

Address: _____

Sergeant-at-Arms: Name, phone # and email _____

Address: _____

Send completed form to Department Headquarters before June 28, 2022

Department Bylaws, Article V, Unit Organization

Section 6. Officers of the Unit shall be elected annually by the time of the last regular meeting of the fiscal year and shall take office not later than the same time as the Department officers. It shall be the duty of the unit secretary to certify to Department Headquarters, on forms provided for that purpose, the names, addresses and phone numbers of the newly elected officers immediately following their election and not later than 10 days after Department Convention.

Signed: _____ Date: _____

Unit President or Secretary

American Legion Auxiliary – Department of Arkansas
1415 West 7th Street, Little Rock, AR 72201
Mail: P.O. Box 1010, Little Rock, AR 72203
Phone: 501-374-5836 Fax: 501-372-0855 Email: arkaux@att.net

Unit Charter Name _____ Unit City _____ Unit # _____

Appointed Unit Committee Chairman List 2022-2023

Americanism: Name, phone # and email _____
Address: _____
Aux Emergency Fund: Name, phone # and email _____
Address: _____
Children & Youth: Name, phone # and email _____
Address: _____
Community Service: Name, phone # and email _____
Address: _____
Constitution & Bylaws: Name, phone # and email _____
Address: _____
Education: Name, phone # and email _____
Address: _____
Finance: Name, phone # and email _____
Address: _____
Girls State: Name, phone # and email _____
Address: _____
History: Name, phone # and email _____
Address: _____
Jr. Activities: Name, phone # and email _____
Address: _____
Leadership: Name, phone # and email _____
Address: _____
Legislative: Name, phone # and email _____
Address: _____
Membership: Name, phone # and email _____
Address: _____
National Security: Name, phone # and email _____
Address: _____
Past President's Parley: Name, phone # and email _____
Address: _____
Poppy: Name, phone # and email _____
Address: _____
Public Relations: Name, phone # and email _____
Address: _____
Service for Veterans: Name, phone # and email _____
Address: _____
Veterans Affair & Rehabilitation: Name, phone # and email _____
Address: _____



American Legion Auxiliary - Department of Arkansas

(Mailing address) P O Box 1010, Little Rock, AR 72203

(Physical address) 1415 West 7th Street, Little Rock, AR 72201

Telephone: 501-374-5836 | Fax: 501-372-0855 | email: arkaux@att.net

MEMBERSHIP YEAR 2022-2023

DEPARTMENT AND MISSION PROGRAMS SUPPORT STATEMENT

UNIT CITY _____ UNIT# _____

All checks for Department Support and ALA Mission Programs are payable to the ALA Department of Arkansas and are to be remitted to Department Headquarters by November 1, 2022.

- | | |
|---|---------|
| ➤ Department Headquarters Assistance..... | \$10.00 |
| ➤ Unit Bond Fee | \$ 8.00 |

The following is a list of Unit suggested donations to support ALA Mission Programs.

Please indicate your Unit's donation(s) to the following funds. These funds depend on your donations to function.

- | | |
|---|----------|
| ➤ ALA Auxiliary Emergency Fund..... | \$ _____ |
| ➤ Child Welfare Matching – AL/ALA State Child Welfare Fund
(Membership times \$.25 =
Multiply Total Membership as of 12/31/21 times \$.25)... | \$ _____ |
| ➤ Veterans Needs Fund (LR/NLR) | \$ _____ |
| ➤ Veterans Needs Fund (Fayetteville)..... | \$ _____ |
| ➤ Gift Shop (LR/NLR) | \$ _____ |
| ➤ Gift Shop (Fayetteville) | \$ _____ |
| ➤ Veteran's Creative Arts (\$2.00) | \$ _____ |

Scholarships:

- | | |
|--------------------------------------|----------|
| ➤ Department Academic - Annual | \$ _____ |
| ➤ Department Nursing - Annual | \$ _____ |

TOTAL REMITTED \$ _____

"Supporting our veterans through good stewardship every day.... Finance"



American Legion Auxiliary

In the Spirit of Service Not Self for Veterans, God and Country

Approval Request – American Legion Auxiliary Emblem Use

The American Legion owns the names and trademarks of the American Legion Auxiliary. The American Legion Auxiliary is entrusted by The American Legion with protecting the name and official marks of the ALA. Use of the emblem must be approved by American Legion Auxiliary National Headquarters. If approval is granted, it is a one-time, limited use. The following information must be completed in full and **submitted to your department secretary**.

Requesting Member Name & Unit & Email:

Manufacturer/Vendor Name:

Vendor Address:

City:

State:

Zip:

Vendor Contact Email:

Type of Product(s) Emblem is to be used on:

Intended use:

Exact Quantity of Item(s) to be Ordered*:

**Ordering new quantities requires a new authorization.*

*A sample, photo, link to your website or vendor mark-up of the
American Legion Auxiliary emblem use must be attached.*

Department Secretary Signature

State

Date

Department Secretary: submit completed form to emblem@ALAforVeterans.org



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Phone: 501-374-5836 | Fax: 501-372-0855 | email: arkaux@att.net

Poppy Order Form

Spring 20_____

Fall 20_____

Unit Name: _____ Unit Number: _____ District: _____

Enclosed is check number _____ in the amount of \$ _____

for _____ poppies at \$30.00 per 100 poppies.

**PAYMENT MUST BE RECEIVED BEFORE POPPIES ARE MAILED OR PICKED UP AT
DEPARTMENT HEADQUARTERS.**

***PLEASE PROMPTLY REMIT 35% OF NET POPPY PROCEEDS TO DEPARTMENT HQ IN
SUPPORT OF THE VETERANS AFFAIRS AND REHABILITATION FUND***

Make check payable to ALA Department of Arkansas

Mail Poppies To:

Name: _____

Address: _____

City: _____ **Zipcode:** _____

Phone: _____ **email:** _____

Unit		Retain a copy of this form for your Unit File
Department Use		Date Received: _____ Check #: _____ Date Mailed to Unit: _____
		Date picked up by Unit: _____



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REQUEST FOR VISIT FROM DEPARTMENT PRESIDENT

Unit Name and Number requesting visit: _____

Unit physical address: _____

Unit mailing address: _____

Unit phone number: _____

Unit contact name: _____

Contact phone number: _____

Contact's unit position (President, Vice President, etc.): _____

Date requested: _____

Time requested: _____

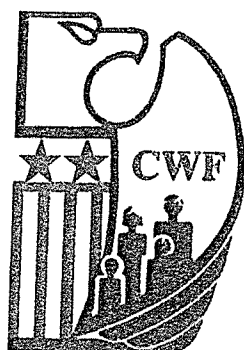
Location address: _____

City: _____

Number of members: _____

Special requests: _____

All requests must be submitted to Department Headquarters at least two weeks prior to the requested date. Should the President not be available on the date requested, the President will contact the Unit contact and schedule a date that is available.



American Legion Child Welfare Foundation

"Dedicated to the betterment of all children"

100% Per Capita Banner Program

Request Form

2022 – 2023

Each American Legion post, American Legion Auxiliary unit, Sons of The American Legion squadron, American Legion Riders chapter or Eight and Forty salon donating at least one dollar for each member during the American Legion Child Welfare Foundation's award year (1 June - 31 May) may receive a beautiful banner/streamer.

To qualify for the 2022-2023 year a post, unit, squadron, riders, or salon must donate one dollar per member based upon its official membership total from their national organization as of June 1, 2022. The post, unit, squadron, riders, or salon has from June 1, 2022, to May 31, 2023, to submit this form, **along with the donation**, to the American Legion Child Welfare Foundation.

Post, unit, squadron, riders, or salon name _____

Address _____

City _____ State _____ Zip _____

Post, unit, squadron, or salon membership total as of June 1, 2022: _____

Total enclosed: \$ _____

Banner Request Form

Send completed form to:

American Legion Child Welfare Foundation

PO Box 1055

Indianapolis, IN 46206

ALL REQUEST FORMS MUST BE RECEIVED BY May 31, 2023



Department of Arkansas American Legion Auxiliary Children & Youth

September 2022 News and Updates

Hello Auxiliary family! I hope this letter finds you all doing well and excited to continue working our mission through the upcoming year! I'm honored to have been selected by President Dee Smith to serve as your Children & Youth Chair and I look forward to getting to know you all more over the upcoming months.

Exciting things are happening at National, and I wanted to speak briefly about one of the newest updates. It's exciting and will save you all time and postage! As you are all aware, the American Legion Auxiliary gives out Youth Hero Awards and Youth Good Deed Awards to deserving youth in our communities. To make nominating these youth easier, National now has an online form that you can fill out and this will allow for a quicker return and mailing of those awards. How great is that?!?!

There are many ways that youth can be nominated for these awards. Youth who go above and beyond to aid someone in need, whether it be a lifesaving event, notification of a fire, helping them during an unforeseen illness, etc. qualify youth for the Hero Award!

Youth who host fundraisers to help in their communities, do selfless acts of kindness for others, and participate in community projects qualify for the Good Deed Award. The ways the youth can qualify are almost limitless and now is the time to really pay attention to the youth in your communities and work on getting them nominated for these awards! And now the online form makes it much easier for you to submit your nominations.

I would like to ask though that when you fill out the online forms or even fill out the paper forms, you send me a brief email or a copy of your nominations with the information. As your Department C&Y Chair, I would LOVE to know when you make those nominations! This not only keeps me up to date on the nominations, but it will also help you and I both during reporting time as I will be keeping a spreadsheet with the information provided by ALL OF YOU.

As a Good Deed Award recipient, I know how important those awards are to the youth across our state and the feeling of accomplishment it leaves in their hearts. Check with your schools, churches, youth organizations, etc. and see what the youth are doing in your communities and then get those nominations rolling in. Please do not hesitate to reach out to me if you have ANY questions regarding C&Y!

Sincerely,
Ashlynnne

Ashlynnne Jenkins | ashjenkins03@gmail.com | 1121 S. Van Buren Street, DeWitt, AR 72042

American Legion Auxiliary Community Service

Welcome to the world of Community Service. What is Community Service you ask? It is any time, event or function that you do for a non-profit or Veteran or someone in your community in need where you do not receive payment.

SUCH AS: Mowing a neighbors lawn - Shopping for a shut in - working at a food bank - volunteering at a school - cleaning, cooking, helping at a church and so so so much more. Do you volunteer at a boy/girls scout troop, 4 H club, Head start day care program, you unit, post, and library, clean up a hiking trail? These are just a few of the things that are considered Community Service. Start a project with a local non-profit, such as a Food Pantry Box, or with a Youth Group, such as an outdoor/indoor small library. If you have a question regarding whether or not something is considered Community Service, please contact me either via e-mail or text.

Enclosed is a form "Community Service Monthly Form" for the Auxiliary Member to keep track of their time. The information needed is the member's name, Non Profit Organization, Service Provided/Number of Veterans Helped Money Spent and Number of Hours. These sheets should be given to the Community Service Chairperson on a monthly basis.

The Chairperson will then consolidate the information from monthly form onto the "Community Service Summary Sheet" The information needed is the Unit Number, Unit City, Name of the non profit organization, Number of Hours, worked, amount of money spent, number of veterans helped and the service provided.

These hours then need to be sent to the Community Service Chairperson, via e-mail to Jo Anne Cobb @ jahcobb4@yahoo.com They can be sent either monthly or quarterly, whichever is easier for the unit chairperson.

In order for National to actually know what is going on in Arkansas, we have to keep track of our hours.

You may contact me at any time either through text @201-417-5552 or e-mail with any questions or to request any additional forms. These forms will also be available at Fall Conference.

EVENT SIGN-IN SHEET

Event Name:	Date:
Event Purpose:	Event Location:

Member Name	A/J	Office	Time In	Time Out	Total Time	\$ Spent
Totals:						

SUMMARY SHEET

[illegible]

Governing Documents of an Organization

Governing Documents

Why are governing documents so important? Sometimes it is hard to remember that the ALA as an entity is an incorporated, non-profit organization. It can be held accountable for not following state non-profit laws and the organization's own bylaws. In the worst-case scenario, if an ALA organization would be sued, the courts would look at the governing documents of the organization and whether they were being followed. So while the legal system and the organization's own internal governance system are two paths, the organization still has to abide by the legal system laws that protect the rights of its members, such as the fundamental fairness of providing due process in disciplinary proceedings.

State Law – the laws of the state supersede everything. State non-profit laws mandate compliance of incorporated non-profits on topics from how meetings may be held, minimum number of directors or officers, whether an annual meeting is required, how voting may be conducted—all the way to what happens to the assets if a non-profit dissolves. It is the responsibility of each Unit, District, County, and Department to ensure their governing documents comply with the laws of their individual states. An attorney in the community might be willing to assist a Unit in reviewing its documents at a reduced fee or for free to ensure that the documents comply with the laws of its state.

Articles of Incorporation – the formal legal document filed with a state government and available to the public that describes the legal name, structure, and purpose of an incorporated organization.

Constitution/Bylaws – provide the governance structure for the organization and how it will function. It includes the basic rules that are so important that they cannot be changed without prior notice. A Unit, County, District, or Department constitution/bylaws may be patterned after and cannot be in conflict with the American Legion Auxiliary's National Constitution & Bylaws. These should be reviewed regularly, but changed infrequently. These are the basic sections of an organization's bylaws:

- ! Name of the organization
- ! Purpose
- ! Membership
- ! Officers
- ! Meetings
- ! Governing Board
- ! Committees
- ! Subsidiary Organizations
- ! Parliamentary Authority
- ! Amendment Process

Breaking it down a little more, governing documents provide details on who is eligible for and the types of membership, who can vote; the officers the organization will have and their responsibilities; how officers are nominated, elected, the term in office, vacancies filled, or how discipline is handled; types of meetings (regular, special, annual), how they will be called, the quorum needed to transact business, how they may be conducted (in person or electronically); if an executive board will exist, its composition and authority; what standing committees will exist and how new committees may be formed, their composition and scope of authority; what parliamentary authority the organization will use to govern itself (Robert's Rules or another authority—yes, there are more authorities besides Robert's Rules); and how the governing documents may be amended.

Standing Rules – here is where it gets even more detailed about administrative policies. They may be changed as the needs of the organization change: with prior notice to members, by a majority vote: by 2/3 majority without prior notice. Here are some provisions suitable for addressing in standing rules:

- ! Meetings – with COVID-19, meetings that were locked into a specific day and time ran into a problem when they were unable to meet. Consider carefully how specific this needs to be. Also can include annual meetings such as state convention here.
- ! Dues
- ! Elections (when, how)
- ! Equipment (rules for loaning, maintenance)
- ! Finances
 1. What the fiscal year will be
 2. Cash management and check signing procedures
 3. Rent, Utilities
 4. Special funds: poppy, ALA Girls State, VA & R
 5. Gifts (ex: retiring officers)
 6. Flowers/Gifts for funerals, illnesses
 7. Delegate expenses
 8. Contests and prizes (poppy, essays)
 9. Mandatory funds (for district/departments)
 10. Donations to programs
 11. Compliance – filing of IRS forms
- ! Audit of books – who will conduct the audit and when

Robert's Rules of Order, Newly Revised is the parliamentary authority of the American Legion Auxiliary and will be the authority on issues not otherwise addressed by state law, the constitution/bylaws, or special/standing rules.

Amending a Constitution/Bylaws/Standing Rules

The ALA has moved away from presenting all motions as resolutions and reserves the use of resolutions for temporary or honorary purposes. They can be prepared and distributed in advance. Think of it like this: *Whereas*, I want to give special recognition to someone or present a motion that only applies to the coming year and *Whereas*, I have a lot of reasons for this motion, and

Whereas, I wanted to explain my reasons in writing; therefore be it *Resolved*, that I present to you this formal resolution for all to admire and applaud.

A resolution, therefore, is a fancy motion. For handling the ordinary business of a Unit, a motion serves the purpose. See the **Basic Parliamentary Procedure** for details on making a motion in a meeting.

The American Legion Auxiliary national organization has moved toward using a **3-column motion form** for proposing amendments to its governing documents. This simplifies the process of presenting a motion by putting the reasoning behind the motion in plain language in the *Rationale* section at the bottom of the form. These amendments are prepared in advance and sent to the voting members. Here is what goes in each of the three columns.

Column 1:

The precise working of the existing bylaw or rule. If none currently exists, this is blank.

Column 2:

The proposed change beginning with “amend by striking out” or “amend by striking out and inserting.” Then include the existing bylaw or rule with the new words to insert in **bold** and words to be deleted with a line ~~struck through them~~. If it’s a completely new rule, the entire rule would be in bold.

Column 3:

How the bylaw or rule will read if the amendment passes.

Below the three column table, a rationale statement explains the need for the change being presented.

What’s the big deal? The words used in governing documents have precise legal meanings. If your documents say “shall,” then it means that whatever it is, it **must** happen and it must **always** happen. If an action of the organization is challenged in court, the court will look at the organization’s governing documents to see if they have been followed. So, governing documents not only explain how the organization will function and govern itself, they have a direct impact on the rights of its members. The national organization engages a professional registered parliamentarian from the National Association of Parliamentarians to review proposed amendments for clarity and consistency with our governing documents. Engaging a professional parliamentarian can save an organization a lot of time and help protect the rights of members.



Junior Auxiliary 2022-2023

Chairman Michelle Henning unit77president@gmail.com 479-426-8315

Member Cathy Schraeder caoderlin@aol.com 479-426-8064

Member Callie Caldwell Callie.caldwell2006@gmail.com 870-408-1466

BINGO 3 in a Row or blackout! Each 3 in a row receives a ticket in the drawing, Blackout receives 2, and can do more than one card!

1. BINGO (K -12)- It is as simple as it sounds, it's an easy way to encourage your Juniors to participate. Each square should be marked, dated and initialed by an adult.

2. Once their card is complete, they can turn it in for a chance to win a prize at the 2023 convention.

3. (Mail it to 29 Murphy Dr., Bella Vista, AR 72715)

4. All patches earned will be given at the 2023 Convention.

5. I encourage all adult members to take the ALA courses specifically

The Junior Mentor Series

Getting Started with Juniors

Junior Patch Program

Juniors and The Legion Family

Junior Meetings

FOR EACH JUNIOR - E-Learning Course

Facebook - <https://www.facebook.com/AmericanLegionAuxiliaryArkansasJuniors/>

Instagram - <https://www.instagram.com/alaarkansasjuniors/>

Junior Patch Program links:

Red—Level 1: Kindergarten through 3rd grade

[https://www.legion-aux.org/.../Junior Activities SAL...](https://www.legion-aux.org/.../Junior%20Activities%20SAL...)

Gold—Level 2: 4th grade through 8th grade

[https://www.legion-aux.org/.../Junior Activities SAL...](https://www.legion-aux.org/.../Junior%20Activities%20SAL...)

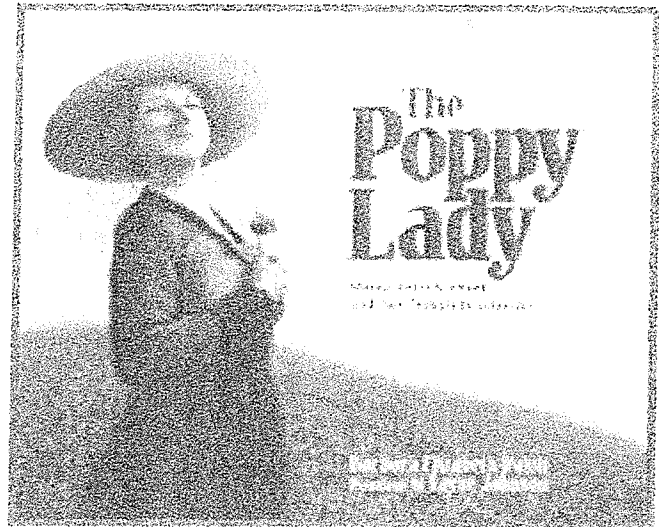
Blue—Level 3: 9th grade through 12th grade (or 18 years old)

[https://www.legion-aux.org/.../Junior Activities SAL...](https://www.legion-aux.org/.../Junior%20Activities%20SAL...)

THE JUNIOR ACTIVITIES COMMITTEE JOINS WITH THE EDUCATION, POPPY, AND AMERICANISM COMMITTEES

THE GOALS INCLUDE

- * Reading the Poppy Lady to classrooms
- Educate students of the meaning of the poppy
- Passing poppies out at the schools



WE REQUEST ALL UNITS
INVOLVEMENT IN SHARING
WITH OUR STUDENTS



STARTING
* VETERANS
DAY
NOV 11

* THRU POPPY
DAY
MAY 26

URL: <https://allbingocards.com>

Bingo Calling Sheet

Cut the following along the lines and then fold the pieces of paper in half and place them in a bowl.
The caller selects pieces of paper from the bowl and calls out words, one at a time, until someone yells BINGO!

Complete ALA e-
learning course

earn a patch

earn a patch

earn a patch

earn a patch

like/post on Jr Dept
FB/insta pages

mail a letter/package to
veteran

participate in a giving
back event

volunteer 5 hours

AR ALA JUNIORS 22-23

BINGO

participate in a giving back event	mail a letter/package to veteran	like/post on Jr Dept FB/insta pages
earn a patch	earn a patch	earn a patch
earn a patch	Complete ALA e-learning course	volunteer 5 hours

© ALLBINGOCARDS.COM

AR ALA JUNIORS 22-23

BINGO

earn a patch	volunteer 5 hours	earn a patch
Complete ALA e-learning course	earn a patch	earn a patch
participate in a giving back event	mail a letter/package to veteran	like/post on Jr Dept FB/insta pages

© ALLBINGOCARDS.COM

AR ALA JUNIORS 22-23

BINGO

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participate in a giving back event	earn a patch	mail a letter/package to veteran
earn a patch	earn a patch	Complete ALA e-learning course

© ALLBINGOCARDS.COM

AR ALA JUNIORS 22-23

BINGO

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earn a patch	volunteer 5 hours	participate in a giving back event
like/post on Jr Dept FB/insta pages	Complete ALA e-learning course	earn a patch

© ALLBINGOCARDS.COM

AR ALA JUNIORS 22-23

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Complete ALA e-learning course	earn a patch	earn a patch

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participate in a giving back event	earn a patch	earn a patch

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AR ALA JUNIORS 22-23

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AR ALA JUNIORS 22-23

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volunteer 5 hours	earn a patch	earn a patch

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AMERICAN LEGION AUXILIARY Department of Arkansas
 (mail) PO Box 1010, Little Rock, AR 72203
 (physical) 1415 West 7th Street, Little Rock, AR 72201
 501-374-5836 | Fax 501-372-0855 | arkaux@att.net | www.auxiliary.arlegion.org

MEMBERSHIP TRANSMITTAL FORM

Unit Number _____ Unit Name _____ Membership Year _____

Person completing form _____ Check # _____

Address _____ City _____ Zip code _____

Phone # _____ Email _____

Please fill out for each member you are transmitting membership:

Total 2023 Seniors (new & renewals) _____ @ \$ 23.00 Total \$ _____

Total 2023 Juniors (new & renewals) _____ @ \$ 4.50 Total \$ _____

Total 2018-2022 Seniors (renewals) _____ @ \$ 18.00 Total \$ _____

Total 2018-2022 Juniors (renewals) _____ @\$ 4.25 Total \$ _____

Total Sr. & Jr. names listed (sent) _____ Check Total \$ _____

LAST NAME	FIRST NAME	ID NUMBER	JR	SR	MEMBERSHIP YEAR
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Revised 07/22

AMERICAN LEGION AUXILIARY Department of Arkansas
 (mail) PO Box 1010, Little Rock, AR 72203
 (physical) 1415 West 7th Street, Little Rock, AR 72201
 501-374-5836 | Fax 501-372-0855 | arkaux@att.net | www.auxiliary.arlegion.org

LAST NAME	FIRST NAME	ID NUMBER	JR	SR	MEMBERSHIP YEAR
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Department Use Only: _____ Date Received

_____ Check Number

_____ Date of MIS Transmittal

UNIT NUMERIC OBJECTIVES 2023

As of 9/22/2022

		UNIT	CITY	OBJECTIVE	JUNIOR	SENIOR	TOTAL	PERCENT
01	03	0043	Mountain View	41	2	15	17	41.46%
		0114	Batesville	41	0	1	1	2.44%
		Total		82	2	16	18	21.95%
	04	0006	Pocahontas	48	0	9	9	18.75%
		0261	Ravendon Springs	16	0	14	14	87.50%
		0336	Hardy	22	0	2	2	9.09%
		Total		86	0	25	25	29.07%
	05	0021	Jonesboro	18	0	11	11	61.11%
		0024	Blytheville	12	0	0	0	0.00%
		0053	West Memphis	38	0	2	2	5.26%
		0436	Earle	27	0	0	0	0.00%
		Total		95	0	13	13	13.68%
	06	0064	Heber Springs	151	12	26	38	25.17%
		0091	Beebe	24	0	13	13	54.17%
		0112	McCrary	60	8	27	35	58.33%
		0144	Bradford	32	0	10	10	31.25%
		0166	Augusta	42	0	4	4	9.52%
		Total		309	20	80	100	32.36%
	Total			572	22	134	156	27.27%
02	01	0027	Fayetteville	29	1	11	12	41.38%
		0029	Siloam Springs	73	0	11	11	15.07%
		0036	Holiday Island	12	0	0	0	0.00%
		0077	Bentonville	22	4	4	8	36.36%
		0100	Rogers	69	0	5	5	7.25%
		0139	Springdale	12	0	13	13	108.33%
		0146	Prairie Grove	27	0	2	2	7.41%
		0162	Green Forest	12	0	0	0	0.00%
		0171	Lincoln	12	0	4	4	33.33%
		0274	Cave Springs	34	0	11	11	32.35%
		0341	Bella Vista	30	0	1	1	3.33%
		Total		332	5	62	67	20.18%
	02	0044	Harrison	12	0	0	0	0.00%
		0052	Mountain Home	91	2	26	28	30.77%
		0061	Yellville	26	0	0	0	0.00%
		0093	Jasper	12	0	2	2	16.67%
		0198	Saint Joe	12	0	0	0	0.00%
		0333	Fairfield Bay	12	0	6	6	50.00%
		0340	Diamond City	12	0	3	3	25.00%
		Total		177	2	37	39	22.03%
	13	0008	Charleston	19	0	0	0	0.00%
		0018	Mena	37	0	10	10	27.03%
		0031	Fort Smith	42	0	6	6	14.29%
		0063	Ozark	13	0	1	1	7.69%
		0249	Wickes	12	1	3	4	33.33%
		Total		123	1	20	21	17.07%
	16	0020	Russellville	16	0	0	0	0.00%
		0022	Clarksville	15	0	5	5	33.33%
		0034	Atkins	20	0	5	5	25.00%
		0076	Danville	18	0	1	1	5.56%
		0121	Paris	12	0	5	5	41.67%

03	08	0258	Scranton	14	0	1	1	7.14%
		Total		95	0	17	17	17.89%
		Total		727	8	136	144	19.81%
		0048	Stuttgart	39	0	1	1	2.56%
		0068	Brinkley	30	0	4	4	13.33%
		0071	Cabot	38	0	2	2	5.26%
		0080	Clarendon	14	0	0	0	0.00%
		0158	DeWitt	69	0	0	0	0.00%
		0194	DeValls Bluff	12	1	25	26	216.67%
		0200	Lonoke	12	0	0	0	0.00%
04	09	Total		214	1	32	33	15.42%
		0030	Sheridan	52	0	7	7	13.46%
		0032	Pine Bluff	12	0	0	0	0.00%
		0232	White Hall	19	0	2	2	10.53%
		0343	Redfield	22	0	2	2	9.09%
		Total		105	0	11	11	10.48%
	10	0084	Dumas	17	0	0	0	0.00%
		0111	Crossett	26	0	1	1	3.85%
		Total		43	0	1	1	2.33%
	Total			362	1	44	45	12.43%
05	11	0003	Magnolia	12	0	5	5	41.67%
		0010	El Dorado	30	0	5	5	16.67%
		0297	Junction City	18	0	0	0	0.00%
		Total		60	0	10	10	16.67%
	12	0054	De Queen	12	0	0	0	0.00%
		0058	Texarkana	25	0	2	2	8.00%
		0124	Ashdown	12	0	0	0	0.00%
		0427	Hope	18	0	0	0	0.00%
		Total		67	0	2	2	2.99%
	14	0013	Hot Springs	39	0	1	1	2.56%
		0123	Hot Springs Village	22	0	5	5	22.73%
		Total		61	0	6	6	9.84%
	15	0001	Little Rock	71	0	5	5	7.04%
		0019	Benton	15	0	1	1	6.67%
		0074	North Little Rock	36	0	6	6	16.67%
		0263	Traskwood	24	0	3	3	12.50%
05	00	Total		146	0	15	15	10.27%
		Total		334	0	33	33	9.88%
		1000	Little Rock	41	0	22	22	53.66%
		Total		41	0	22	22	53.66%
Total	Total			2036	31	369	400	19.65%



American Legion Auxiliary
Department of Arkansas
Membership Committee
Jammie Phillips – Chair
Pearl Gordan – Member
Patricia Murray – Mentor

Greetings American Legion Auxiliary,

Welcome to the 2023 Membership Year! The engines have already started, and The Race is ON...The Department of Arkansas membership goal for the 2023 membership year is 2036. As of September 1st, the 2023 Unit goals have been published to ALAMIS and are also available on the Department Website: <http://auxiliary.arlegion.org/> under the membership header. Membership is a team event, and it takes more than just a committee to succeed. As a member you are in the driver seat. I would like to challenge each member to FIRST renew their own membership and to do it now; Next, I challenge each of you to recruit or rejoin 1 additional member. By working together, WE CAN WIN THIS RACE!

Membership Committee National Chairman 2022-2023 Linda S. Tome gave some excellent pointers on ways to connect with and work membership:

- **Personal connection!** Too often the only contact a member receives is her Dues Renewal Notice sent by the national headquarters office. Reach out and make a personal connection with your members and ask them to renew their membership:
- **Personal phone call** – Remind members why they joined the American Legion Auxiliary. Share the ways your unit has made a difference in the lives of veterans in your community, state, and country. Encourage them to become a part of activities. If transportation is an issue, maybe your unit members can offer to provide a ride, this may be the key to increasing involvement! How about offering to pick up their dues at a scheduled time?
- **Personal letter** – Send letters out to all of your members now! Outline the events on a calendar for all of the exciting things your unit is planning throughout the year and let members know that their membership is important to the mission of the organization. We have sample letters for you to use!! I know that several Unit Presidents send out emails to their members almost weekly to remind them of things coming up and events that they can volunteer for!
- **Renewal Open House** – Host an event soon where members can come renew their dues and mingle with other members. Encourage them to bring other family members along. These family members may be eligible for membership, but if not, remind them they are welcome to attend activities and that you do welcome their help in advancing the mission of the American Legion Auxiliary. Combine this event with your Legion family. It is a win-win for everyone!
- **Plan a Member Day of Recognition** – Everyone needs a pat on the back or a “way to go.” At your meetings, you can share information about a member’s family history with the Auxiliary, what they are doing to advance the mission of the Auxiliary, their community service work, etc. Then maybe share this information with your Department Membership Chairman so they can begin to share those accomplishments with the entire American Legion Auxiliary membership.
- **Share your own personal experience as a member** – Let your members know there will be ups and downs, but to always keep their eye on the big picture – the mission of the American Legion Auxiliary – not just personal rewards.

We all belong to this organization for a reason and although personal reasons may vary, we all believe in the mission of The American Legion Auxiliary. Membership is important because our membership is our voice! It is that voice that allows us to advocate for Veterans. If we want to continue to make EVERYDAY VETERANS DAY, we will need to stop the membership slide and facilitate membership growth. The Department of Arkansas Membership Committee is here to help any way we are able, and we look forward to seeing each of you JOIN THE RACE!

In the spirit of service, not self

Jammie Phillips – Chair
Pearl Gordan – Member
Patricia Murray – Mentor



American Legion Auxiliary
Department of Arkansas
Membership Committee
Jammie Phillips – Chair
Pearl Gordan – Member
Patricia Murray – Mentor

2023 Department of Arkansas Membership Program Plan

Race to be 1st – Kicking off the Membership Year

- 1st Unit to Reach 100% Membership: Certificate, Department President Visit to Unit Meeting and priority seating at the 100% Luncheon.
- 1st Unit to Recruit 5 NEW Jr. Members: Certificate & Department President Visit to Unit Meeting. If the Unit makes 100% then they will also have priority seating at the Luncheon.
- 1st Unit to Recruit 5 NEW Sr. Members: Certificate & Department President Visit to Unit Meeting. If the Unit makes 100% then they will also have priority seating at the Luncheon.
- 1st District to Reach 100%: Gift for District President, Certificate, Department President Visit to District Meeting and priority seating at the 100% Luncheon.

100% Membership Luncheon

The Unit President and the Membership Chair for each Unit's to reach 100% or better will be invited to attend. District President's for Districts that make 100% or better will also be invited to attend

Traveling Trophy

This will be established as an annual award and the Unit with the highest membership above their membership goal will be engraved upon the base of the Trophy. This Unit will retain the trophy for one year.

Most Outstanding Unit Membership Program Award

Unit Award (Certificate & Monetary Award) - *This will be a department award and will be distributed to one Unit at Department Convention. The award will go to the Unit that submits a narrative report that details how they effectively incorporated membership into their ALA Mission & Programs.*

The Post Race Awards

Unit Award (Certificate & Monetary Award) - *This award will go to the 3 Units that has the highest % above goal at 5/1/2023.*

- *Units with an Objective between 12-25*
- *Units with an Objective between 26-59*
- *Units with an Objective of 60 and above*

District Award (Certificate & Gift) – *This award will go to the district (District President) that has the highest % above goal at 5/1/2023.*

100% Ribbons & Certificate's

Each Unit that makes goal will receive at Department Convention a 100% Ribbon and a Certificate.



2023 MEMBERSHIP AWARDS

Member Award: 10 Plus 3 in 2023

- **Award:** Special gift selected by the National Membership Chairman
- **Presented to:** Members who recruit 10 NEW Senior members and 3 NEW Junior members for the 2023 membership year.
- **Deadline:** Members must be entered and paid in ALAMIS member database by June 1, 2023.
 - **FORMS** must be received at National HQ by June 3, 2023.
- **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:** \$25.00 Gift Certificate to Emblem Sales
- **Presented to:** Units that reach 100% of their 2023 membership goal by November 11, 2022.
- **Deadline:** November 11, 2022.
- **Materials and guidelines:**
 - This award will be based on units that reach 100% of their reported goals by November 11, 2022, as verified by ALAMIS.

Note: Departments must submit unit goals to National Headquarters by September 1, 2022, to be eligible for the 100% Unit Award. These must be sent in a specific format which will be provided by NHQ.

Unit Award: New Unit Award

- **Award:** \$25.00 Gift Certificate to Emblem Sales
- **Presented to:** New units chartered between September 1, 2022, and July 31, 2023.
- **Deadline:** July 31, 2023.
- **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 2022 department goal PLUS one new member for every active unit as of the 2022 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 2023 department membership goal.
- **Deadline:** Pearl Harbor Day, December 7, 2022.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by December 7, 2022.

Department Award: 85% Award

- **Award:** \$85 to be used to advance the ALA mission
- **Presented to:** Departments reaching 85% of their 2023 department membership goal.
- **Deadline:** TAL Birthday, March 15, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by March 15, 2023.

Department Award: 95% Award

- **Award:** \$95 to be used to advance the ALA mission
- **Presented to:** Departments reaching 95% of their 2023 department membership goal.
- **Deadline:** National Poppy Day®, May 26, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by May 26, 2023.

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, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 4, 2023.

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 29, 2023.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 29, 2023.

Seating at National Convention: Seating at National Convention will be based on each department's percentage of their 2023 membership goal, from highest percentage to lowest.



10 plus 3 in 2023!

Members who recruit 10 new Senior and 3 new Junior Auxiliary members for the 2023 membership year.

One entry per recruiter

Certified forms must be received at ALA National Headquarters by June 5, 2023.

Please send this form to your department headquarters office no later than one week prior to the deadline.

New members must be paid in ALAMIS by June 1, 2023.

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 Address: _____

Names of New Senior Members

Member ID#

Names of New Senior Members

Member ID#

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

Names of 3 New Junior Members

Member ID#

Names of 3 New Junior Members

Member ID#

1. _____

3. _____

2. _____

Certified by Department Secretary:

DATE: _____

Department Secretary

Printed Name: _____ Dept: _____

Dept Secretary Signature (required): _____

***I certify that all 13 members are new and paid for the 2023 year.**

***I have provided member ID numbers and verify 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 scan and email to:
membership@ALAforVeterans.org
(Subject line: Recruit 13)

Or

Fax: (317) 569-4502 (Attn: Membership)

***Must be received at NHQ
no later than midnight June 5, 2023**

Each recruiter will receive a special gift selected by the 2023 National Membership Committee Chairman.

One entry/award per recruiter



American Legion Auxiliary

PAID UP FOR LIFE

MEMBERSHIP

(Please type or print – see instructions on reverse)

SECTION 1 – To be completed by APPLICANT

FULL
NAME:

(First)

(Middle)

(Last)

DATE OF

BIRTH: (required) ____/____/____

PUFL

MEMBERSHIP FEE: \$ ____
(see rate chart on reverse side)

DAYTIME TEL # ____-____-____

SIGNATURE OF APPLICANT:*

EMAIL ____

**can only be omitted if membership is a gift; if a gift, please refer to section below*

Date Application
Submitted to
Unit Secretary

***FOR GIFT
Mail Card
to:**

Name: ____ Tel #: ____-____-____

Address: ____

City: ____ State: ____ Zip: ____

Indicate Payment Method:

☐ Check or Money Order - - Make payable to: *American Legion Auxiliary*

☐ MasterCard Card # ____-____-____-____

Expiration date: ____/____/____

☐ Visa Card # ____-____-____-____

Expiration date: ____/____/____

Daytime Tel # ____-____-____ Signature: ____

Date: ____/____/____

SECTION 2 – To be completed by UNIT SECRETARY

With my signature below, I certify that applicant is a member in good standing, has a valid membership card (has paid dues) for the current year, that application is completed in full, that the PUFL fee listed above is accurate, and that the application is ready for processing at National Headquarters. *Note: After January 1, a member's current year's dues must be paid before they can apply for a PUFL membership. (see information on back)*

Membership ID #: ____

Last year this member paid dues to Unit: ____

Unit #: ____ Department: ____

Annual Unit Dues (Unit + Dept + Nat'l): \$ ____

***Is Unit waiving its portion of dues for this applicant?** Yes ____ No ____

Signature of Unit Secretary: ____ Date application certified: ____/____/____

Address: ____ Email: ____

City: ____ State: ____ Zip: ____ Daytime Tel #: ____-____-____

**for explanation, see "COST" section on reverse side*

Note: Send this form,
along with payment to:

American Legion Auxiliary, National Headquarters
ATTN: Membership Division - PUFL
3450 Founders Road
Indianapolis, IN 46268

Note: PUFL Fees are non-refundable

SECTION 3 – To be completed by NATIONAL HEADQUARTERS

NATIONAL per capita: \$ ____ DEPARTMENT per capita: \$ ____ Balance for UNIT: \$ ____

Date card sent ____/____/____

ELIGIBILITY: Any member of the American Legion Auxiliary in good standing (having a valid membership card for the current year) may pay dues in advance for the remainder of member's life. After January 1, a member's dues must be paid for the current year before becoming eligible to purchase a PUFL membership. If a member pays their dues in advance and later decides they want to purchase a PUFL membership, that dues amount may be deducted from the total PUFL membership cost until January 1 of the current membership year.

COMPLETING APPLICATION: The APPLICANT completes and signs the top portion of the application form and submits to the Unit Secretary for certification that member is in good standing and has paid dues for current year. Payment or charge card information must be provided before the application can be processed. Make check or money order payable to American Legion Auxiliary. See the rate chart below for payment due.

The UNIT SECRETARY must: 1) Verify that applicant has paid current year dues; 2) complete and sign the second section of the application.

PROCESSING APPLICATION: After the application and payment are accepted and processed by National Headquarters, a permanent PUFL Membership card is sent to the member. The card is proof of the member's paid-up-for-life membership status. Each year thereafter, National Headquarters will send the Unit, through its Department Headquarters, the Unit's share of the member's annual dues. The Unit and Department will receive the same amount each year as long as the member lives and remains a member of that Unit.

COST: The cost of a PUFL membership is based upon two factors -- the member's age at the time of application/purchase and the total dues of the Unit at the time the application is processed.* The total dues of the Unit consist of the Department per capita, the National per capita and the amount of annual dues retained by the Unit. The dues amount used to compute the cost of a PUFL membership may not be less than the sum of the Department per capita plus National per capita. (*Units may waive their portion of dues. By doing so, the Unit forfeits or "gives up" the annual payment of that member's dues from the Paid Up For Life Trust.*) NOTE: see "ELIGIBILITY" section (above) about deducting dues paid in advance from the total PUFL fee.

*** The PUFL fee for applications processed after June 30 must be based on the total Unit dues for the following membership year.**

The rate chart must be used to determine the exact cost of a Paid Up For Life membership. At the top of the chart, select your age group -- the age at your last birthday. In the left-hand column, find the amount of your annual Unit dues (round to the nearest dollar amount) and trace across to your age column. This amount is the cost of your PUFL Membership.

Example: if you are 62 years old and your Unit dues are \$14.50, the cost of your PUFL membership is \$327.00.

If your dues amount is higher than \$50.00, you can find a continuation of the PUFL rate chart in the Member Resources section of the national website at www.ALAAforVeterans.org

PUFL FEE RATE CHART

Effective September 1, 2014

Age When Single Payment Made

Rate of Sr. Annual Dues	Birth to 11	12 to 17	18 to 24	25 to 29	30 to 39	40 to 49	50 to 59	60 to 69	70 to 79	80 & Over
\$12.00	555	520	499	471	449	398	337	267	196	127
\$13.00	596	558	536	506	482	428	362	287	210	137
\$14.00	637	597	573	541	516	457	387	307	225	146
\$15.00	678	635	610	576	549	487	412	327	239	156
\$16.00	719	674	647	611	582	516	437	347	254	165
\$17.00	760	712	684	646	615	546	462	366	268	175
\$18.00	801	751	721	681	649	575	487	386	283	184
\$19.00	842	790	758	716	682	605	512	406	297	194
\$20.00	883	828	795	751	715	634	537	426	312	203
\$21.00	924	867	832	785	748	663	562	446	326	212
\$22.00	966	905	869	820	782	693	587	465	341	222
\$23.00	1,007	944	906	855	815	722	612	485	355	231
\$24.00	1,048	982	943	890	848	752	637	505	370	241
\$25.00	1,089	1,021	979	925	881	781	662	525	384	250
\$26.00	1,130	1,059	1,016	960	915	811	687	545	399	260
\$27.00	1,171	1,098	1,053	995	948	840	712	565	413	269
\$28.00	1,212	1,136	1,090	1,030	981	870	737	584	428	279
\$29.00	1,253	1,175	1,127	1,065	1,014	899	762	604	442	288
\$30.00	1,294	1,213	1,164	1,100	1,048	929	787	624	457	297
\$31.00	1,335	1,252	1,201	1,135	1,081	958	812	644	471	307
\$32.00	1,376	1,290	1,238	1,169	1,114	988	837	664	486	316
\$33.00	1,418	1,329	1,275	1,204	1,148	1,017	862	683	500	326
\$34.00	1,459	1,367	1,312	1,239	1,181	1,047	887	703	515	335
\$35.00	1,500	1,406	1,349	1,274	1,214	1,076	912	723	529	345
\$36.00	1,541	1,444	1,386	1,309	1,247	1,106	937	743	544	354
\$37.00	1,582	1,483	1,423	1,344	1,281	1,135	962	763	558	364
\$38.00	1,623	1,521	1,460	1,379	1,314	1,165	987	782	573	373
\$39.00	1,664	1,560	1,497	1,414	1,347	1,194	1,012	802	587	382
\$40.00	1,705	1,598	1,534	1,449	1,380	1,224	1,037	822	602	392
\$41.00	1,746	1,637	1,571	1,484	1,414	1,253	1,062	842	616	401
\$42.00	1,787	1,675	1,608	1,518	1,447	1,283	1,087	862	630	411
\$43.00	1,828	1,714	1,645	1,553	1,480	1,312	1,112	881	645	420
\$44.00	1,869	1,752	1,682	1,588	1,513	1,342	1,137	901	659	430
\$45.00	1,911	1,791	1,719	1,623	1,547	1,371	1,162	921	674	439
\$46.00	1,952	1,829	1,756	1,658	1,580	1,401	1,187	941	688	449
\$47.00	1,993	1,868	1,793	1,693	1,613	1,430	1,212	961	703	458
\$48.00	2,034	1,906	1,830	1,728	1,646	1,460	1,237	980	717	467
\$49.00	2,075	1,945	1,867	1,763	1,680	1,489	1,262	1,000	732	477
\$50.00	2,116	1,983	1,904	1,798	1,713	1,519	1,287	1,020	746	486

NOTE: For members under age 18, PUFL rates are based on your Unit's annual senior dues amount.



American Legion Auxiliary MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Name (First) (M.I.) (Last)

Address

City State ZIP

Home Phone Cell Phone Email Address

/ / ☐ Birth - 17 ☐ 18 and over Unit # Location

Date of Birth (Required)

Have you been a member previously? ☐ Yes ☐ No (If yes, fill in below.)

Previous Unit City/State ALA ID # (if known)

Signature of Applicant (or legal guardian if under 18) Date

ELIGIBILITY INFORMATION

Eligible Through—Name of Veteran (Female Veterans: List Your Own Name)

If Living: American Legion Member ID # Post # City State

☐ Deceased—If veteran is deceased, contact ALA unit about the necessary military records.
For Veteran's DD214 Discharge Papers: www.archives.gov/veterans/military-service-records

Veteran Served:

☐ WWI (4/6/1917-11/11/1918)
☐ Anytime After 12/7/1941 (check all that apply):
☐ Global War on Terror ☐ Panama ☐ Vietnam ☐ WWII
☐ Gulf War ☐ Lebanon/Grenada ☐ Korea ☐ Other Conflicts

Applicant's Relationship to the Veteran:

☐ Male Spouse ☐ Female Spouse ☐ Mother ☐ Grandmother ☐ Sister ☐ Self
☐ Daughter ☐ Granddaughter

To Be Completed By The American Legion Post Adjutant/Officer

I certify that the above named individual served at least one day of active duty during the dates marked above and was honorably discharged or is still serving honorably.

Post Adjutant/Officer Membership Verification Date

HELP US GET YOU CONNECTED!

I am interested in learning more about:

- ☐ Volunteering for Veterans, Military, and Their Families
- ☐ Youth Activities, Including ALA Girls State, Junior Member Programs, and Scholarships
- ☐ Member Discounts and Services
- ☐ Other

Please contact the following individual about volunteering or joining the American Legion Auxiliary:

Name Phone Email

Name Phone Email

Name Phone Email

Recruiter's Name Unit/Post # City State

Submit this application to the ALA unit you wish to join. If unit is unknown, contact National Headquarters at (317) 569-4500 for assistance. Annual dues must accompany completed application. Ask local contact for amount due. *Membership pending approval of application.*



AMERICAN LEGION AUXILIARY **SUGGESTED ADDITIONS TO NEW MEMBER KIT**

Units are encouraged to create 'New Member Kits' to distribute to new members. This helps explain to new members who we are, what we do and why we matter. It can also cover the basic information that new members need to know as well as important contact information. Units are encouraged to be creative in how they share with new members all that the ALA has to offer.

Unit Specific Suggested Items

- Welcome letter from Unit President
- Membership Card and Pin (pin if applicable)
- Unit Roster – A list of all the current members and unit officers
- Latest Newsletter (if applicable)
- Calendar of Events including monthly meeting
- Unit Constitution & Bylaws and Standing Rules
- ALA Preamble
- Summary of Committees and Programs
- List of commonly used ALA terms
- Interest Checklist

Other Suggested Items

- New Member Welcome Flyer*
- Department Welcome letter from Department President or Department Membership Chairman
- TAL Family Brochure*
- AEF Brochure*
- Member Data Form
- Member Benefits Flyer*
- Unit Guide Book* – The Unit Guide Book is a comprehensive source of information on the American Legion Auxiliary and its programs, unit operations and procedures, membership eligibility, and prescribed ceremonies.

Order From: National Emblem Sales
Phone: 1.888.453.4466
Email: emblem@legion.org
Website: emblem.legion.org

*Denotes items available for download at www.ALAforVeterans.org



American Legion Auxiliary

Tips to Increase Membership

Membership Challenge:

Challenge all of your members to invite one new person to an event or unit meeting. Include your Legion Family in this challenge as well!

Warm & Welcoming Attitude: Introduce yourself, take an interest in them, and introduce them to other members. A smile can go a long way.

Get to Know Your Members: A member needs to feel that they are a valued part of the unit. A wide variety of skills are needed to run a successful unit. Find out what your new member's talents and interests are to get them involved in your projects and activities.

Encourage members to go visit www.ALAforVeterans.org to take free ALA Academy courses to learn more about our organization!

Contact Local Businesses: Introduce yourselves to local businesses and tell them about what your unit does. Invite them to meetings to discuss their business. Offer to advertise for them, this is a great way to get donations for future projects. Be sure to also reach out to new businesses that open in your local area and welcome them!

Set Up a Unit Website or Facebook Page:

Online searches have become the most common and easiest way to research an organization. These are great ways to keep members involved and informed.

Include other Organizations:

Reach out to other organizations in your community to participate in your activities. This is a great way to educate your local community about who we are, what we do, and why we matter. Make sure to show interest in their organization as well.

Invite the Local Media:

Invite local media to your events and have them write an article. Remember to always mention how to become a member and the contact information for your unit.



American Legion
Auxiliary

ARE YOU ELIGIBLE FOR MEMBERSHIP IN THE ALA?

Join us in serving America's
veterans!

RELATIONSHIP TO VETERAN:

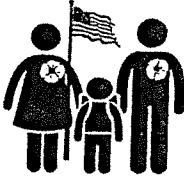


- ★ MOTHER
- ★ DAUGHTER
- ★ SISTER
- ★ GRANDMOTHER
- ★ GRANDDAUGHTER
- ★ SELF — FEMALE
VETERANS WHO
HAVE SERVED
- ★ MALE or FEMALE
SPOUSE

TWO PATHS FOR ALA ELIGIBILITY:

PATH ONE:

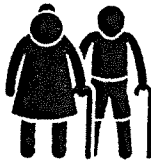
The potential member
is related to a living
veteran by one of the
relationships stated
above and the veteran
is living AND a current
member of The American Legion.



If the potential member is a
female veteran, she only needs
to have served during the eligible
time periods to be eligible for
ALA membership.

PATH TWO:

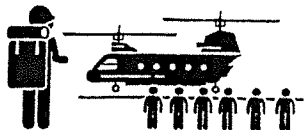
The potential member is
related to a deceased
veteran who served during
the eligible time periods
and was honorably discharged.



The deceased veteran did
not have to be a member
of The American Legion
in order for the potential
member to join the ALA.

ELIGIBILITY PERIODS:

April 6, 1917, to November 11, 1918;
and any time after December 7, 1941



For more information, please contact:

Enter Contact Name
Phone Number
Email Address



American Legion
Auxiliary

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Join us in serving America's
veterans!

RELATIONSHIP TO VETERAN:

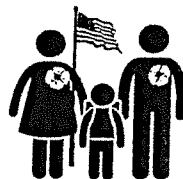


- ★ MOTHER
- ★ DAUGHTER
- ★ SISTER
- ★ GRANDMOTHER
- ★ GRANDDAUGHTER
- ★ SELF — FEMALE
VETERANS WHO
HAVE SERVED
- ★ MALE or FEMALE
SPOUSE

TWO PATHS FOR ALA ELIGIBILITY:

PATH ONE:

The potential member
is related to a living
veteran by one of the
relationships stated
above and the veteran
is living AND a current
member of The American Legion.



If the potential member is a
female veteran, she only needs
to have served during the eligible
time periods to be eligible for
ALA membership.

PATH TWO:

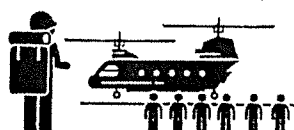
The potential member is
related to a deceased
veteran who served during
the eligible time periods
and was honorably discharged.



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For more information, please contact:

Enter Contact Name
Phone Number
Email Address



American Legion
Auxiliary

ARE YOU ELIGIBLE FOR MEMBERSHIP IN THE ALA?

Join us in serving America's
veterans!

RELATIONSHIP TO VETERAN:



- ★ MOTHER
- ★ DAUGHTER
- ★ SISTER
- ★ GRANDMOTHER
- ★ GRANDDAUGHTER
- ★ SELF — FEMALE
VETERANS WHO
HAVE SERVED
- ★ MALE or FEMALE
SPOUSE

TWO PATHS FOR ALA ELIGIBILITY:

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member of The American Legion.



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female veteran, she only needs
to have served during the eligible
time periods to be eligible for
ALA membership.

PATH TWO:

The potential member is
related to a deceased
veteran who served during
the eligible time periods
and was honorably discharged.



The deceased veteran did
not have to be a member
of The American Legion
in order for the potential
member to join the ALA.

ELIGIBILITY PERIODS:

April 6, 1917, to November 11, 1918;
and any time after December 7, 1941



For more information, please contact:

Enter Contact Name
Phone Number
Email Address



Department of Arkansas American Legion Auxiliary

Public Relations

September 2022 News

Greetings Auxiliary family. It is with great honor that I come to you for another year as your Public Relations chairperson. I hope this year is another great year and that you all are already working on the program!

Fall is just around the corner and I'm sure most of you are working on finalizing your plans for Fall festivals, Trunk or Treats, and so much more. How many of you hosted POW/MIA ceremonies or Constitution Day events? I know many of you are great with advertising your events in your communities and I hope you're passing out flyers faster than you can print them or using social media as a PR tool!

Speaking of social media, I'd like to encourage you all to create a Facebook Page for your Units. As we are all aware, social media is the new, free advertising tool that reaches our communities in ways we never thought, so why not take advantage of that?! Post those flyers, pictures, and important news and updates as they become available once you have your pages created! (Just be sure that the page isn't associated with your personal account so it can continue to be used over the years.)

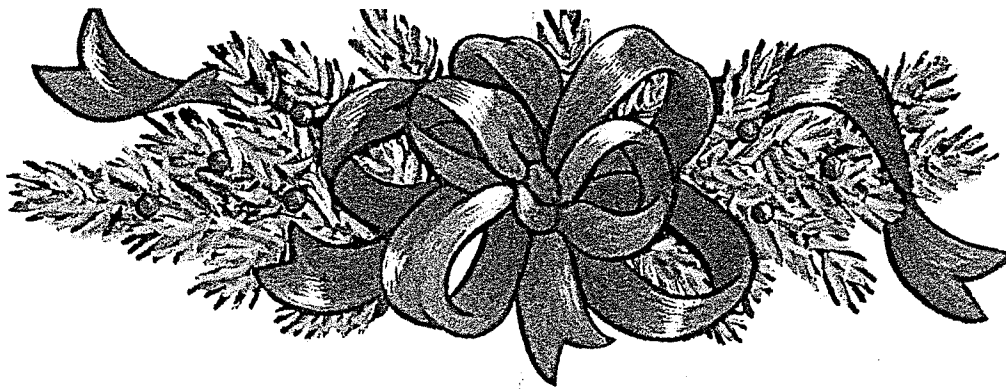
As American Legion Auxiliary members, also keep in mind that Public Relations is all about IMAGE. By that I mean, who we are, what we do, and why we do it! We need to spread this information to help our organization grow and become stronger in the years to come and that all starts with YOU.

Whether you share your events on social media, in local newspapers, on radio stations, flyers, handouts, or events, keeping the American Legion family name out in the public eye is important!

I'd like to also encourage you also consider creating a newsletter for your Units. They can be electronic newsletters or mailable copies but create those newsletters and include a list of your Unit member's birthdays, anniversaries, upcoming events, past events, important updates from the Department and National, and anything else you can think of. Those newsletters could be mailed to the members in your Unit who don't always attend your regular meetings and it will make them feel like they were able to be a part of the things you have planned. Inclusion is VITAL!

Again, it's an honor to serve as your Public Relations Chairperson and I look forward to learning more about your units and how you're working the ALA Mission, and PLEASE share your information with me.

Sincerely,
Charlotte



*American Legion Auxiliary
Department of Arkansas
Invites You To Our
Veterans Gift Shop 2022*

*North Little Rock Gift Shop
Open House and photos
Monday, November 28, 2022
9:30 a.m.*

*North Little Rock VA Hospital
(Behind Office of Civic Engagement)*

*Gift Shop Hours
Monday, November 28, 2022 through
Friday, December 2, 2022
10:00 a.m. to 3:00 p.m. daily*

Please encourage your Units and members to participate in our Gift Shop. We have a need for women's scarves, small toys, bath towels, men's wallets, gloves, men's gloves, men's hats and non breakable items you could donate. Donations may be dropped off at the Auxiliary Department Headquarters or the Office of Civic Engagement at the North Little Rock VA before November 21.

Pursuant to VA policy, you MUST have a current COVID and FLU shot to participate at the Gift Shop. If you are not a regularly scheduled volunteer, you must bring proof of your vaccinations. Masks are required.

Veterans Affairs & Rehabilitation

The VA&R program in Arkansas is so important because our mission is taking care of veterans. Although each veteran has unique needs, we as members and Units need to identify those needs and help as much as possible. Below are only a few of the ways we can help our veterans. I will add to the list in each *Legionnaire*.

- Greeting/Thank You cards – we all have a collection in our homes that can be used for our veterans. Take them to nursing homes or send to veterans in your community for any occasion. Give blank ones to veterans and put a stamp on the envelope so that they may communicate with their loved ones,
- Prepare meals/treats for veterans,
- Provide transportation to appointments or shopping,
- Donated needed items to the VA and its clinics and,
- Get your Juniors involved in your veteran's projects!

Save the dates!! Our Veterans Gift Shops are beginning to prepare for our annual events. The Little Rock/North Little Rock Gift Shop will be held Monday, November 28 through Friday, December 2. We will be headquartered at the North Little Rock VA and pursuant to their policy, all volunteers are required to wear masks. If you are not a regular VA volunteer (have a current badge), you will need to provide proof of current COVID and flu vaccines. For questions about the Little Rock/North Little Rock Gift Shop, please call Patricia Murray at 501-681-6905 or patricia_murray@att.net

The Fayetteville VA Gift Shop will be held Sunday, November 27 through Wednesday, November 30 and will be held at Post 100 in Rogers. For questions about the Fayetteville Gift Shop, please call or email Jo Anne Cobb at 201-417-5552 or jahcobb@yahoo.com.

Make a wreath!! The VA&R committee is challenging each Unit to make a Holiday wreath that can be donated to the VA or Arkansas State Veterans Home. Nothing elaborate, around 24 inches and spend no more than \$20 on decorations. Bring the wreaths to Fall Conference; we look forward to seeing your creations!

National American Legion Auxiliary President, Vickie Koutz, is scheduled to visit the Little Rock/North Little Rock Gift Shop this year. Make plans to volunteer and meet her, more details are coming! The invitation to the Gift Shops will be posted soon to our website and is included in this mailout. Remember, if you volunteer at the Little Rock/North Little Rock Gift Shop, we MUST follow the VA policies regarding vaccinations and the wearing of masks. These are listed in the invitation and above.

Remember, every day is Veterans Day.

Patricia Murray, Chairman
Jo Anne Cobb, Member
Pat Clark, Member

LEADERSHIP

September 2022

Are you a leader? Of course you are!

Leadership has many characteristics including:

- The ability to see other's vision, not just your own,
- Good listening skills,
- Being an inspiration to others and set a good example,
- Flexibility,
- Having an open mind,
- Treat others with respect,
- Creating a culture of trust,
- Valuing those you are leading,
- Be open to develop leadership in others,
- Have a positive attitude, and
- So many other characteristics.

There are too many qualities of a good leader to list here. Do you see yourself in this list?

One of the goals the Leadership Committee has for the 2022 - 2023 year is to encourage all Auxiliary members to create an account on the National American Legion Auxiliary website, alaforveterans.org, and take advantage of the leadership courses and resources available. The ALA Academy is an excellent resource to learn not only about our wonderful organization but to learn leadership skills. You can download information about the Auxiliary programs use that to help develop leadership skills.

Setting a good example is a great way to inspire and lead others. A former supervisor gave me good advice that I've never forgotten: Sometimes you are the only _____ someone will ever see. Fill in the blank with whatever is applicable - Auxiliary member, leader, Christian, etc. Giving someone a bad impression of you in whatever situation you are in leaves not only an instant bad impression but a lasting one that you may never overcome.

The Leadership Committee plans on conducting a leadership workshop in the Spring of 2023. We want to see you there! Details will be sent to everyone as soon as possible.

Again, remember everyone is a leader in their own way. Please use the resources available on the National American Legion and know that the Leadership Committee is ready to help you and your Unit in anyway possible.

Patricia Murray - Chairman (patricia_murray@att.net)
Carol Westergren - Member
Lisa Evridge - Member



AMERICAN LEGION AUXILIARY—DEPARTMENT OF ARKANSAS

1415 West Seventh Street—Little Rock, Arkansas 72201

Mail: P.O. Box 1010—Little Rock, Arkansas 72203

Telephone: 501-374-5836 Fax: 501-372-0855

Email: arkaoux@att.net Website: www.auxiliary.arlegion.org

Denise "Dee" Smith

Ada Heath

Department President 2022-2023

National Executive Committeewoman 2022-2023

Hello Everyone!

Enclosed please find an invitation from VA&R Chair, Patricia Murray, to the VA Gift Shop in Little Rock. We hope that many of you will be there. Our National President, Vickie Koutz, will be there helping to serve our veterans and even wrap some gifts for them. This will be a great opportunity for you to meet National President Vickie and serve our hospitalized veterans. Come one, Come ALL!

We've also included a new membership contest from Membership Chair, Jammie Phillips. The **Renew YOU Challenge** is a perfect way for your unit to increase membership and for your members to win recognition, too! There are many ways to renew dues and those ways are outlined in the contest form and on our national website at www.alaforveterans.org.

However, when your unit receives 2023 dues and Renew YOU Challenge associated applications for new or renewed members, please let your unit officer know that both need to be sent to Department Headquarters right away. We need time to receive these dues and applications and have them properly entered into ALA MIS. The deadline for that is November 18th. We want you all to be eligible to win that prize from your Membership Team so please send every entry right away.

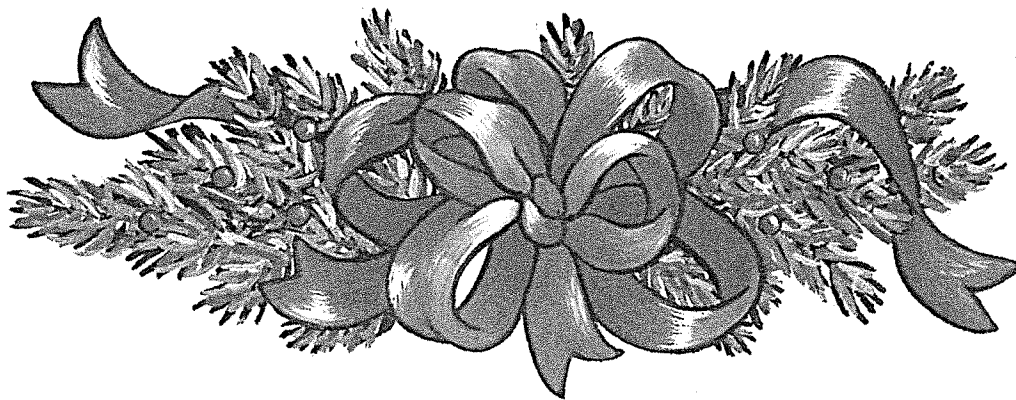
If you have questions or need help, please contact us. We will guide you through this process.

Also, you will notice a 2022-2023 Unit Officers Certification form in this envelope. Please, if you need to send this to us, do this now. Information is only as good as what we have in the files. Many of the files are still empty.

Hope to see you all soon. Keep safe and work well.

Best regards,

President Dee



*American Legion Auxiliary
Department of Arkansas
Invites You To Our
Veterans Gift Shop 2022*

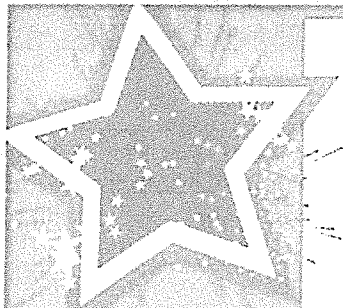
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STEP ONE

HOW?

BY PHONE

OR

STEP TWO

STEP THREE

MEMBERSHIP

Renew YOU Challenge

Pay Online:

<https://www.legion-aux.org/>

Log in to your account and click on the "Renew" button.

For more information, please contact your local Legion Auxiliary.

Call (317) 569-4570 don't forget to have your membership number ready

What's in it for you? Renewal is a gift.

Do something special that Renew's your energy and makes you feel revitalized. Take some membership applications with you, and

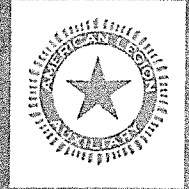
RECRUIT or REJOIN 1 New Member.

Complete an application form and send it to your local Legion Auxiliary. If you are a new member, you will receive a welcome packet. If you are a returning member, you will receive a renewal packet.

For more information, please contact your local Legion Auxiliary. We are here to help you.



Renew You Challenge Fillable Form



Instructions

Welcome to the 2023 Membership Year! The Department of Arkansas American Legion Auxiliary is issuing a Renew YOU Challenge. The Rules are simple: Renew your 2023 membership & recruit or rejoin one new member. A rejoin is a member that has not paid dues since 2021. You only need one new member or rejoin to fulfil the challenge, but since I know how awesome you are I gave you room to enter more. Fill out the below form and email to Jammie.Phillips@Yahoo.com by the deadline of November 18th, 2022. Memberships must be paid and entered in ALAMIS by the deadline to qualify.

Member Information

Member Name (First & Last)		Mailing Address Including City, State and Zip	
Member Email Address		Unit City	
Unit Name		Unit Number	

Recruit/Rejoin Member Name

Unit City & Unit Number of Recruit

Example

Jane Patriot

Red, White & Blue City - Unit 1776

Member 1

Member 2

Member 3

Member 4

Date of Submission

MM
DD
YY

American Legion Auxiliary – Department of Arkansas
1415 West 7th Street, Little Rock, AR 72201
Mail: P.O. Box 1010, Little Rock, AR 72203
Phone: 501-374-5836 Fax: 501-372-0855 Email: arkaux@att.net

Unit Charter Name _____ Unit City _____ Unit # _____

District # _____ Senior Dues _____ Junior Dues _____

Unit Officer Certification Form 2022-2023

President: Name, phone# and email _____

Address: _____

1st Vice President: Name, phone # and email _____

Address: _____

2nd Vice President: Name, phone # and email _____

Address: _____

Secretary: Name, phone # and email _____

Address: _____

Treasurer: Name, phone # and email _____

Address: _____

Who are dues sent to: Name, phone # and email _____

Address: _____

Chaplain: Name, phone # and email _____

Address: _____

Historian: Name, phone # and email _____

Address: _____

Parliamentarian: Name, phone # and email _____

Address: _____

Sergeant-at-Arms: Name, phone # and email _____

Address: _____

Send completed form to Department Headquarters before June 28, 2022

Department Bylaws, Article V, Unit Organization

Section 6. Officers of the Unit shall be elected annually by the time of the last regular meeting of the fiscal year and shall take office not later than the same time as the Department officers. It shall be the duty of the unit secretary to certify to Department Headquarters, on forms provided for that purpose, the names, addresses and phone numbers of the newly elected officers immediately following their election and not later than 10 days after Department Convention.

Signed: _____ Date: _____

Unit President or Secretary

American Legion Auxiliary – Department of Arkansas
1415 West 7th Street, Little Rock, AR 72201
Mail: P.O. Box 1010, Little Rock, AR 72203
Phone: 501-374-5836 Fax: 501-372-0855 Email: arkaux@att.net

Unit Charter Name _____ Unit City _____ Unit # _____

Appointed Unit Committee Chairman List 2022-2023

Americanism: Name, phone # and email _____
Address: _____
Aux Emergency Fund: Name, phone # and email _____
Address: _____
Children & Youth: Name, phone # and email _____
Address: _____
Community Service: Name, phone # and email _____
Address: _____
Constitution & Bylaws: Name, phone # and email _____
Address: _____
Education: Name, phone # and email _____
Address: _____
Finance: Name, phone # and email _____
Address: _____
Girls State: Name, phone # and email _____
Address: _____
History: Name, phone # and email _____
Address: _____
Jr. Activities: Name, phone # and email _____
Address: _____
Leadership: Name, phone # and email _____
Address: _____
Legislative: Name, phone # and email _____
Address: _____
Membership: Name, phone # and email _____
Address: _____
National Security: Name, phone # and email _____
Address: _____
Past President's Parley: Name, phone # and email _____
Address: _____
Poppy: Name, phone # and email _____
Address: _____
Public Relations: Name, phone # and email _____
Address: _____
Service for Veterans: Name, phone # and email _____
Address: _____
Veterans Affair & Rehabilitation: Name, phone # and email _____
Address: _____