

**2024-2025 American Legion Auxiliary  
Department of New York  
Leadership**

**Department Leadership Chairman**

**Sheila Holman**

**3 Thompson View**

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**Purpose:** The purpose of the Leadership Committee is to better equip members to serve in leadership positions with confidence and skill

**Raise awareness of ALA leadership development opportunities.**

- Attend [American Legion Auxiliary Mission Training](#)
- Watch for event announcements in Auxiliary magazine, ALA emails, and social media for dates and locations.
- After Mission Training, share the information you received with your unit, district/county, and department.
- Attend leadership conferences/workshops within your district/department.
- Participate in [ALA Academy courses](#)
- Be aware of ALA leadership opportunities in your community:
- Speak to other community organizations about veterans' support.
- Speak to high schools about veterans to develop your own leadership abilities.
- [ALA Unit Member of the Year Award](#)
- Nominate a fellow unit member for Unit Member of the Year.
- Open to senior members who are not currently, nor have ever been, in an elected or appointed leadership role higher than unit president.
- Follow procedures for submitting nominations.

**Promote participation in the ALA Academy.**

- Log in to the MyAuxiliary member portal at <https://member.legion-aux.org/member/memberprofile>.
- Go to the [ALA Academy](#)
- Available courses include many topics – leadership, communications, mission outreach, etc.

**Enhance knowledge about ALA history, programs, and organization.**

- Attend district/department training sessions/workshops.
- Participate in the [ALA Academy](#) — these courses are self-paced and designed to help you learn about the ALA online and at no cost to you.
- Participate in [Mission Training](#) — this is a one-day, interactive conference geared toward learning more about the ALA's core programs and deliver our mission.
- Download/purchase and become familiar with the:
- [Unit Guidebook](#)
- [Constitution & Bylaws](#)
- [Department Operations Guide](#)
- [Parliamentary Procedure](#)
- And other [ALA guidebooks](#) available to enhance your knowledge of and promote our organization.

## **DEPARTMENT LEADERSHIP AWARDS**

### **Department Award Rules**

- Entries must be typed, double spaced, not to exceed 1,000 words.
- Word count in lower left corner of cover sheet unless otherwise noted under award instructions.
- Entries must be in narrative form and placed in a folder.
- Pictures, newspaper clippings and other materials and/or documents may be included.
- All entries must include a cover sheet with the name of the award entry, name of the Unit/County/District, name, and address of the Unit/County/Chairman.
- Entries must be received by the Department Chairman no later than MAY 1<sup>st</sup> unless a different date is specified.

**THE KAREN ST. HILAIRE AWARD:** To the **Unit** Leadership Chairman who submits a written report of the most outstanding accomplishments through leadership in her Unit during the year. The narrative must include the number of senior and junior members in attendance at each program.

**THE PRICILLA IMBURGIA AWARD:** To the Senior member that participates at the County level showing leadership; encouraging membership; promoting good will among members and demonstrating a commitment to "Service Not Self." Member is NOT to have served in an elected office beyond the County level. County/Unit to submit a nomination of members to include a 1,000 words or less written nomination of the qualifying reasons in support of the nomination.

**Junior Award:** To the **junior** member who exemplifies the best leadership role model at the **Unit or County** level.

### **MID-WINTER AWARDS/CERTIFICATES - PRESENTED AT MID-WINTER**

**MID-WINTER AWARD:** *to the **Unit** with the most first-time attendees at the Mid-Winter Conference. For a Unit to be eligible, the Unit President must attend (although not be a first-time attendee herself).*

#### **Available Now:**

**The American Legion Auxiliary is providing all members with the tools they need to help grow the organization as a team. The Academy courses are designed to help members learn online and at no cost to them.**

#### **The ALA Academy offers two options:**

**Self-paced courses that you can take from any device. These are designed for you to take whenever you have time with no need to pre-register.**

**Live virtual webinars are now also offered. These courses are free but are offered live and you will need to register in advance.**

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#### **Self-Paced Courses:**

**ALA 101:** is the introductory course to the ALA Academy, focusing on who we are, what we do and why we matter. ALA 101 provides a general overview of the ALA and our mission, with

information helpful for most new (and not-so-new) members to learn. The entire online course will take about 35-40 minutes to complete.

**ALA Branding and Why It Matters to Me:** ALA members will learn that branding is more than just a logo – it's also how the public perceives our organization and our values. In this course, members will gain a better understanding of why branding is critical to continue our mission of serving veterans, military, and their families.

**ALA Communication Methods:** is an introduction to how the ALA uses E-Communication. It also provides basic how-to information about using social media. This course is part of the Effective Communications Module and will take only about 15 minutes to complete.

**Establishing an ALA Culture of Goodwill:** is a thought-provoking course designed to help ALA members better understand how our attitudes, beliefs and behaviors impact ALA membership and the ALA's ability to serve our mission. This course is part of the Culture Basics Module and will take about 40 minutes to complete.

**The ALA Fundraising course** teaches members about the four different ALA Foundation grants and how to apply for them, how to plan a fundraiser, how to market a fundraiser, and much more.

**How to Deal with Conflict:** How you handle conflict determines whether it turns into a major battle or leads to a deeper understanding of others and a more positive relationship. In this module, you will learn about conflict and the process of resolving it in a professional, positive and proactive manner.

**ALA Leadership: Living Our Motto of Service Not Self:** reviews what it means to be a leader and that leadership is not only a title - it is helping others to stay mission-focused and leading by our guiding principles. By the end of this course, participants will have the tools they need to develop a personal leadership plan. This course will take about 30 minutes to complete.

**The Academy also has a course specifically designed for Junior Members:**

ALA Juniors E-Learning Course is designed with younger members in mind. Juniors will learn about the purpose of the program, how to excel as leaders, tips for speaking to groups, and much more.

**ALA Academy Live:**

The ALA Academy has been expanded to include live virtual webinars. The courses change and are offered a few times to accommodate different schedules and time zones.

Watch ALA National Headquarters' social media channels @ALAforVeterans for the most up-to-date course registration information.

**Self-paced courses that you can take from any device.** These are designed for you whenever you have time with no need to pre-register.

## **2024-2025 NATIONAL LEADERSHIP AWARDS**

### **Deadlines and Submission Requirements**

All award submissions must include a narrative (either a PDF or Microsoft Word document) explaining why the department or unit you're nominating should receive the award. You may also upload other supporting documentation that will give the committee a full picture of the important mission work your department or unit has accomplished this year. These files can be photos (JPG, JPEG or TIFs -- no larger than 14MB) or PDF documents. If you have more than three supporting files, please email the committee email address listed in the form.

**National Awards Form Link:** <https://www.legion-aux.org/National-Awards-Form>

**Unit Member of the Year Award**

Recognizes those serving at the unit level who exemplify the values and ideals of the Auxiliary and whose accomplishments significantly impact the program work in their units.

Deadline: **May 1<sup>st</sup> to the Department Chair.**

**Unit Member of the Year Award Form Link:** <https://www.legion-aux.org/Unit-Member-of-the-Year-Award-Form>

**Unit Award:** Most Outstanding Unit Leadership Program (per division)

All entries must be submitted via electronic form by 5 p.m. EST on **June 1**.

Note: You will receive confirmation when your award is submitted.

**Department Award:** Best Department Leadership Program (per division)

All department entries must be submitted via electronic form by 5 p.m. EST on **June 1**.

Note: You will receive confirmation when your award is submitted.



*Leadership Committee Award Entry Form*

**UNIT MEMBER OF THE YEAR AWARD**

***A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary National Convention.***

*Requirements:*

- 1. Open to senior members who are not in an elected or appointed leadership role higher than unit president.***
- 2. Each department may submit only one entry. Units must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address.***

<i>Nominating Department:</i>	
<b><i>Dept Leadership Chairman Information</i></b>  <i>Name:</i>  <i>Address:</i>  <i>Email:</i>  <i>Telephone Number:</i>	
<b><i>Nominee Information</i></b>  <i>Name:</i>  <i>Address:</i>  <i>Email:</i>  <i>Phone:</i>	
<i>Nominee's Unit Name and Number:</i>	

<b><i>Form must be completed and submitted to Department Leadership Chairman May 1, 2025.</i></b>	
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**Send to Leadership Chairman:  
Sheila Holman  
3 Thompson View  
Malta, NY 12020  
C : 518-937-0277  
E-mail: nyalaleadership@gmail.com**



**LEADERSHIP COMMITTEE  
"UNIT MEMBER OF THE YEAR NOMINATION FORM"**

**Deadline for entries, May 1, 2025 - Please Print**

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

County \_\_\_\_\_ District \_\_\_\_\_

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

Address \_\_\_\_\_

President's Cell # \_\_\_\_\_ Home # \_\_\_\_\_

email \_\_\_\_\_

**"Unit member of the Year"**

Nominee's name & Member # \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ email \_\_\_\_\_

Nominee's background, eligibility, years of membership, involvement & notes of interest

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List nominee's accomplishments & activities during this administrative year 2023-2024

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Read & follow rules carefully, you may add an attachment if needed.

\_\_\_\_\_  
Signature of Unit President

\_\_\_\_\_  
Signature of Unit Secretary

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American Legion Auxiliary  
Member Data Form

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Address

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

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

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

Briefly tell us about yourself and your family:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What interests or hobbies do you have?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
In order to help our unit and community grow and to honor our military and veterans would you be interested in any of the following: **Please check all that are of interest to you:**

Participating in Education Activities \_\_\_\_\_ Scholarships \_\_\_\_\_

Working with young people \_\_\_\_\_ Community Awareness activities \_\_\_\_\_

Helping with unit activities \_\_\_\_\_ Fundraising \_\_\_\_\_

Assisting auxiliary members in need (Auxiliary Emergency Fund) \_\_\_\_\_

Working projects that benefit our military and veterans \_\_\_\_\_

If you are physically able, would you be able to assist, in your home, with projects

\_\_\_\_\_

Or helping with a phone tree when the need arises \_\_\_\_\_

Do you have any experience in a leadership role? \_\_\_\_\_ Please Explain:

\_\_\_\_\_

**Thank you** for continuing to honor our military, veterans, and their families.





## UNIT LEADERSHIP REPORT FORM 2024-2025

**REPORTING DATES**     November 1, 2024     April 1, 2025

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

Unit Leadership Chairman's Name \_\_\_\_\_

Chairman's Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ **Unit does not have a Leadership Chairman**

Number of Unit Leadership Training Sessions held \_\_\_\_\_

What topics were covered in these training sessions?

\_\_\_\_\_

\_\_\_\_\_

Did you hold training on "nurturing a culture of good will"?                      YES \_\_\_\_    NO \_\_\_\_

Did your Unit use Leadership material from the Department Website?    YES \_\_\_\_    NO \_\_\_\_

Number of Senior members that completed the ALA Academy Courses \_\_\_\_\_ (LIST NAMES of members, UNIT AND COURSES watched ON BACK OF THIS FORM)

Number of Junior members that completed the Junior Leadership Course \_\_\_\_\_ (LIST NAMES ON BACK OF THIS FORM)

Number of Senior members who attended Mission Training \_\_\_\_\_ (LIST NAMES ON BACK OF THIS FORM)

Number of Junior members who attended the National Junior Meeting \_\_\_\_\_ (LIST NAMES ON BACK OF THIS FORM)

Are you promoting "Unit Member of the Year" \_\_\_\_\_yes \_\_\_\_\_no

**Impact Numbers**

**4. Our Service Representing the ALA in Our Community**

Impact Report Line #	For any service not included in Sections 1-3	Obtain Total From	Total
Line 19	Total number of hours	* Hours members volunteered	
Line 20	Total dollars spent	* Value of Donations	\$

**Please send a copy to the County Leadership Chairman  
Keep a copy for your records**



# COUNTY LEADERSHIP REPORT FORM

**2024-2025**

**REPORTING DATES:**     **November 10, 2024**     **April 10, 2025**

County Name \_\_\_\_\_ District \_\_\_\_\_

County Leadership Chairman's Name \_\_\_\_\_

Chairman's Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ **County does not have a Leadership Chairman**

Number of Leadership Training Sessions held by: Unit Level \_\_\_\_\_ County Level \_\_\_\_\_

What topics were covered in these training sessions?

\_\_\_\_\_

Number of training sessions held on "nurturing a culture of good will":  
on the Unit level \_\_\_\_\_ on the County level \_\_\_\_\_

Was Leadership material from the Department Website used? \_\_\_\_\_

By # of Units? \_\_\_\_\_ By your County? \_\_\_\_\_

Number of Senior members that completed the ALA Senior Academy Courses. \_\_\_\_\_  
**(LIST MEMBER NAMES, UNIT AND COURSES NAMES ON BACK OF THIS FORM)**

Number of Junior members that completed the Junior Leadership Course \_\_\_\_\_  
**(LIST NAMES AND UNIT # ON BACK OF THIS FORM)**

Number of Senior members who attended Mission Training \_\_\_\_\_  
**(LIST NAMES AND UNIT # ON BACK OF THIS FORM)**

Number of Junior members who attended the National Junior Meeting \_\_\_\_\_  
**(LIST NAMES AND UNIT # ON BACK OF THIS FORM)**

Are your units and county promoting "Unit Member of the Year" \_\_\_\_\_ yes \_\_\_\_\_ no

**Impact Numbers**

**4. Our Service Representing the ALA in Our Community**

Impact Report Line #	For any service not included in Sections 1-3	Obtain Total From	Total
Line 19	Total number of hours	* Hours members volunteered	
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**Send a copy of the County Report to the Department Leadership Chairman**

**Sheila Holman**  
**3 Thompson View**  
**Malta, NY 12020**  
**C : 518-937-0277**

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**Keep a copy for your records**

