

**2023-2024 American Legion Auxiliary
Department of New York
Legislative**

Department Legislative Chairman

**Lynn Visconti
86 Meyers Road
Oswego, NY 13126
C: 315-529-1481
E-mail: nyalalegislative@gmail.com**

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

Visit The American Legion’s Legislative Website at www.legion.org/legislativeto keep current on legislative priorities.

- The site contains the Legion’s legislative priority sheets and point papers, available for download. The priority/drop sheets outline the Legion’s priorities, and you can “drop” these in your elected official’s office. The point papers provide more information on the issue and the Legion’s position.
- Host a Meet the Candidates Night — a question-and-answer session where all candidates for a specific election are invited to answer questions. It is not intended to be a debate.
<https://member.legion-aux.org/Member/Committees/Legislative/How-to-Host-a-Meet-the-Candidate-Night>
- Sign up for Legislative Alerts: Subscribe to the Legion’s Legislative Action Alerts to receive notification when they call on all Legion Family members to take immediate action on a topic
<https://www.votervoice.net/AmericanLegion/Register>
- Contact Your Representatives: <https://www.votervoice.net/AmericanLegion/Address>
- Download a copy of the ALA Legislative Advocacy Guide and follow the suggestions it contains to help build legislative awareness in your community.
<https://www.legion-aux.org/Member/Guides/Advocacy-Guide>

DEPARTMENT LEGISLATIVE AWARDS

Department Award Rules

- Entries must be typed, double spaced, not to exceed 1,000 words.
- Word count in the lower left corner of the cover sheet.
- 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 1st unless a different date is specified.

THE ANN GEER AWARD: To the County with the best overall Legislative Program.

2024-2025 NATIONAL LEGISLATIVE 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 Award: Most Outstanding Unit Legislative Program (per division)

Presented: One unit in each division

Materials and guidelines:

The narrative should not exceed 1,000 words and should include specific examples of how the unit delivered mission service.

It should include action (high-resolution) photos, scans/links to news articles, etc.

All unit 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 Legislative Program (per division)

Presented to: One department in each division.

Materials and guidelines:

The narrative should not exceed 1,000 words and should include program-related mission service; it may consist of the department chair's report.

Should include action (high-resolution) photos, scans/links to news articles, etc.

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.

UNIT LEGISLATIVE REPORT FORM 2024-2025

REPORTING DATES: November 1, 2024 April 1, 2025

Unit Name: _____ Unit Number: _____ County: _____

Name of Person Reporting: _____

Daytime Phone: _____ Email Address: _____

_____ **County does not have a Legislative Chairman**
Check the activities/programs that the unit completed. Please describe activities/projects carried out in your unit. Additional paper or the back of this form may be used.

LOCAL ELECTED OFFICIALS:

___ # of phone calls to
 ___ # of emails & letters sent to
 ___ # of personal visits to

STATE ELECTED OFFICIALS:

___ # of phone calls to
 ___ # of emails & letters sent to
 ___ # of personal visits to

NATIONAL ELECTED OFFICIALS:

___ # of phone calls to
 ___ # of emails & letters sent to
 ___ # of personal visits to

POST FAMILY MEMBERS:

___ # of Post Family Functions shared leg. Issues
 ___ # of Post Events elected officials attended

SUBSCRIPTIONS:

___ # to *The Dispatch*
 ___ # to Auxiliary Legislative e-newsletter
 ___ # to American Legion e-newsletter
 ___ # to www.capwiz.com/legion

EVENTS:

___ Coordinate/Attend "Meet the Candidate"
 ___ Coordinate/Attend "Town Hall Meeting"
 ___ Coordinate/Attend a Legislative Reception
 ___ Attend "Hill Day" in Albany
 ___ Attend Washington DC Conference

RESPONSE:

Y N Did you receive a response from an official?
 If yes, how many? _____ From whom? _____

SUMMARY QUESTIONS:

What is the total number of hours donated by your Unit to the legislative program? _____

What is the total dollar amount expended by your Unit to promote the Legislative program? _____

What are the Legislative issues you have been focusing on? _____

***** YOU MUST FILL IN THIS INFORMATION FOR IMPACT REPORTS*****

1. Our ALA Service for Veterans/Active-Duty/Reserve Military

Impact Report	Service for Veterans/Military	Obtain Total From	Total
Line 1	Total hours members volunteered		
Line 2	Total dollars spent		\$
Line 3	Total number of veterans/military assisted		
Line 4	Total number of "Veterans in Community Schools" presentations facilitated		
Line 5	Value of in-kind donations received*	Unit Records	\$

PLEASE SEND TO YOUR COUNTY CHAIRPERSON KEEP A COPY FOR YOUR RECORDS

**COUNTY LEGISLATIVE REPORT FORM
2024-2025**

REPORTING DATES: November 10, 2024 April 10, 2025

County Name: _____ District _____

Name of Person Reporting: _____ Daytime Phone: _____

Address: _____

Email Address: _____

_____ **County does not have a Legislative Chairman**

Check the activities/programs that the unit completed. Please describe activities/projects carried out in your unit. Additional paper or the back of this form may be used.

LOCAL ELECTED OFFICIALS:

____ # of phone calls to
____ # of emails & letters sent to
____ # of personal visits to

SUBSCRIPTIONS:

____ # to *The Dispatch*
____ # to Auxiliary Legislative e-newsletter
____ # to American Legion e-newsletter
____ # to www.capwiz.com/legion

STATE ELECTED OFFICIALS:

____ # of phone calls to
____ # of emails & letters sent to
____ # of personal visits to

EVENTS:

____ Coordinate/Attend "Meet the Candidate"
____ Coordinate/Attend "Town Hall Meeting"

____ Coordinate/Attend a Legislative Reception
____ Attend "Hill Day" in Albany
____ Attend Washington DC Conference

NATIONAL ELECTED OFFICIALS:

____ # of phone calls to
____ # of emails & letters sent to
____ # of personal visits to

RESPONSE:

POST FAMILY MEMBERS:

____ # of Post Family Functions shared leg. Issues
____ # of Post Events elected officials attended

Y N Did you receive a response from an official?
If yes, how many? _____ From whom? _____

SUMMARY QUESTIONS:

1. What is the total number of hours donated by your Unit to the legislative program? _____
2. What is the total dollar amount expended by your Unit to promote the Legislative program? _____
3. What are the Legislative issues your County has been focusing on? _____

What other Legislative issues are veterans in your area concerned with? _____

***** YOU MUST FILL IN THIS INFORMATION FOR IMPACT REPORTS *****

1. Our ALA Service for Veterans/Active-Duty/Reserve Military

Impact Report form	Service for Veterans/Military	Obtain Total From	Total
Line 1	Total hours members volunteered	Unit Reports	
Line 2	Total dollars spent	Unit Reports	\$
Line 3	Total number of veterans/military assisted	Unit Reports	
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Unit Reports	
Line 5	Value of in-kind donations received*	Unit Reports	\$

PLEASE SEND TO DEPARTMENT CHAIRPERSON

KEEP A COPY FOR YOUR RECORDS

Lynn Visconti
86 Meyers Road
Oswego, NY 13126
C: 315-529-1481
nyalalegislativ@gmail.com

In all matters of legislation, The American Legion Auxiliary follows the action of The American Legion, never endorsing any measure until the American Legion has first endorsed it and never following a policy that does not coincide exactly with the American Legion's stand. When writing a letter, the following suggestions will improve the effectiveness of the letter.

Addressing Correspondence:

To a Senator:

The Honorable (full name)
United States Senate
Washington, D.C. 20510

To a Representative:

The Honorable (full name)
House of Representatives
Washington, D.C. 20510

When writing to the Chair of a Committee or the Speaker of the House, it is proper to address him or her as:

Dear Mr. Chairman (last name)
Dear Speaker (last name)

Dear Madam Chairman (last name)
Dear Madam Speaker (last name)

SAMPLE LETTER FOR LEGISLATOR'S SUPPORT/VOTE

Please Note:

- The brackets should not be in your final copy
- This is Block Business Letter Format. There needs to be a line space between your paragraphs.

Your Address
Your City, State Zip Code
Date

The Honorable _____
His/her Address
His/her City, State Zip Code

Dear Honorable _____:

I am writing to you to co-sponsor the [Bill's, Bill's Number].

[Explain the purpose of the Bill].

[Explain why the bill is important. If you have a personal connection with the bill issue, please mention.]

Thank you for your time and consideration of my views. I hope you will soon become a co-sponsor of [Bill's Name, Bill's Number].

Sincerely,

Your Name
Your Auxiliary Title, if applicable

SAMPLE LETTER FOR LEGISLATIVE THANK YOU

Please Note: You are to fill in the specific information that is listed in the brackets. Your letter's final draft should not have the brackets.

Your Address
Your City, State Zip Code

Date

The Honorable _____
His/her Address
His/her City, State Zip Code

Dear Honorable _____:

Thank you for responding to my letter regarding [whichever legislative issue or bill he/she supported].

[Explain why this issue is important to our veterans.]

Your response will be shared with many of our American Legion Family members. We will remember to support you at election time.

Sincerely,

Your Name
Your Auxiliary Title or Unit Name

SAMPLE LETTER FOR REQUESTING A MEETING (FAX)

Please Note:

- Faxes are the preferred way for requesting appointments with legislators
- The brackets should not be in your final copy

FAX COVER SHEET

TO: _____
Scheduler
The Honorable _____

FAX NUMBER:

SENT BY: Your Name (include your email address & phone number)
Unit or Department Position (if you are serving in one)

SENDER'S PHONE NUMBER:

RE: Meeting Request

DATE:

Dear [insert Scheduler's name]:

Please accept this fax as a meeting request with The Honorable _____ for about 10 minutes on _____. My schedule is flexible and open between _____ and _____. Would the Honorable _____ have some time available?

I am a constituent, and I am an active member of the American Legion Auxiliary, [insert Unit name and number] in _____ County, New York.

[Use the next paragraph if it applies to your situation]

I would like to visit with you during my stay in Albany for the American Legion Legislative Hill Day. "Hill Day" focuses on Veterans Affairs, and I would like the opportunity to speak with you about some concerns pending Legislation [cite bill numbers].

Your assistance is appreciated. Thank you.

Sincerely,

Your Name
Your title – if you have one

