

American Legion Auxiliary Department of New York



Plan of Action 2024-2025

**Department President
Kimberly A. Quick**



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**American Legion Auxiliary
Department of New York
Kimberly A. Quick – President 2024-2025**



Thank you for electing me as your 2024-2025 Department of New York President. It is an honor of a lifetime. I look forward to serving our organization and you, our members, to the best of my ability.

My theme this year is “**Action For Our Veterans.**”

As a fan of old movies, I remember watching old war movies with my Mom, and Dad was in charge of the history lessons during those movies. My favorite TV show is M*A*S*H, which showed the military working together, with some comedy mixed in, for a common goal. Let us all work together for the common goal of serving our veterans and their families wherever they need us.

My project is **Homeward Bound Adirondacks**. HBA’s mission ”is to be a beacon of healing and resilience, restoring the strength and well-being of those who have sacrificed for our nation.” Their vision is “Through our unwavering commitment, innovative programs, and a supportive community, we aspire to create a society where no Veteran is left behind in their battle for mental health.” Suicide remains the #1 issue for our veterans. In choosing Homeward Bound Adirondacks, we found a New York based program helping veterans from all over New York. HBA has a newly acquired 110-acre property for the SGT Carlton A. Clark Veterans Center for their retreats. Unfortunately, the veterans have to stay in tents during these retreats during the summer. Let’s help HBA build cabins for a comfortable place to stay while they are getting the help they need. I chose this project under the *Be The One* American Legion Family initiative to end veteran suicide.

Last year we changed the reports to include the Impact Report information. We have kept these report formats. The information is necessary for the National Legion Commander in her/his report to Congress. The information helps us to pass legislation to benefit our veterans and military. We look forward to your reports.

I look forward to seeing all of you while traveling with the Department Commander and Detachment Commander. I look forward to making new friends and hearing about the great work you do.

God Bless America, our Veterans, and the American Legion Family.

President's Project

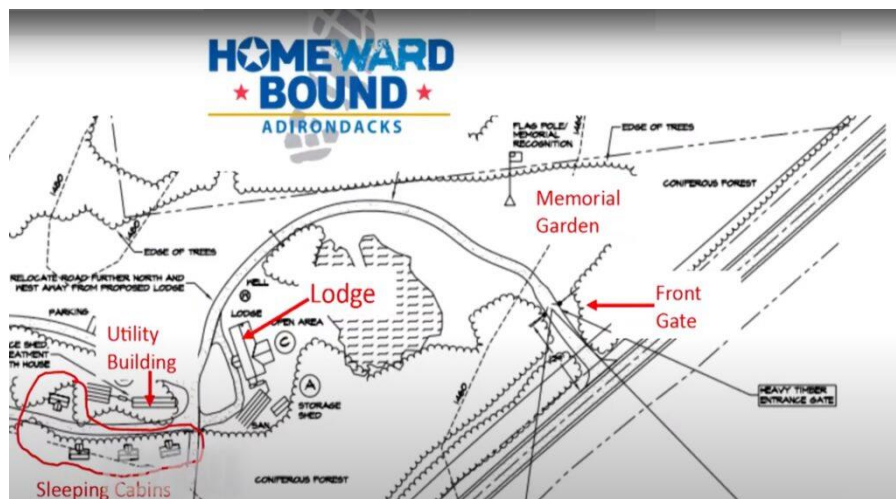
2024-2025 Department Presidents Project is:



My project is **Homeward Bound Adirondacks**. HBA's mission "is to be a beacon of healing and resilience, restoring the strength and well-being of those who have sacrificed for our nation." Their vision is "Through our unwavering commitment, innovative programs, and a supportive community, we aspire to create a society where no Veteran is left behind in their battle for mental health." Suicide remains the #1 issue for our veterans. In choosing Homeward Bound Adirondacks, we found a New York based program helping veterans from all over New York. HBA has a newly acquired 110-acre property for the SGT Carlton A. Clark Veterans Center for their retreats. Unfortunately, the veterans have to stay in tents during these retreats during the summer. Let's help HBA build cabins for a comfortable place to stay while they are getting the help they need. I chose this project under the *Be The One* American Legion Family initiative to end veteran suicide.

"Homeward Bound Adirondacks, rooted in the heart of Saranac Lake, NY, stands as a beacon of comprehensive assistance for the veteran community across Northern New York. As a nonprofit entity, we are proudly staffed predominantly by veterans whose shared experiences forge a deep connection with those we serve. Our approach is crafted around the peer-to-peer model, ensuring that our services resonate personally and effectively with our fellow veterans."

Donations to the President's Project will be earmarked for the Sleeping Cabins that are located in the bottom left of the map.



Our specialized services include:

[Suicide Prevention](#) [Nature Retreats](#) [Peer Mentoring](#)
[Crisis Outreach](#) [Screening and Assessments](#) [Case Management](#)
[Linkage and Transportation](#) [Referral Services](#)

Our core objectives are twofold: firstly, to guarantee that our community's veterans access the multifaceted support and resources requisite for their well-being, and secondly, to make a substantive, positive impact in the lives of veterans throughout Northern New York.

MISSION is to be a beacon of healing and resilience, restoring the strength and well-being of those who have sacrificed for our nation. Empowering Veterans in Northern New York to reclaim their lives and find hope beyond trauma. We provide comprehensive support services, including nature retreats, peer mentoring, crisis outreach, screenings and assessments, case management, suicide prevention, linkage and transportation, and referral services to help Veterans suffering from PTSD. Our mission is to be a beacon of healing and resilience, restoring the strength and well-being of those who have sacrificed for our nation.

Vision:

To be the leading catalyst for transformation and healing among Veterans in the Northern New York region. We envision a future where every Veteran can overcome the challenges of PTSD, finding renewed purpose and joy in life. Through our unwavering commitment, innovative programs, and a supportive community, we aspire to create a society where no Veteran is left behind in their battle for mental health.

HOW WE HELP:

At Homeward Bound Adirondacks, our commitment to supporting veterans extends beyond traditional means. Recognizing the profound challenges many veterans face, we've developed a multifaceted approach to their well-being. Our suicide prevention initiatives aim to provide immediate intervention during the most critical times, while our nature retreats offer veterans a therapeutic escape, allowing them to reconnect and find solace in the natural world. Through peer mentoring, veterans can share experiences, fostering understanding and mutual support. Our crises outreach ensures timely assistance in urgent situations, and our thorough screening and assessments help tailor our services to the unique needs of each individual. Beyond immediate needs, our case management system ensures that veterans are given the prolonged support and guidance they require. We further ease the process by providing linkage and transportation to essential services, and our referral services ensure that veterans are connected to external resources that align with their specific needs.

All donations to this worthy project should be made out to the ALA Department of New York and sent directly to the Department office at: American Legion Auxiliary, Department of New York, 1580 Columbia Turnpike, Bdge.#1, Suite #3, Castleton-on-Hudson, NY 12033 and write President's Project in the memo line.

2024-2025
Department President's Awards

DEPARTMENT PRESIDENT'S COMMITTEE AWARDS

Write-up cannot exceed 1,000 words, may include photos, PR clippings, printout of social media posts, etc. All entries are to be mailed to the Department President at her home no later than May 1, 2025. **Email entries will not be accepted or considered.**

Unit

The Department President's Award will be presented to the Unit that donates the largest single donation into the Department Office by May 1, 2025, Department President's project "Homeward Bound Adirondacks".

County

The Department President's Award will be presented to the County that donates the largest single donation into the Department Office by May 1, 2025, Department President's project "Homeward Bound Adirondacks".

AMERICANISM - To the Unit that submits the best overall Americanism Program in a school. Entry may include parades, celebrations of Patriotic Holidays like Veterans Day, Memorial Day, 4th of July or a Flag etiquette/disposal ceremony.

CHILDREN & YOUTH - To the Unit that submits the best Children & Youth program supporting Children & Youth including Military Children.

MEMBERSHIP - To the Unit that rejoins the largest number of members (including Senior and Junior).

NATIONAL SECURITY – To the unit that submits the best program for Civil Preparedness, including blood drives, volunteer emergency preparedness, etc.

VETERANS AFFAIRS AND REHABILITATION - To the Unit that submits the best program supporting our Veterans and their caregivers and family members.

DEPARTMENT OFFICERS

2024-2025

President:

Kimberly Quick 13 Davis Drive, Waterford, NY 12188
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Vice Presidents:

Maureen Morgan 14 Montebello Commons Dr., Suffern, NY 10901 C:845-729-5471
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NEC

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Secretary

Barbara Corker 303 Oak Ridge Rd., Hopewell Jct., NY 12533 C: 914-489-7101
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Treasurer

Tara Verderese nyalatreasurer@gmail.com W: 518-463-1162
*The treasurer is only in on Tuesday.

THE ADDRESS FOR THE DEPARTMENT OFFICE:

American Legion Auxiliary
Department of New York, Inc.
1580 Columbia Turnpike
Bldg. #1, Suite 3
Castleton-On-Hudson, NY 12033

PHONE NUMBER: (518) 463-1162

OFFICE HOURS: MONDAY-FRIDAY: 8:00AM-4:00PM

WEB PAGE: WWW.DEPTNY.ORG

OFFICE STAFF

Secretary/Director of Operations- **Barbara Corker:** nyalasecretary@gmail.com

Programs Coordinator- **Caitlin Keaveny:** nyalamemberdata@gmail.com

DISTRICT PRESIDENTS**2024-2025**

Name	Address	Contact Info
1 st Laura Booth	571 Minnieford Avenue Bronx, NY 10464 Lamc2051@verizon.net	C: (917) 337-3326
2 nd Marie SantaCroce	25 East 4th Street Brooklyn, NY 11218 re507@aol.com	C: (718) 938-5952
3 rd Lori McFarland	95 Gilligan Road, apt 413 East Greenbush, NY 12061 Lorimcfarland.lm@gmail.com	C: (518) 727-3166
4 th Sheila Holman	3 Thompson View Malta, NY 12020 Sheilaholman2@icloud.com	C: (518) 937-0277
5 th Lynn Visconti	86 Myers Road Oswego, NY 13126 aocret@gmail.com	C: (315)529-1481
6 th Sandie Baker	1266 Ithaca Road Willseyville, NY 13864 Sandiesoriginals.sb@gmail.com	C:(607) 972-4254
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9 th Mary Ann Calbo	61 Hemlock Circle Peekskill, NY 10566 <u>Maryanncal0303@gmail.com</u>	C: (917)689-8305
10 th Carol Hassett	105 Franklin Avenue Malverne, NY 11565 Drchassett12@gmail.com	C:(516)662-0787

DISTRICT VICE PRESIDENTS

2024-2025

Name	Address	Contact Info
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2 nd Vacant		C:
3 rd Vacant		C:
4 th Catherine Yerdon	304A State Highway 1 Sprakers, NY 12166 cathyverdon@gmail.com	C:518-848-2004
5 th Patricia Murphy	104 Dolores Terrace N. Syracuse, NY 13212 pmurphy6851@yahoo.com	C: 315-427-7578
6 th Kathryn Soule	PO Box 132 South Plymouth, NY 13844 kathy@soule.com	C: 607-373-1621
7 th Luanna Gilbert	8314 Veley Road Mt. Morris, NY 14510 gilbertluanna@gmail.com	C: 585-317-3548
8 th Suzanne Williams	3 Monroe Street Salamanca, NY 14779 Wms0339@localnet.com	C: 716-378-5216
9 th Dena Restaino	12 Thelma Place White Plains, NY 10605	C: 914-261-5757
10 th Patricia Rama	1528 6 th Street West Babylon, NY 11704 pattirama@aol.com	C:631-524-9892

COMMITTEE ASSIGNMENTS

2024-2025

AMERICAN LEGION FAMILY COLLEGE:

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AMERICANISM:

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Chair:

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Chair:

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Member:

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2024-2025

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DEPARTMENT PRESIDENTS PROJECT:

Lora Rowe PO Box 504, Norwich, NY 13815
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2025 CONVENTION CHAIRMAN:

Chairman:

Karen St. Hilaire 122 Campbell Rd., Mattydale, NY 13211
Sthkaren6@gmail.com C: 315-748-4481

Co-Chair:

Casandra Darmody 110 Dunham Rd. DeWitt, NY 13214 C: 518-369-0131

Tech Support Carrie Davenport, 340 Franklin Ave., Dunkirk, NY 14049 C : 716-640-8695
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PAST DEPARTMENT PRESIDENTS

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1992-1993:	Betty Jane Light (Kempton)*	44 Lawrence Way, Apt #11 Elizabethtown, NY 12932 busybj@charter.net	H: 518-873-6541 C: 518-860-2737
1995-1996:	Mary Lou Platt (William)*	PO Box 83, Westford, NY 13488 JAN31970@gmail.com	H: 607-638-9525 C: 607-287-9883
1996-1997:	Priscilla Imburgia (Frank)*	9201 SE Eldorado Way, Hobe Sount, FL 33455 priscilla@teamfsi.com	C: 585-314-5275
2001-2002:	Mary Anne Casadei (Ronald)*	604 Kent St., Rome, NY 13440 marycasadei1247@gmail.com	H: 315-339-1953 C: 315-225-1246
2002-2003:	Linda Moseman	111 Cambridge Rd., Johnstown, PA 15905 linda.moseman111@gmail.com	C: 845-853-4471
2003-2004:	Violet Brosart (Donald)*	28 Teresa Dr., Lackawanna, NY 14218 vibrosart36@gmail.com	H: 716-827-9039 C: 716-465-6901
2005-2006:	Mary Williams (Robert)*	6 Winners Cir. Apt 626, Albany, NY 12205 (Wendy – Daughter) C: 518-495-5929	H: 518-380-5092 C: 315-317-3628
2006-2007:	Joan Caccamo	77 Sherman St., Brooklyn, NY 11218 jec226@juno.com	H: 718-788-4778 C: 917-549-4457
2008-2009:	Susan Britton (Donald)	PO Box 114, Rensselaerville, NY 12147 suemb13@aol.com	H: 518-797-3383 C: 518-369-8832
2011-2012:	Ann Geer	509 Highland Ave., Horseheads, NY 14845 auxanng@gmail.com	C: 607-435-3972
2012-2013:	Sally Johnston (Richard)*	PO Box 64, Eagle Bridge, NY 12057 alasallyjohnston@gmail.com	C: 518-353-1517
2013-2014:	Barbara Corker (James)*	303 Oak Ridge Rd., Hopewell Jct., NY 12533 babscork@optonline.net	C: 914-489-7101
2015-2016:	Janet P. Mahoney (Joseph)*	1201- 11 th Circle S.E., Largo, FL 33771 mrazyacres@aol.com	C: 845-594-7631
2016-2017:	Deborah Morris (Edward)	7826 State Route 13, Blossvale, NY 13308 debk1794@yahoo.com	C: 315-225-4631
2017-2018:	Patricia Hennessy (Richard)	11 Linden Avenue, Rensselaer, NY 12144 Pathennessy99@aol.com	H: 518-477-7718 C: 518-469-7965
2018-2019:	Marie Mock (Ned)*	168 Dunsbach Ferry Road, Cohoes, NY 12047 mcmock@hotmail.com	H: 518-783-5316 C: 518-961-6142
2019-2021:	Linda S. Tome (Jerry)	940 Alderman Road, Palmyra, NY 14522 lindatome.ala@gmail.com	C: 585-704-4775
2022-2023:	Nancy Babis (John)*	138 Grant Street, Lockport, NY 14094 nbabis8dp@gmail.com	H: 716-434-9798 C: 716-628-3797
2023-2024	Karen St. Hilaire (Jerry)*	122 Campbell Rd., Mattydale, NY 13211 Sthkaren6@gmail.com	C: 315-748-4481

PAST DEPARTMENT PRESIDENTS- DECEASED

1921-1922	Thias Prescott	1961-1962	Mrs. Michael Boland
1922-1923	Jane Keene	1962-1963	Mrs. Robert Johnson
1923-1924	Mrs. Charles Seymour	1963-1964	Mrs. Charles Wright
1924-1925	Mrs. E. B. Garrison	1964-1965	Vivian Luitink
1925-1926	Mrs. C.F. Parkhurst	1965-1966	Mrs. William Peabody
1926-1927	Mrs. Isabel Burnham	1966-1967	Mrs. William Hutching
1927-1928	Mrs. George Murphy	1967-1968	Agnes Kennedy*
1928-1929	Mrs. William Pooley	1968-1969	Catherine Mazzie
1929-1930	Mrs. Frederick Williams*	1969-1970	Mrs. William Robinson
1930-1931	Mrs. Whit Y. MacHugh	1970-1971	Ann Harrington
1931-1932	Mrs. Clarence Cunion	1971-1972	Mrs. James Coyle
1932-1933	Mrs. Charles Schmidt	1972-1973	Regina Davison
1933-1934	Mrs. Frank Ambrose	1973-1974	Mary Smack
1934-1935	Mrs. Alan Hathaway	1974-1975	Evelyn Sheldon
1935-1936	Mrs. William Cortwith*	1975-1976	Mrs. Bernard Schork
1936-1937	Mrs. Clyde Kernahan	1976-1977	Luana Clow
1937-1938	Mrs. Harvey Stegman	1977-1978	Betty Perkins
1938-1939	Mrs. Perry Alexander	1978-1979	Annie Moskwa
1939-1940	Mrs. Herbert E. Hafley	1979-1980	Marion Capasso
1940-1941	Mrs. Rufus G. Grange	1980-1981	Irene Tanner
1941-1942	Mrs. Lillian Innecken	1981-1982	Wilma Laraway
1942-1943	Mrs. G. K. Oxholm	1982-1983	Betty Boulio
1943-1944	Mrs. Leon Bristol	1983-1984	Hilda Davis
1944-1945	Sadie King	1984-1985	Charlotte Craven
1945-1946	Betty Burdett*	1985-1986	Ann Henik
1946-1947	Isobel Powers	1986-1987	Phyllis Bachman Sickmond*
1947-1948	Maud Millard	1987-1988	Violet Argila
1948-1949	Mae Matthews	1988-1989	Eleanor Priest
1949-1950	Myrtle Weber	1989-1990	Helen Kilmek
1950-1951	Mrs. Harold Taylor	1990-1991	Anna Schultz
1951-1952	Mrs. George Carlson	1993-1994	Juanita Lochner
1952-1953	Mrs. Leo Carey	1993-1994	Viola Babin
1953-1954	Mrs. Stanley Autenrith	1997-1998	Shirley Olinger
1954-1955	Mrs. Jesse Haley	1998-1999	Anna Ballard
1955-1956	Mrs. John Milbury	1999-2000	Regina Harris
1956-1957	Mrs. Leonard Miscall	2000-2001	Marie Cook
1957-1958	Mrs. James Cunningham	2004-2005	Patricia Dyer
1958-1959	Mrs. Charles Collins	2007-2008	Carol Johnson
1959-1960	Margaret Hack	2009-2010	Karyn Porempski
1960-1961	Mrs. Herbert Robbins	2010-2011	Nancy Kurk
		2014-2015	Diane Gerber
		2021-2022	Mary Farley

***Past National President**

PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION AUXILIARY

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity, the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

MISSION STATEMENT

In the spirit of Service Not Self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace, and security.

PURPOSES

In fulfillment of our mission, the American Legion Auxiliary adheres to the following purposes:

- To support and advocate for veterans, military, and their families
- To support the initiatives and programs of The American Legion
- To foster patriotism and responsible citizenship
- To award scholarships and promote quality education and literacy
- To provide educational and leadership opportunities that uphold the ideals of freedom and democracy and encourage good citizenship and patriotism in government
- To increase our capacity to deliver our mission by providing meaningful volunteer opportunities within our communities
- To empower our membership to achieve personal fulfillment through Service Not Self

VALUES

Our statement of values is predicated on the founding purposes:

- Commitment to the four founding principles: Justice, Freedom, Democracy, Loyalty
- Service to God, our country, its veterans, and their families
- Tradition of patriotism and citizenship
- Personal integrity and family values
- Respect for the uniqueness of individual members
- Truthful open communication in dealing with the public and our members
- Adherence to the adopted policies and rules

Programs in the 2024-2025 Plan of Action

Mission Outreach Programs

ALA Girls Nation – ALA Empire Girls State - The purpose of the American Legion Auxiliary Girls State program is to develop civically responsible teenage girls to become the future leaders of our states and nation through a weeklong immersive learning experience modeling the roles of elected and appointed government officials to teach the fundamental purpose and structure of state government.

Americanism - The purpose of the Americanism program is to promote patriotism and responsible citizenship in our community. To ensure knowledge of flag history, etiquette, and proper disposal methods.

Children & Youth - The purpose of the Children & Youth Committee is to work collaboratively with The American Legion to promote programs that protect, care for, and support children and youth, especially those of our military and veterans.

Community Service - The Community Service committee's purpose is to support the American Legion Posts by providing assistance with blood drives, first aid training, CPR training and child safety programs. To support women in shelters and the community disaster / emergency action plan.

Education - The Education Committee's purpose is to promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion, and support of education beyond high school, especially for military children.

Junior Activities- The purpose of the Junior Activities Committee is to develop lifelong relationships with the Auxiliary's young members under the age of 18 so that they can carry on our mission as adult members. To promote the Patch program to assist them in learning our mission.

Legislative - The Legislative Committee's purpose is to support and promote the legislative priorities and initiatives of The American Legion, and train and inform members to become community-based advocates for veterans and their families with local, state, and national elected officials.

National Security - The National Security Committee's purpose is to promote a strong national defense, Raise awareness of POW/MIA's and support active-duty military and their families.

Poppy -The Poppy Committee's purpose is to educate our membership and the public about the symbolic significance of the poppy as the visual image of the sacrifice of service made by our veterans and increase the number of poppy makers in our community.

Veterans Affairs & Rehabilitation - The purpose of the Veterans Affairs & Rehabilitation Committee is to promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives.

Member Support Committees

Auxiliary Emergency Fund (AEF) - The Auxiliary Emergency Fund committee's purpose at the National level, provides grants to American Legion Auxiliary members who qualify for specific types of emergency assistance.

History – The History Committee's purpose is to organize, preserve, and manage the display or safekeeping of historical artifacts and documents of the organization.

Constitution & Bylaws - The Constitution & Bylaws committee's purpose is to assist and educate members about the need to have proper governing documents at all levels.

Leadership - The Leadership committee's purpose is to promote ways to attract and develop leaders in the organization, with Auxiliary members who have served as unit, county, district, or department level as mentors. Promote participation in ALA academy.

Membership - The Membership Committee's purpose is to promote the benefits of membership and promote retaining and recruiting a diverse, active membership to carry out the American Legion Auxiliary mission and programs.

Public Relations - The Public Relations Committee's purpose is to promote awareness of the organization and promote brand loyalty to the organization. The Public Relations Committee uses a variety of media outlets including TV, radio, print, and social media to make the public aware of who we are, what we do, and why the ALA matters.

Warriors Family Assistance - The Warriors Family Assistance (WFA) is a program developed and introduced by the Department of New York American Legion Auxiliary to come to the direct aid of our veterans and their families.

Administrative Committees

Risk & Compliance - The Risk & Compliance Committee's purpose is to provide risk assessment and oversight assistance to the unit, county, and department governing board in fulfilling the board's responsibilities regarding accounting and reporting practices, reliable systems of internal control, corporate responsibility, and the quality and integrity of the Auxiliary's financial reporting. The Audit Committee members must be financially literate, and the chairman shall have the necessary background to be considered an "audit committee financial expert" in matters of accounting and auditing. Note: An audit committee is not an auditing committee. The Audit Committee does not review the units, counties or department's financial reports or financial recordkeeping. The Audit committee makes sure proper financial recordkeeping practices are in place. The Audit Committee operates at arm's length from the rest of the organization, and its members should not hold other unit, county, or department leadership positions.

Finance - The Finance Committee's purpose is to oversee the development and implementation of general financial policy subject to approval or ratification by the unit, county or department's governing board and provides oversight of the budget and reports any significant variance to the unit, county, or department governing board.



**Department of New York
Award Cover Sheet – 2024-2025**

**The award certificate will be prepared using the information you include below.
Please print clearly all the information requested.
Please make sure you fill out the correct section: Unit or County**

.....
Unit Award

Please complete this section only

Committee sponsoring award: _____

Name of the award you are applying for: _____

Unit #: _____ Full official unit name: _____

Unit president/chairman (**circle one**) name: _____

Name that will be on the award presented: _____

Above listed person's ALA member ID#: _____ Phone number: (____) _____

Email address: _____

Signature of Member submitting award entry _____

County Award

Please complete this section only

Committee sponsoring award: _____

Name of the award you are applying for: _____

County: _____

Name of County chairman: _____

Name that will be on the award presented: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Signature of Member submitting award entry _____

*****The award certificate will be prepared using the information you include above***
Please print clearly all information requested**

ALL ENTRIES MUST BE RECEIVED BY THE DEPARTMENT CHAIRMAN BY MAY 1ST.



**AMERICAN LEGION AUXILIARY
NATIONAL PRESIDENT’S AWARD FOR EXCELLENCE
2024-2025**

Total Qty	Recipient	Submitted By	Deadline Date
5 Unit Awards (1 per division)	Unit	Unit President (Collaboration with unit members and chairmen)	June 1, 2025
5 Department Award (1 per division)	Department	Department President (Collaboration with department chairmen)	June 1, 2025
Electronic Entry Submitted To:		natlpres@ALAforVeterans.org	

Criteria & Details

Your unit or department can win this award simply by sharing how you demonstrated efforts to support National President Trish’s area of emphasis: “**Auxiliary Emergency Fund and Veterans Project Fund.**”

One National President’s Award for Excellence Unit and Department winners will be chosen from five division winners.

ALA National Award must be submitted online using Formstack. Please see the National website for the exact details and deadlines

Tips to Win:

- Tell us your story with words AND photos. Winning submissions have two things in common – a fantastic narrative and great photos!
- Highlight how your unit/department incorporated the national president’s focus into your mission outreach work.
- Correctly complete the ALA National Award and Report Cover Sheet.

Award Description

- The National President’s Award for Excellence will be presented during the ALA National Convention with a spotlight on each winning entry.
- All winners will be featured in ALA national media.

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

Department Chairman

Gina Southcott

4906 Farnsworth Rd.

Marion, NY 14505

C: 315-576-6383

E-mail – nyalaamericanism@gmail.com

Purpose: The purpose of the Americanism program is to promote patriotism and responsible citizenship.

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

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

Increase participation in the Americanism Essay Contest.

The Americanism Essay Contest topic for 2024-2025: **“What does America the Beautiful mean to me when it comes to veterans and our military?”**

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

Participate in the promotion of The American Legion Americanism programs.

Support American Legion Baseball:

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

Support the Oratorical Contest:

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

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

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

2024-2025 DEPARTMENT AMERICANISM 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 1st unless a different date is specified.

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter.

DEPARTMENT PRESIDENT'S AWARD: To the Unit that submits the best overall Americanism Program in a school. Entry may include parades, celebrations of Patriotic Holidays like Veterans Day, Memorial Day, 4th of July or a Flag etiquette/disposal ceremony. Write-up cannot exceed 1,000 words, must include photos, PR clippings, printout of social media posts, etc. All entries are to be mailed to the Department President at her home no later than May 1, 2025. **Email entries will not be accepted or considered.**

THE MARIE C. MOCK AWARD: Awarded to the Unit with membership of 10-99 submitting the most outstanding Americanism program of the year.

THE JOAN CACCAMO AWARD: Awarded to the Unit with membership of 100 or more submitting the most outstanding Americanism program of the year.

THE PATRICIA M. HENNESSY AWARD: Awarded to the County submitting the best year-round Americanism Program.

2024-2025 NATIONAL AMERICANISM 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. The narrative can also be the department chair's report. 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: Dorothy Pearl Most Outstanding Unit Americanism Program (per division)

Presented: One unit in each division

Materials and guidelines:

- Narrative not to exceed 1,000 words that includes specific examples of how unit delivered mission service. Narrative can also include portions from department chair's report
- 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: entries will be accepted from unit chairs.*

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

Department Award: Best Department Americanism Program (per division)

Presented to: One department in each division.

Materials and guidelines:

- Narrative not to exceed 1,000 words that includes program-related mission service; may include department chair's report.
- Should include action (high-resolution) photos, scans/links to news articles, etc.
- 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.

Americanism Essay Contest

Submissions are due to the department chairmen no later than April 1st. The current essay question and other important information may be found on the Americanism Essay Cover sheet located at <https://www.legion-aux.org/americanism-essay-contest>. Department Chair s to submit essays to the division chair by April 15.

UNIT AMERICANISM REPORT FORM

2024-2025

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

Unit Name & Number: _____

County: _____ District #: _____

Name of Person Reporting: _____

Email Address: _____ Daytime Phone #: _____

_____ **Unit does not have an Americanism Chairman**

Please indicate the Number of events held by your unit for each category

- | | |
|--------------------------------------|---|
| _____ Flag etiquette program | _____ Get out and Vote |
| _____ Americanism Essay Contest | _____ Support of the American Legion Programs |
| _____ Flag Day Celebration | _____ Thank You Certificate for displaying the Flag |
| _____ Flag Disposal Ceremony | _____ Boy/Girl Scout |
| _____ Flags donated to the Community | _____ Other: (Please list below or add sheet) |

Please answer the following questions (1-4) on the back of this report.

1. How did the unit promote the Americanism essay contest?
2. How did the unit promote the Flag history, etiquette, proper disposal methods?
3. How did the unit promote observation of patriotic holidays?
4. How did the unit support American Legion Americanism programs?
5. _____ Total number of miles driven in providing ALA service?
6. _____ Total number of volunteers for all projects
7. _____ Total volunteer hours for all projects
8. _____ Total number served.
9. _____ Total dollar value of the volunteer hour (multiply total hours by \$33.49 hour)
10. _____ Total dollar value of goods and materials

Please describe activities/projects carried out in the unit. (write on back or add a page)

Impact Report: YOU MUST FILL IN THIS INFORMATION

**** Insert Information from Unit Report line 7 & 11 as indicated below****

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	From line 7		
Line 20	Total dollars spent	From Line 10		\$

**Please send this report form to your County Americanism Chairman
Keep a copy of this report for your records**

COUNTY AMERICANISM REPORT FORM 2024-2025

Reporting Dates: **November 10, 2024** **April 10, 2025**

County: _____ District: _____

Name of Person Reporting: _____

Email Address: _____ Daytime Phone: _____

County does not have an Americanism Chairman

Please indicate the Number of events held by your units for each category.

- | | |
|--------------------------------------|---|
| _____ Flag etiquette program | _____ Get Out and Vote |
| _____ Americanism Essay Contest | _____ Support the American Legion Programs |
| _____ Flag Day Celebration | _____ Boy/Girl Scouts |
| _____ Flag Disposal Ceremony | _____ Thank you certificate for displaying flag |
| _____ Flags donated to the Community | _____ Other: (Please list below or add sheet) |

Please answer the following questions (1-4) on the back of this form.

1. How did the units promote the Americanism essay contest?
2. How did the units promote the Flag history, etiquette, proper disposal methods?
3. How did the units promote observations of patriotic holidays?
4. How did the units support American Legion Americanism programs?
5. _____ Total number of miles driven in providing ALA service?
6. _____ Total number of volunteers for all projects
7. _____ Total volunteer hours for all projects
8. _____ Total number served
9. _____ Total hours members volunteered ____ (multiply X \$33.49 hour)
10. _____ Total dollar value of goods and materials

Please describe activities/projects carried out in the unit. (on back or add separate sheet)

Impact Report: YOU MUST FILL IN THIS INFORMATION:

**** Insert Information from County Reports Enter information from lines 7 & 11*******

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	From line 7		
Line 20	Total dollars spent	From Line 10		\$

Send this report to the Department Americanism Chairman / Keep copy for your records

**Department Americanism Chairman:
Gina Southcott
4906 Farnsworth Rd., Marion, NY 14505
C: 315-576-6383
E-mail – nyalaamericanism@gmail.com**

**2024-2025 American Legion Auxiliary
Department of New York
The American Legion Family College**

ALA Chairman

Deborah Herrmann

42 Case St.

Mt. Morris, NY 14510

C: 585-491-2532

Email: ny.alacollege@gmail.com

The American Legion Family College of New York is a three-day leadership immersion into The American Legion Family's programs and structure. The 2025 session is scheduled for June 6- June 8, 2025, and is being held at SUNY Morrisville.

Prerequisite: Be a current member in good standing of The American Legion, American Legion Auxiliary, Sons of The American Legion or The American Legion Riders.

Purpose: To enhance knowledge and appreciation of The American Legion, American Legion Auxiliary, Sons of The American Legion, The American Legion Riders and their many subordinate programs. The overall expertise gained during the classroom and small group sessions prepares students for leadership positions in posts (units, squadrons, and chapters), counties, districts and department through education, development, and motivation. The curriculum challenges the upcoming leaders to think critically and creatively about issues confronting The American Legion Family.

College Requirements: Each student must arrive on time, stay on campus, and must attend all classes with his/her assigned group in order to graduate and receive a Certificate of Completion and college pin. Each group will be given a Family challenge question to solve collectively and to present the solution(s) to the entire college.

Cost: Tuition is \$300 per student, which includes two nights lodging in college dormitories (single rooms with 4 rooms to a pod, including a kitchenette, and one and a-half bathrooms). Men and women will have separate sleeping areas. All meals are provided from Friday evening through Sunday morning, along with program materials. Tuition may be paid by the student or sponsored by a unit, county, district, etc. Funding can even be paid by Bell Jar or Bingo funds, and fundraisers can be held as a means to pay for one or more students to attend.

PROGRAM SPECIFICS

The College begins on Friday afternoon and ends on Sunday at noon. Approximately 15 topic areas are covered in 25–50-minute sessions. The curriculum offers something for all members – regardless of the length of time you have been a member. Curriculum topics include, but not limited to: ALA Programs (including Junior Auxiliary, Warriors Family Assistance, Poppies, VA & R, Auxiliary Emergency Fund, Education, Scholarship, Reporting, ALA Academy), Americanism, Children & Youth, Online Membership Tools (ALAMIS), Legislative, Constitution and By-Laws, Duties of Officers, Marketing/ Public Relations, Membership, Service Officer, The American Legion Riders, Sons of The American Legion, Protocols and Procedures. Leadership training is incorporated throughout the curriculum.

Methods of Instruction: Department Legion, Auxiliary, Sons and Riders faculty, staff and past graduates of the College, lead students through a number of classroom lectures and small group discussions. There is a maximum of 100 students divided into ten groups of ten.

APPLICATION INFORMATION

The most up to date information regarding student application, instructor application, curriculum and deadlines will be located at: <https://nylegion.net/department/american-legion-college/>. Our ALA Department of NY webpage will also link to this page. Also, please check our department newsletters for updates.

Please PRINT, COPY and DISTRIBUTE Application forms in your units, counties, and districts. The application ***must be completely filled out*** – (legibly printed or typed)
Tuition must be included with the application.

The deadline for applications is April 1, 2025, and the college will be limited to a size of 100 maximum to facilitate the learning experience. Send your applications early to reserve your spot!

Once you have been accepted and your tuition has been received, there will be **NO REFUNDS**. In the event you are not able to attend, a substitute may be submitted for consideration, or you may defer your attendance to the next college year, with approval.

The Nancy Babis Award: To the County with the largest number of students attending and graduating from the 2025 college.

THE SHELBY SOBOLOWSKI MEMORIAL SCHOLARSHIP AWARD -The ALA College Alumnae Association is pleased to offer the opportunity for a full scholarship in memory of Shelby Sobolowski to the Department of New York American Legion Family College 2025 session. All applicants must submit a one (1) page essay on why attending the American Legion Family College will enhance their membership with the American Legion Auxiliary. Entries must include name, address, phone number, e-mail address, unit number, county, and district. Entries must be sent directly to Debby Herrmann. Entries must be received by March 1, 2025. The committee will review all applications and notify the selectee no later than March 31, 2025, of the selection.

CHAIRMAN CONTACT INFORMATION

Debby Herrmann

42 Case St., Mt. Morris, NY 14510

C: 585-491-2532

Email: ny.alacollege@gmail.com

**2024-2025 American Legion Auxiliary
Department of New York
Auxiliary Emergency Fund (AEF)**

Department Chairman

**Carol Hassett
105 Franklin Avenue
Malverne, NY 11565
C : 516-662-0787
nyalaemergencyfund@gmail.com**

Purpose: The purpose of the AEF Committee is to raise funds for and promote knowledge about the Auxiliary Emergency Fund.

- The Auxiliary Emergency Fund (AEF) is a national grant assistance program that provides temporary emergency assistance to eligible members of the American Legion Auxiliary up to \$3,000 as the result of an act of nature or other personal crisis.
- The Auxiliary Emergency Fund (AEF) is a national grant assistance program that provides hardship and disaster emergency assistance to eligible members of the American Legion Auxiliary up to \$3,000 as the result of an act of nature or other personal crisis
- Disaster funds may be awarded for damage to the interior/exterior of the vital livable portion of the member's primary structure, contents and/or for essential emergency expenses after the disaster based on proper documentation provided.
- Hardship funds may only be awarded for over/past due primary shelter expenses, basic household utilities and/or loss of income based on proper documentation provided.
- Members of the American Legion Auxiliary whose dues are current and who have maintained annual membership for three consecutive years (the current year in which the application is submitted and immediate past two years) and have not been awarded an AEF grant (disaster or hardship) in the previous twelve months are eligible to apply for a grant.

DEPARTMENT AUXILIARY EMERGENCY FUND AWARD

THE BARBARA A. CORKER AWARD: A certificate to the Unit that contributed the largest single donation for the Auxiliary Emergency Fund, deadline is May 1st into the Department Headquarters.

2024-2025 NATIONAL AEF AWARDS

- **All AEF awards are determined by reports generated by the National Headquarters on donations received from departments and units from June 1 – May 31.**
- Here are the national awards for this committee:
- **Unit Award:** Unit Contributing the Largest Amount (per capita)
Award based on donations received from June 1 – May 31.
- **Department Award:** Department Award: Largest Contribution
Award based on donations received from June 1 – May 31.
- **Department Award:** Department Contributing the Largest Amount (per capita)
Award based on donations received from June 1 – May 31.
- **ALL AEF donations must be received by May 31 at the National Headquarters to be counted toward the annual AEF awards.**
- **National Awards Form Link:** <https://www.legion-aux.org/National-Awards-Form>



***Auxiliary Emergency Fund
Memorial Contribution***

In Memory of _____

Contribution \$ _____

Donor Name _____

Unit Name & Number _____

Send to Department Office: American Legion Auxiliary, Department of New York
1580 Columbia Turnpike, Bldg. #1, Suite #3
Castleton-on-Hudson, NY 12033



***Auxiliary Emergency Fund
In Honor of Contribution***

In Honor of _____

Contribution \$ _____

Honoree's Name _____

Unit Name & Number _____

Send to Department Office: American Legion Auxiliary, Department of New York
1580 Columbia Turnpike, Bldg. #1, Suite #3
Castleton-on-Hudson, NY 12033

UNIT AUXILIARY EMERGENCY FUND REPORT FORM 2024 – 2025

Reporting Dates: November 1, 2024 April 1, 2025

Unit Name and Number _____

County _____ District _____

Unit Chairman _____

Address _____

E-mail _____ Phone# _____

_____ **Unit does not have an Auxiliary Emergency Fund Chairman**

1. Total Unit Contributions \$ _____

2. Total Memorial Contributions \$ _____

3. Grand total of all Contributions \$ _____

4. Total hours members volunteered _____ Volunteer hour \$33.49

5. Number of military families served: _____

6. Number of AEF Applications submitted _____

Describe special activities to raise funds for this committee: write on back or attach page

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

2. Our ALA Service for Military Families

I Impact Report Line#	Service for Military Families	Obtain Total From	Total
Line 8	Total hours members volunteered	* Line 4	
Line 9	Total dollars spent	* Line 3	\$
Line 10	Number of military families served	* Line 5	

Send to your County Auxiliary Emergency Fund Chairman

Keep a copy for your records

COUNTY AUXILIARY EMERGENCY FUND REPORT FORM

2024 – 2025

Reporting Dates: **November 10, 2024** **April 10, 2025**

County _____ District _____

County Chairman _____

Address _____

E-mail _____ Phone# _____

_____ County does not have an Auxiliary Emergency Fund Chairman

1. Total Unit Contributions \$ _____ # of Units Reporting: _____

2. Total Memorial Contributions \$ _____

3. Grand total of all Contributions \$ _____

4. Total hours members volunteered _____ Volunteer hour \$33.49

5. Number of military families served: _____

6. Number of AEF Applications submitted _____

Describe special activities to raise funds for this committee (write on back or attach page)

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

2. Our ALA Service for Military Families

Impact Form Lines	Service for Military Families	Obtain Total From	Total
Line 8	Total hours members volunteered	* Line 4	
Line 9	Total dollars spent	* Line 3	\$
Line 10	Number of military families served	* Line 5	

Send to the Department Auxiliary Emergency Fund Chairman

Carol Hassett
105 Franklin Ave.
Malverne, NY 11565
516-662-0787
nyalaemergencyfund@gmail.com

Keep a copy for your records

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

Department Chairman

**Sally Johnston
PO Box 64
Eagle Bridge, NY 12057
C: 518-353-1517
Email - nyalachaplain@gmail.com**

RESPONSIBILITIES OF AN AMERICAN LEGION AUXILIARY CHAPLAIN

The chaplain should attend all meetings and have an opening and closing prayer at each meeting. These prayers may come from any source: Reflections in the quarterly Auxiliary magazine, www.ALAforVeterans.org, self-composed prayers, or those found elsewhere.

As a chaplain, the most important thing for you to remember is that the American Legion Auxiliary does not promote any one religion. We must not offend anyone by promoting our own religion.

Suggested activities:

- Reporting the names of members who are ill and sending them cards
- Sending sympathy cards to family members. If possible, visiting the funeral and doing a memorial service for the deceased member.
- Being in charge of religious services for the unit.
- Visiting members and veterans in nursing homes or those who are shut-ins.
- Keeping in contact with Gold Star Families and remembering them on holidays.
- Volunteering at community projects.
- Making a prayer book or devotional book. In doing this, encourage member participation.
- Complete a death notice for all members. Send it to the Department Chaplain promptly for best follow up.
- Ceremonies may be found in the [Manual of Ceremonies](#) of American Legion Auxiliary

Please remember to send a prayer for Department President Kim's Prayer Book. The goal is to have at least 100 prayers for this special book. Please send them to the Department Chaplain by May 1st to be included in the book.

Additional Resources You Can Use

1. www.ALAforVeterans.org:
 - a. American Legion Auxiliary Unit Guidebook
 - b. Guidelines for National Chaplain of the American Legion Auxiliary
 - c. Chaplains' Prayer Book of the American Legion Auxiliary

CHAPLAIN - DEATH NOTICE
2024-2025
(Please print or type)

Name of Deceased: _____ ID# _____

Unit Name & No. _____ County: _____

Date of Death: _____ Senior member _____ Junior Member _____

Charter Member: _____ Life Member: _____ Gold Star Mother: _____

** (See below for definitions)

Past President: Unit _____ County: _____ District: _____ Department: _____ National _____

(Must have complete and correct address to send card)

Relationship of person receiving sympathy card: _____

Sympathy card to be sent to: _____

Complete address: _____
Street City State Zip

UNIT CHAPLAIN: _____ Tel#: _____

=====

**** Definitions ****

Charter Member –When a Unit is organized and a Charter is approved and granted, all applicants paying their dues may sign the Charter. (Transfer members may sign also.)

Life Member – Is when a Unit honors an outstanding member and confers a Life Membership to her (only after the approval of the Dept. Secretary). Her dues are then paid by the Unit.

Gold Star Mother – Is a mother whose son or daughter died while serving in the Armed Forces of the United States during specific war and hostility dates.

=====

Send this report to: Department Chaplain in a timely manner and the Department Office
Sally Johnston
PO Box 64
Eagle Bridge, NY 12057
C: 518-353-1517
nyalachaplain@gmail.com

UNIT CHAPLAIN'S REPORT FORM 2024 – 2025

Reporting Dates: November 1, 2024 April 1, 2025

Name of CHAPLAIN: _____ UNIT: _____

_____ **Unit does not have a Chaplain**

No. of Invocations: _____ Benedictions: _____

Charters Draped: _____ Memorial Services held: _____

Courtesies to Gold Star Families: ___ Dues ___ Cards ___ Gifts ___ Total Cost _____

Total amount of Memorial donations: \$. _____

Value of a volunteer hour \$33.49 _____

No. of Funerals attended: _____ No. of Members attended: _____

Grave markers placed _____ Total cost _____

Did your Unit prepare a Prayer Book for the Unit President? _____

Were Prayers sent in for the Department President's Prayer Book? _____

Were Prayers sent in for the National President's Prayer Book? _____

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

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	\$

Send this report to your County Chaplain

Keep a copy for your records

COUNTY CHAPLAIN'S REPORT FORM 2024 – 2025

Please compile all unit reports using this form.

Reporting Dates: **November 10, 2024** **April 10, 2025**

Name of CHAPLAIN: _____

_____ **County does not have a Chaplain**

No. of Units in County _____ No. of Units reporting _____

No. of Invocations _____ Benedictions _____

Memorial Services held _____ Charters Draped _____

Courtesies to Gold Star Families: _____ Dues _____ Cards _____ Gifts _____ Total Cost _____

Total amount of Memorial donations: \$ _____

Value of a volunteer hour \$33.49 _____

No. of Funerals attended _____ No. of Members attended _____

Grave markers placed _____ Total cost _____

Did Units prepare Prayer Books for Unit President? _____ How many? _____

Were prayers sent in for the Department President's Prayer Book? _____

Were prayers sent in for the National President's Prayer Book? _____

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

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	\$

Send this report to **Department Chaplain** and keep a copy for your records

Sally Johnston
PO Box 64
Eagle Bridge, NY 12057
518-353-1517
nyalachaplain@gmail.com

**2024-2025 American Legion Auxiliary
Department of New York
Children & Youth**

Department Chairman

**Yvonne Brunner
422 Baldwin Avenue
Baldwin, NY 11510
C : 516-351-0006
nyalachildrenandyouth@gmail.com**

Purpose: The purpose of the Children & Youth Committee is to work collaboratively with The American Legion to promote programs that protect, care for, and support children and youth, especially those of our military and veterans. Standing Rules 6, Core National Standing Committees

The Children & Youth program emphasizes protecting, caring for, and supporting children and youth, particularly those of veterans' and military families.

- Wear purple April 15 in honor of Purple Up! Day for Military Kids.
- Perform the Military Child Table ceremony at a unit meeting or in your community.
- Contact your local churches, homeless shelters, and food pantries to identify homeless veterans' children. Ask what their specific needs are and offer them your services as an ALA member.
- Contact your local news sources (newspaper, community television, community websites, and social media accounts) and town council with an offer to give a presentation about you and your unit's work for veterans and military children.
- Plan a special celebration for children during the month of April in honor of Children & Youth Month and Month of the Military Child (#momc).
- Host a dinner, game night, or community fair, etc., that will bring military and non-military families together.

To recognize and reward the positive actions of our children and youth, the American Legion Auxiliary has two special national awards bestowed to youth nominated by units: the Youth Hero Award and the Good Deed Award.

- Watch your socials and local media for possible nominations of students.
- Use the online form to submit your nomination.
- Invite your winners to a unit meeting to present the award to them.
- Contact your local media and submit a press release regarding the award presentation.
- More information: <https://member.legion-aux.org/youth-hero-good-deed-awards>

Kids of Deployed are Heroes 2 (KDH2) is an initiative honoring military children who may be experiencing a separation from one or both parents, whether deployed to a war zone, having a short tour, or on an extended temporary duty assignment.

- Volunteer at a Family Readiness Group event where KDH2 "I'm a Hero 2" buttons/stickers can be distributed.
- Host a KDH2 celebration with recognition buttons/stickers to let military kids know we appreciate their sacrifices.
- More Information: <https://member.legion-aux.org/member/committees/children-and-youth/recognize-kids-of-active-military>

The American Legion Auxiliary Children & Youth program strives to support and promote the Children & Youth program of The American Legion.

- Work with your post to organize celebrations for the youth in your community. Host an Easter egg hunt, a Christmas party, or a family movie night, etc.

- Work with your post to cross promote youth programs. Invite Legionnaires to speak at a unit meeting about Legion Boys State, Legion Baseball, Oratorical Contest, etc. Speak at a post meeting about ALA Girls State, Junior Activities, etc.

DEPARTMENT AWARDS FOR CHILDREN & YOUTH 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 folder.
- Pictures, newspapers 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.

DEPARTMENT PRESIDENT'S AWARD: To the Unit that submits the best Children & Youth program supporting Children & Youth including military children by June 1, 2025. All entries are to be mailed to the Department President at her home address.

THE MARYANNE CASADEI AWARD: An award to the Unit/County reporting the best year-round program for children with special needs to include but not limited to, vision hearing, speech, learning disabilities, behavioral problems, cerebral palsy, and other physical, emotional, or mental disabilities. Award may include but not limited to greatest monetary donation, volunteer hours, donation of goods. Programs may take place in group homes, schools, hospitals, DDSO Homes, respite, church, afterschool, Post home or where there is a scheduled program for children.

IMPORTANT DATES

April is the Month of the Military Child
April 15: Purple Up! Day for Military Children

2024-20245 NATIONAL CHILDREN & YOUTH 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 Children & Youth Program (per division)

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 Children & Youth 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.

Photos (in a high-resolution format) that show unit mission Children & Youth Committee activities accompany these reports.

PLEASE NOTE THAT THE YOUTH HERO AND GOOD DEED AWARD ARE SUBMITTED ON THE NATIONAL WEBSITE VIA FORMSTACK

Award: Youth Hero

Award: Youth Hero Medal and Citation

- Presented to: Youth under 18 years of age who have performed heroic acts of physical valor; membership in The American Legion Family is not required.
- Materials and guidelines:
 - Complete the Youth Hero and Good Deed Award Nomination Form on the National Website.
 - The award certificate, signed by the National President and national Children & Youth chairman, and Youth Hero Award medal will be returned to the unit or department to be presented on behalf of the National organization.
 - The department Children & Youth chairman should be notified of the award.

Award: Good Deed

- Award: Citation
- Presented to: Youth under 18 years of age who have performed specific good deeds and are great examples of community service in action; membership in The American Legion Family is not required.
- Materials and guidelines:
 - Complete the Youth Hero and Good Deed Award Nomination Form on the National website
 - The award certificate, signed by the National President and national Children & Youth chairman, will be returned to the unit or department to be presented on behalf of the National organization.
 - The department Children & Youth chairman should be notified of the award.

Child Welfare Foundation

Established in 1954, The American Legion Child Welfare Foundation was developed as a repository of funds from individuals who wished to contribute to the betterment of children in this country. Our foremost philanthropic priority is to contribute to the physical, mental, emotional, and spiritual welfare of children and youth by aiding progress in the field of child welfare through dissemination of knowledge about research, studies, surveys, projects, or by supporting programs and activities benefiting the welfare of children and youth.

Not all-American children grow up inside the comfortable definition of normal childhood development. For thousands, each day is a challenge marked by pain, prayer, and perseverance. Many of these children require specialized care. To overcome their obstacles, they need help from you and The American Legion Child Welfare Foundation.

**UNIT CHILDREN & YOUTH REPORT FORM
2024 - 2025**

Reporting dates: November 1, 2024 April 1, 2025

Unit Name _____ Unit Number _____

Name of Person Reporting _____

Email Address _____ Telephone # _____
 _____ *Unit does not have a Children & Youth Chairman*

1. Total Hours for Youth Activities _____
2. Dollars Spent on Goods for Youth Activities \$ _____
3. Dollar spent on goods for youth activities \$ _____
4. Total other **Unit** expenses (parties, dinners, paper goods, trophies) \$ _____.
5. Total number of children/youth served _____
6. Donations to all other child service charities \$ _____.
7. Dollar amount of direct cash aid to help a needy child \$ _____
8. Total hours members volunteered _____ (multiply X \$33.49 hour) \$ _____

Please answer the following questions (Please use back page or additional paper)

- What events were held to support children and youth? This includes Kids of Deployed are Heroes 2 (KDHD). Please include how many children were helped, volunteer hours, funds raised and used, and online materials you used.
- Please separate programs for veterans and military families from other children and youth activities.
- What was the amount of money raised or donated for The American Legion Child Welfare Foundation? How was the Child Welfare Foundation promoted?
- How did you celebrate the Month of the Military Child in April, including Purple Up! Day on April 15?
- How did you promote the ALA's Youth Hero and Good Deed awards?
- Is there something your members accomplished this year for which you are exceptionally proud? Attach pictures if possible

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

3. Our ALA Service for Youth

Impact Report	Service for Children & Youth		Total
Line 13	Total hours for other Legion Family youth activities	From Line #1	
Line 14	Dollars spent on goods for youth activities	From Line #2	\$
Line 15	Dollar amount of direct cash aid to help a needy child	From Line #3	\$
Line 16	All other UNIT expenses (parties, dinners, paper goods, trophies)	From Line #4	\$
Line 17	Total number of children/youth served	From Line #5	
Line 18	Donations to all other child service charities	From Line #6	\$

**Send completed form to: Your County Children & Youth Chairman
 Keep a copy for your records**

COUNTY CHILDREN & YOUTH REPORT FORM 2024-2025

Reporting dates: November 10, 2024 April 10, 2025

County Name: _____ District # _____

Name of Person Reporting _____

Address: _____

Email Address _____ Telephone # _____

_____ County does not have a Children & Youth Chairman

1. Total Hours for Youth Activities _____
2. Dollars Spent on Goods for Youth Activities \$ _____
3. Dollar spent on goods for youth activities \$ _____
4. Total other **Unit** expenses (parties, dinners, paper goods, trophies) \$ _____.
5. Total number of children/youth served _____
6. Donations to all other child service charities \$ _____.
7. Dollar amount of direct cash aid to help a needy child \$ _____
8. Value of a volunteer hour is \$33.49 X total hours members volunteered = \$ _____.

Please answer the following questions (Please use back page or additional paper)

- What events were held to support children and youth? This includes Kids of Deployed are Heroes 2 (KDHD). Please include how many children were helped, volunteer hours, funds raised and used, and online materials you used.
- Please separate programs for veterans and military families from other children and youth activities.
- What was the amount of money raised or donated for The American Legion Child Welfare Foundation? How was the Child Welfare Foundation promoted?
- How did you celebrate the Month of the Military Child in April, including Purple Up! Day on April 15?
- How did you promote the ALA's Youth Hero and Good Deed awards?
- Is there something your members accomplished this year for which you are exceptionally proud? Attach pictures if possible

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

3. Our ALA Service for Youth

Impact Report	Service for Children & Youth	Total from all Units	Total
Line 13	Total hours for other Legion Family youth activities	From Line #1	
Line 14	Dollars spent on goods for youth activities	From Line #2	\$
Line 15	Dollar amount of direct cash aid to help a needy child	From Line #3	\$
Line 16	All other UNIT expenses (parties, dinners, paper goods, trophies)	From Line #4	\$
Line 17	Total number of children/youth served	From Line #5	
Line 18	Donations to all other child service charities	From Line #6	\$

Send this report to **Department Children Youth Chairman** and keep a copy for your records

Yvonne Brunner
422 Baldwin Avenue
Baldwin, NY 11510
C: 516-351-0006
nyalachildrenandyouth@gmail.com

**2024-2025 American Legion Auxiliary
Department of New York
Community Service**

Department Chairman

Lori McFarland

95 Gilligan Rd, apt 413

East Greenbush, NY 12061

C: 518-727-3166

E-mail: nyalacommunityservice@gmail.com

Purpose: The purpose of the Community Service Committee is to promote the American Legion Auxiliary's commitment to making our communities better places to live by supporting local service projects.

Promote American Legion Family Day — April 26, 2025

The National Executive Committee of The American Legion Passed Resolution No. 7 in October 2022, establishing American Legion Family Day to be observed annually on the last Saturday of April.

- Posts are encouraged to open their doors to members of their community for the day to recognize and celebrate the accomplishments of Legionnaires, Sons of The American Legion members, Legion Riders, and American Legion Auxiliary.
- Bring awareness to The American Legion's "Be the One" initiative to improve access and reduce the stigma around mental health services.
- Use the "How To" sheet to assist ALA members in promoting American Legion Family Day.
- Plan activities for various age groups.
- Highlight our 100+ years of service to veterans and the community.

Find new and creative ways to promote the program.

Continue to use what works but think outside the box for fresh ideas.

- Promote participation in blood drives, CPR training, and emergency preparedness (National Security).
- Suggest participation in child safety programs (Children & Youth).
- Participate in patriotic holidays (Americanism).
- Develop new ways to reach diverse groups (age, ethnicity, etc.).
- Encourage units to create visible events in the community that support veterans (VA&R).
- Use community events to raise awareness of The American Legion's Be the One initiative to reduce the rate of veteran suicide.

Participate in a Martin Luther King Jr. Day of Service.

Promote patriotic community service activities to build community partnerships.

Use this holiday as an opportunity to serve veterans as our mission statement states.

- Help veterans in their home with projects like building an accessible ramp, yard work, or home repairs.
- Organize or participate in a stand down.
- Encourage members to check with their employers for Martin Luther King Jr. Day of Service opportunities.
- Keep good records of hours and activities for year-end reporting.

Participate in the 9/11 National Day of Service.

Encourage members to make an official pledge of service on the 9/11 Day of Service website.

- A service pledge can be as broad or specific as the member would like, so long as it is in the spirit of service and remembrance.

- Invite members to “pass It on!” and share their pledge with others through Instagram, Twitter, Facebook, or other means.
- Participate in a volunteer activity or project of which they are already a part and encourage others to join.
- Organize a service activity specifically for 9/11 Day.
- Record hours and activities for year-end reporting.

DEPARTMENT COMMUNITY SERVICE 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 folder.
- Pictures, newspapers 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 Department Chairman no later than MAY 1st unless a different date is specified.

THE JANET P. MAHONEY AWARD: To the County Community Service Chairman reporting the most outstanding County wide Community Service Award Event.

2024-2025 NATIONAL COMMUNITY SERVICE 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 are 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 Community Service Program (per division)
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.

Unit Award: Best Promotion of American Legion Family Day (one per division)
All unit entries must be submitted via [electronic form](#) by 5 p.m. EST on June 1.

Department Award: Best Department Community Service 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.

**UNIT COMMUNITY SERVICE REPORT FORM
2024-2025**

Reporting dates: November 1, 2024 April 1, 2025

Unit Name _____ Unit Number _____

Name of Person Reporting _____

Address _____

Email Address _____ Telephone # _____

_____ Unit does not have a community Service Chairman

Number of ALA volunteers _____ Total hours members volunteered _____

Number of community volunteers _____ Value of donations _____

Value of a volunteer hour is \$33.49 X total hours **ALA members** volunteered = \$ _____.

- What specific things did the unit do to make their community a better place to live?
- What did the unit do to mobilize community support for those who are serving our country?
- How did the unit participate in the Martin Luther King Jr. Day of Service and the 9/11 National Day of Service? Please give as many specific details as possible.
- Did the unit find new and creative ways to promote the ALA Community Service program? Please give specific examples.
- How did the unit participate in American Legion Family Day?

Attach copies of narratives, pictures, and newspaper articles. Additional details can be provided on the back of this report or a separate page.

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

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	\$

**Unit reports should be sent to your County Community Service Chairman
Please retain a copy for your records**

COUNTY COMMUNITY SERVICE REPORT FORM 2024- 2025

Reporting dates: November 10, 2024 April 10, 2025

County Name: _____ District # _____

Name of Person Reporting _____

Address _____

Email Address _____ Telephone # _____

_____ County does not have a community Service Chairman

Number of ALA volunteers _____ Total hours members volunteered _____

Number of community volunteers _____ Value of donations _____

Value of a volunteer hour is \$33.49 X total hours **ALA members** volunteered = \$ _____.

- What specific things did units in your county do to make their communities a better place to live?
- What did units do to mobilize community support for those who are serving our country?
- How did units participate in the Martin Luther King Jr. Day of Service and the 9/11 National Day of Service? Please give as many specific details as possible.
- Did units in your county find new and creative ways to promote the ALA Community Service program? Please give specific examples.
- How did units in your county participate in American Legion Family Day?

Attach copies of narratives, pictures, and newspaper articles. Additional details can be provided on the back of this report or a separate page.

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

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	\$

County reports should be mailed or emailed to the Department Community Service Chairman. Please retain a copy for your records

**Lori McFarland
95 Gilligan Road, apt 413
East Greenbush, NY 12061
C: 518-727-3166
nyalacommunityservice@gmail.com**

**2024-2025 American Legion Auxiliary
Department of New York
Constitution & Bylaws / Resolutions**

Department Chairman

Deborah Morris

7826 State Route 13

Blossvale, NY 13308

C: 315-225-4631

E-mail: nyalaconstitution@gmail.com

- The Constitution & Bylaws program informs and educates members of the American Legion Auxiliary on the importance and power of having properly written and regularly reviewed and updated governing documents at all levels of the organization.
- Your governing documents include your articles of incorporation (if incorporated), constitution, bylaws, standing rules, and policies.
- These fundamental rules of the organization state how the membership agrees to govern itself, how it will choose its leaders, hold its meetings, and policies of the administration of the organization.
- Knowing the non-profit laws in your state provides the essential foundation for your governing documents at the department, district, county, and unit level.
- The importance of having governing documents in place to allow operations to continue in an emergency has become absolutely vital.
- Keeping your governing documents up to date and making them available to all members are key to a healthy organization that functions as a team to support our veterans, military, and their families.
- Remember that department, district, county, and unit constitution, bylaws, and standing rules cannot be in conflict with national governing documents.
- When the national constitution, bylaws, and standing rules change, departments, districts, counties, and units should automatically update their governing documents.
- Contact your Department Constitution & Bylaws Chairman for assistance. The National Association of Parliamentarians is a good resource to find a professional registered parliamentarian near you.

**2024-2025 American Legion Auxiliary
Department of New York
Parliamentary Procedure**

Department Chairman

Joan Caccamo

77 Sherman Street, Brooklyn, NY 11218

H: 718-788-4778

C: 917-549-4457

Email: nyalaparliamentarian@gmail.com

Parliamentary procedures will ensure that your meetings will run smoothly, thereby making for a more successful organization at all levels.

Eight Steps in Processing a Main Motion

Step 1: Member rises and addresses the chair when nothing is pending. "Mr. President." Or "Madame President."

Step 2: Chair recognizes member by nodding at the member or stating his name. "Mr. Williams."

Step 3: Member states his/her motion. "I move that we have a canned food drive."

Step 4: Another member seconds the motion (without recognition). "Second."

Step 5: Chair states the motion and places it before the assembly for discussion. "It is moved and seconded that we have a canned food drive. Is there any discussion?"

Step 6: Members have the right to get recognition and debate the motion. During debate subsidiary motions (i.e., amendments) may be introduced to help the assembly make a final decision.

Step 7: When discussion is finished the Chair puts the question to a vote. "The question is on the adoption of the motion that we have a canned food drive. Those in favor, say AYE." (Pause.) "Those opposed, say NO." (Pause.)

Step 8: Chair announces the results of the vote. "The AYES (NOES) have it; the motion is adopted (lost); we will (not) have a canned food drive; the next business in order is ..."

Methods of Voting

Unanimous Consent – no member objects to a proposal that meets with general approval, a vote of silent agreement.

Voice Vote – regular method of voting on any motion that does not require more than a majority vote, most common form of voting.

Rising Vote – method used when a two-thirds vote is required for adoption; is also used when a member calls for a division of the assembly.

Show of Hands or Voting Cards – an alternative method for a rising vote.

Counted Vote – can be ordered by the chair when it appears a voice vote is unclear, and it can be ordered by a majority vote of the assembly.

Ballot or Roll Call Vote – can be ordered by a majority vote of the assembly and is required if specified in bylaws.

**CONSTITUTION & BYLAWS / RESOLUTIONS
2024-2025**

TRANSMITTAL FORM

Unit Name and Number _____

County _____ District _____

Constitution & Bylaws Chairman:

Name _____

Address _____

Telephone _____ Email _____

Have you:

- € Used the "Suggested Unit Constitution & Bylaws" form from the Department website?
- € Printed and completed two copies?
- € Completed all blanks on both forms, including the date the changes were approved?
- € Obtained the signatures of the President and Secretary on both forms?
- € Enclose a current copy of the Unit Constitution & Bylaws?
- € Updated your standing rules regarding your unit dues? Form can be found on the department website.

Send the completed documents with this form to:

PLEASE NOTE: If you are mailing in your Constitution and By-Laws with updates for approval please send via regular mail. **DO NOT** send via Certified Mail/Registered Mail.

Deborah Morris
7826 State Route 13
Blossvale, NY 13308
C: 315-225-4631
E-mail: nyalaconstitution@gmail.com

PLEASE MAKE SURE ALL DOCUMENTS ARE SIGNED AND DATED

Unit Name and # _____

Date of Unit Approval _____

Signature of Unit President

Signature of Unit Secretary

Contact information: phone # and email

Address, city, state, zip

Signature of Department Constitution & Bylaws Chairman, Reviewed and forwarded to Department.

Date

STANDING RULES

1. The dues of Senior Members shall be (Current Per-Capita) + (_____)unit portion per year. As provided in the Unit Bylaws, modification to the dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the members present at the meeting.
2. The dues of Junior Members shall be (Current Per-Capita) + (_____)unit portion per year. As provided in the Unit Bylaws, modification to the dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the members present at the meeting.

Note: A Unit may have Standing Rules in addition to rules #1 and #2 above, subject to the review of the Department Constitution & Bylaws Chairman. If you have additional standing rules start with #3 and attach it to this page.

**UNIT CONSTITUTION & BYLAWS / RESOLUTIONS
REPORT FORM
2024-2025**

Reporting dates: **November 1, 2024** **April 1, 2025**

Unit Name and Number _____

County _____ District _____

Unit Constitution & Bylaws Chairman:

Name _____

Address _____

Telephone _____ Email _____

_____ **Unit does not have a Constitution and Bylaws chairman**

Has your Unit done an annual review of their Constitution & Bylaws?

Yes

No

Do you know when your Unit Constitution & Bylaws and/or Standing Rules were last revised?

Yes - on _____

Not sure

Has your Unit sponsored any Constitution & Bylaws activities? If so, what? _____

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact report.**

Send completed form to your County Constitution & Bylaws Chairman

Keep a copy for your records

**COUNTY CONSTITUTION & BYLAWS / RESOLUTIONS
REPORT FORM
2024-2025**

Reporting dates: November 10, 2024 April 10, 2025

County _____ District _____

County Constitution & Bylaws Chairman:

Name _____

Address _____

Telephone _____ Email _____

_____ **County** does not have a Constitution and Bylaws Chairman

Have your Units done an annual review of their Constitution & Bylaws?

- Yes, all of them have
- No, none of them have
- Some of them have (please list the Unit numbers of those who have) _____

When were the County Rules and/or Standing Rules last revised? _____

How did you inspire the Units in your County to review their governing documents? _____

Have any Units in your County sponsored any Constitution & Bylaws activities?
If so, what?

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact report.**

Send completed form to the Department Constitution & Bylaws Chairman by mail.

**Deborah Morris
7829 State Route 13
Blossvale, NY 13308
C- 315-225-4631
nyalaconstitution@gmail.com**

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

Department Chairman

**Mary Ann Calbo
61 Hemlock Circle
Peekskill, NY 10566
C: 917-689-8305
nyalaeducation@gmail.com**

Purpose: The purpose of the Education Committee is to promote quality education for children—especially for military children—and adults.

Promote quality education for children, especially for military children, and adults.

- Participate in ALA's Give 10 to Education.
- Present a Give 10 to Education certificate to members who donate at least 10 items to schools.
- Participate in Teachers Appreciation Week.
- Contact local Parent Teacher Organizations or schools to see what your unit could sponsor or donate (e.g., donating doughnuts to your local schools).
- Show your appreciation to teachers by designing and presenting certificates of appreciation.
- Provide Teacher Survival Kits with fun and helpful items such as candy and snacks, tea bags or coffee, restaurant gift cards, or items for the classroom.
- Participate in American Education Week, held every November.
- Recognize school administrators and staff with special treats.
- Encourage schools to participate in Month of the Military Child and Purple Up! Day in April to honor their students who are military children.
- Sponsor a Purple Up! Day on April 15 in your school by providing purple items for students to wear.
- Present the Military Child Table at your school, unit meeting, or at your post.
- Sponsor a party for the military children in your school.

Encourage schools to invite veterans to speak in their classrooms.

- Work with your American Legion post to participate in Veterans in Community Schools.
- Ask the teacher(s) to have their students make cards for the veteran.
- Work with the teacher(s) to prepare students to ask questions of the veteran.

Support and promote the Education Program and scholarship opportunities of The American Legion Family.

- Promote the American Legion Auxiliary's scholarships.
- Promote The American Legion's scholarships by visiting <https://www.legion.org/scholarships> to learn more about the Legion's scholarship opportunities.

Provide scholarships for students who desire a college education.

- Work with your unit to create a scholarship.
- Ask schools to allow you to do a bulletin board about scholarship opportunities within The American Legion Family.
- Publish information in your local newspaper, libraries, and on your unit's social media.
- Host a "Scholarship Night" Zoom meeting to inform students and parents about Legion Family scholarship opportunities.
- Start a partnership with a local college to provide their students with scholarship information.

- Ask the local Board of Education to host a “Scholarship Workshop” in their schools.
- Work with the schools to invite college administrators to speak.
- Have volunteers assist students with scholarship applications.

Support legislation that establishes new scholarship opportunities.

- Support The American Legion’s efforts by signing up for legislative alerts at <https://www.votervoice.net/AmericanLegion/home>.
- Contact your representatives and ask them to support scholarship opportunities, particularly those for veterans, military, and their families.

Important Dates:

November 18-22, 2024: American Education Week

March 1: National scholarship applications due

April 15: Purple Up! Day for Military Children

May 5-9, 2025: Teacher Appreciation Week

DEPARTMENT OF NEW YORK SCHOLARSHIPS

The following Scholarships are being offered by the Department of New York American Legion Auxiliary. Please refer to the rules and requirements for each scholarship application. All Department Scholarships are available on the Department website.

- Department Scholarship
- Ten Department District Scholarships
- Raymond T. Wellington, Jr. Memorial Scholarship
- Helen Klimek Student Scholarship
- Mary Ann K. Murtha Memorial Scholarship
- Cerullo Memorial Scholarship (Sons of the American Legion)
- Past Presidents Parley Scholarship in the Medical Field

DEPARTMENT AWARDS AND 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 1st unless a different date is specified.

Department of New York Education Unit Award: A certificate will be presented to a unit Education Chairman reporting the most outstanding overall Education program.

10-75 members 76-150 members 151 + members.

Mary Williams County Award: A certificate will be presented to a County Education Chairman reporting the most outstanding year-round Education program.

2024-2025 NATIONAL EDUCATION 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 Education Program (per division)

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 Education 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.

National Scholarships

Scholarship applications are available for download on the national website, at www.ALAforVeterans.org/scholarships

- A. **Children of Warriors National Presidents' Scholarship**
 - Scholarship applications should be sent to the Department Education Chairman.
 - Deadline: February 15, 2025
- B. **The Non-Traditional Student Scholarship**
 - Scholarship applications should be sent to the Department Education Chairman.
 - Deadline: February 15, 2025
- C. **Spirit of Youth Scholarship**
 - Scholarship applications should be sent to the Department Education Chairman.
 - Deadline: February 15, 2025
- D. **Junior Auxiliary Loyalty Scholarship**
 - Scholarship applications should be sent to the Department Education Chairman.
 - Deadline: February 15, 2025
 - Two scholarships in the amount of \$2,500 will be awarded in each American Legion Auxiliary division, for a total of ten scholarships.
 - Candidates for this award shall have been Junior members of the American Legion Auxiliary, held membership in the American Legion Auxiliary for the past three consecutive years (2022, 2023 and 2024) and must be a paid member for the current (2025) membership year. Applicant must continue her membership in the American Legion Auxiliary during the scholarship period. Applicants must have completed at least one semester of college but not yet attained a bachelor's degree and have at least a 3.0 GPA using a 4.0 base.
 - This scholarship is intended for the traditional student with no interruption in her education, who is at least in her first semester of college but not yet attained a bachelor's degree. Any member who is non-traditional student (a student who returning to the classroom after some time away from college) is welcome to apply for the American Legion Auxiliary Non-Traditional Scholarship

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK, INC
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518) 463-1162**

SCHOLARSHIP COVER SHEET

NOTE: THIS SHEET MUST ACCOMPANY EACH APPLICATION.

NAME: _____
ADDRESS: _____
PHONE#: _____ **DATE OF BIRTH:** _____

**IT IS IMPERATIVE TO READ AND FOLLOW
ALL RULES FOR EACH SCHOLARSHIP CATEGORY**

Please check the scholarship for which you are submitting.

_____ Department Scholarship
_____ Department District Scholarship
_____ Raymond T. Wellington, Jr. Memorial Scholarship
_____ Past President Parley Student Scholarship (Medical Field)
_____ Helen Klimek Student Scholarship
_____ Mary Ann K. Murtha Memorial Scholarship
_____ The Cerullo Memorial Scholarship (Sons of The American Legion)

NOTE: If applying for more than one scholarship, **ONLY ONE ORIGINAL TRANSCRIPT WITH EMBOSSED SEAL AND FOUR ORIGINAL RECOMMENDATION LETTERS ARE NEEDED.** Copies will be accepted for other applications (recommendation letters and a copy of the transcript where the embossed seal is evident). You **MUST** include the following with applications:

- Four letters of recommendation: which include one from the principal or guidance counselor, one from clergyman of choice or other church affiliate, and two from representative citizens.
- One certified copy of high school grades with the embossed seal.
- Statement of extracurricular activities.
- Statement of participation in Civic affairs.
- Certificate of acceptance and/or letter from the college, etc.
- Essay requirement (see individual scholarship requirement for topic).
- Copy of your FAFSA application summary and/or confirmation sheet only.
- **Must be sponsored by a local American Legion Auxiliary Unit. Signature of Unit President and Education Chairman required.**
- No Auxiliary Unit may submit more than one candidate for each scholarship competition.
- **MUST BE RECEIVED BY THE UNIT CHAIRMAN NO LATER THAN MARCH 1ST.**

Unit: _____ **County:** _____ **District:** _____

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DEPARTMENT OF NEW YORK, INC.
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
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DEPARTMENT SCHOLARSHIP

A scholarship of \$1,000 shall be awarded to an eligible candidate planning to further his/her higher education. Upon notification of scholarship award, please contact the American Legion Auxiliary office to discuss payment options.

RULES

1. Candidates for this award shall be daughters, granddaughters, great-granddaughters, sons, grandsons, or great-grandsons of veterans who served in the Armed Forces from December 7, 1941, until the current date.
2. Applicant must be United States citizen and a resident of New York State.
3. Applicant must be a senior or a graduate of an accredited high school.
4. Each Auxiliary Unit may submit **ONE** application by March 5th, to the County Education Chairman. Units are responsible for verifying all necessary information submitted by the applicant.
5. The County Education Chairman will forward all Unit entries that qualify to the Department Chairman on or before March 15th.
6. Selection will be made on the following basis:
 - a) Need-20% Actual need of financial assistance to continue higher education.
 - b) Character-30% High standards of conduct, keen sense of right, adherence to truth and conscience, strength of character, devotion to church and daily duties.
 - c) Americanism - 20% Fine ideals, love of Country, ability to accept citizen's responsibilities.
 - d) Leadership-10% Ability to lead and to accomplish through action, personal magnetism, guidance and thought of others.
 - e) Scholarship-20% Scholastic attainment with rating in class, evidence of industry and application in studies.
7. The Department Education Chairman will appoint a committee of impartial judges for final judging.

APPLICATION REQUIREMENTS

1. Completed application form.
2. A Certified copy or photocopy of applicant's high school grades.
3. Four (4) letters of recommendation. One from the principal or guidance counselor of the school in which the applicant is enrolled; one from clergy of choice or other church affiliate; and two from representative citizens, other than relatives, attesting to the character, industry, Americanism, Leadership and Scholarship of applicant.
4. A statement of applicant's volunteer work.
5. Certification of acceptance and/or letter from the college stating date certification will be received from the school he/she plans to attend.
6. Copy of your FAFSA application summary and/or confirmation sheet only.
7. Original article written by applicant consisting of no more than 500 words, on a subject of his/her choice.
8. Application must be signed by the applicant, the Unit President, and Education Chairman of the sponsoring Unit. All applications must be returned to the sponsoring Unit no later than MARCH 1ST.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518) 463-1162**

DEPARTMENT SCHOLARSHIP

Note: This application must be submitted to the sponsoring unit no later than March 1st.

Name of Applicant	Telephone
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Street Address	City	State	Zip Code
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Name of Parent	Address (if different from above)
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Name of Veteran providing eligibility	Relationship to Applicant
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Branch of service of veteran	Dates of Service
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Name of Applicants High School	Date of Graduation
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Name of College Applicant plans to attend	Course of Study
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Street Address	City	State	Zip Code
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\$

Total Family Income	Number of Dependents under 18	Number of Dependents over 18
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Signature of Applicant	Date
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Signature of Unit President Chairman	Signature of Unit Education
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Unit Name and Number	County	District
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Signature of County Chairman	Name of County Chairman	County
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THIS APPLICATION MAY BE REPRODUCED FOR ADDITIONAL COPIES

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK, INC.
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

DEPARTMENT DISTRICT SCHOLARSHIP

A scholarship of \$1,000 shall be awarded to an eligible candidate planning to further his/her higher education. Upon notification of scholarship award, please notify The American Legion Auxiliary office to discuss payment options.

RULES

1. Candidates for this award shall be daughters, granddaughters, great-granddaughters, sons, grandsons, or great-grandsons of veterans who served in the Armed Forces during World War 1 or from December 7, 1941, until the current date.
2. Applicant must be a United States citizen and a resident of New York State.
3. Applicant must be a senior or a graduate of an accredited high school.
4. Each Auxiliary Unit may submit ONE application by March 5th, to the County Education Chairman. Units are responsible for verifying all necessary information submitted by the applicant.
5. The County Education Chairman will forward all Unit entries that qualify to the Department Chairman on or before March 15th.
6. Selection will be made on the following basis:
 - a. Need-20% Actual need of financial assistance to continue higher education.
 - b. Character-30% High standards of conduct, keen sense of right, adherence to truth and conscience, strength of character, devotion to church and daily duties.
 - c. Americanism-20% Fine ideals, love of Country, ability to accept citizen's responsibilities.
 - d. Leadership-10% Ability to lead and to accomplish through action, personal magnetism, guidance and thought of others.
 - e. Scholarship-20% Scholastic attainment with rating in class, evidence of industry and application in studies.
7. The Department Education Chairman will appoint a committee of impartial judges for final judging.

APPLICATION REQUIREMENTS

1. Completed application form.
2. A Certified copy or photocopy of applicant's high school grades.
3. Four (4) letters of recommendation. One from the principal or guidance counselor of the school in which the applicant is enrolled; one from clergy of choice or other church affiliate; and two from representative citizens, other than relatives, attesting to the character, industry, Americanism, Leadership and Scholarship of applicant.
4. A statement of applicant's volunteer work.
5. Certification of acceptance and/or letter from the college stating date certification will be received from the school he/she plans to attend.
6. Copy of your FAFSA application summary and/or confirmation sheet only.
7. Original article written by applicant consisting of no more than 500 words, on a subject of his/her choice.
8. Application must be signed by the applicant, the Unit President, and Education Chairman of the sponsoring Unit. All applications must be returned to the sponsoring Unit no later than MARCH 1ST.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518) 463-1162**

DEPARTMENT DISTRICT SCHOLARSHIP

Note: This application must be submitted to the sponsoring unit no later than March 1.

Name of Applicant	Telephone
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Street Address	City	State	Zip Code
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Name of Parent	Address (if different from above)
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Name of Veteran providing eligibility	Relationship to Applicant
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Branch of service of veteran	Dates of Service
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Name of Applicant's High School	Date of Graduation
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Name of College Applicant plans to attend	Course of Study
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Street Address	City	State	Zip Code
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\$	Total Family Income	Number of Dependents under 18	Numbers of Dependents over 18
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Signature of Applicant	Date
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Signature of Unit President	Signature of Unit Education Chairman
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Unit Name and Number	County	District
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Signature of County Chairman	Name of County Chairman	County
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THIS APPLICATION MAY BE REPRODUCED FOR ADDITIONAL COPIES

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK, INC.
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

RAYMOND T. WELLINGTON JR. MEMORIAL SCHOLARSHIP

A scholarship of \$1,000 shall be awarded to an eligible candidate planning to further his/her higher education. Upon notification of scholarship award, please notify The American Legion Auxiliary office to discuss payment options.

RULES

1. Candidates for this award shall be daughters, granddaughters, great-granddaughters, sons, grandsons, or great-grandsons of Veterans that served in the Armed Forces during World War 1 or from December 7, 1941, until the current date.
2. Applicant must be a United States citizen and a resident of New York State.
3. Applicant must be a senior or a graduate of an accredited high school.
4. Each Auxiliary Unit may submit ONE application by March 5th, to the County Education Chairman. Units are responsible for verifying all necessary information submitted by the applicant.
5. The County Education Chairman will forward all Unit entries that qualify to the Department Chairman on or before March 15th.
6. Selection will be made on the following basis:
 - a. Character 15%
 - b. Leadership 15%
 - c. Americanism 15%
 - d. Community Involvement 15%
 - e. Financial 20%
 - f. Scholarship 20%
7. The Department Education Chairman will appoint a committee of impartial judges for final judging.

APPLICATION REQUIREMENTS

1. Completed application form.
2. A Certified copy or photocopy of applicant's high school grades.
3. Four (4) letters of recommendation. One from the principal or guidance counselor of the school in which the applicant is enrolled; one from clergy of choice or other church affiliate; and two from representative citizens, other than relatives, attesting to the character, industry, Americanism, Leadership and Scholarship of the applicant.
4. A statement of applicant's volunteer work.
5. Certification of acceptance and/or letter from the college stating date certification will be received from the school he/she plans to attend.
6. Copy of your FAFSA application summary and/or confirmation sheet only.
7. An autobiographical account written by the applicant of not more than 700 words (typed) which includes his/her interests and experiences, long range plans and goals.
8. Application must be signed by the applicant, the Unit President, and Education Chairman of the sponsoring Unit. All applications must be returned to the sponsoring Unit no later than MARCH 1ST.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

RAYMOND T. WELLINGTON JR. MEMORIAL SCHOLARSHIP

Note: This application must be submitted to the sponsoring unit no later than March 1.

Name of Applicant	Telephone
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Street Address	City	State	Zip Code
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Name of Parent	Address (if different from above)
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Name of Veteran providing eligibility	Relationship to Applicant
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Branch of service of veteran	Dates of Service
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Name of Applicant's High School	Date of Graduation
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Name of College Applicant plans to attend	Course of Study
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Street Address	City	State	Zip Code
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\$

Total Family Income	Number of Dependents under 18	Numbers of Dependents over 18
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Signature of Applicant	Date
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Signature of Unit President	Signature of Unit Education Chairman
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Unit Name and Number	County	District
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Signature of County Chairman	Name of County Chairman	County
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THIS APPLICATION MAY BE REPRODUCED FOR ADDITIONAL COPIES

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK, INC.
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

MARYANN K. MURTHA MEMORIAL SCHOLARSHIP

A scholarship of \$1,000 shall be awarded to an eligible candidate planning to further his/her higher education. Upon notification of scholarship award, please notify The American Legion Auxiliary office to discuss payment options.

RULES

1. Candidates for this award shall be daughters, granddaughters, great-granddaughters, sons, grandsons, or great-grandsons of veterans who served in the Armed Forces during World War 1 or from December 7, 1941, until the current date.
2. Applicant must be United States citizen and a resident of New York State.
3. Applicant must be a senior or a graduate of an accredited high school.
4. Each Auxiliary Unit may submit **ONE** application by March 5th, to the County Education Chairman. Units are responsible for verifying all necessary information submitted by the applicant.
5. The County Education Chairman will forward all Unit entries that qualify to the Department Chairman on or before March 15th.
6. Selection will be made on the following basis:
 - a. Character 15%
 - b. Leadership 15%
 - c. Americanism 15%
 - d. Community Involvement 15%
 - e. Financial 20%
 - f. Scholarship 20%
7. The Department Education Chairman will appoint a committee of impartial judges for final judging.

APPLICATION REQUIREMENTS

1. Completed application form.
2. A Certified copy or photocopy of applicant's high school grades.
3. Four (4) letters of recommendation. One from the principal or guidance counselor of the school in which the applicant is enrolled; one from clergy of choice or other church affiliate; and two from representative citizens, other than relatives, attesting to the character, industry, Americanism, Leadership and Scholarship of applicant.
4. A statement of applicant's volunteer work.
5. Certification of acceptance and/or letter from the college stating date certification will be received from the school he/she plans to attend.
6. Copy of your FAFSA application summary and/or confirmation sheet only.
7. An article written by applicant consisting of not more than 700 words (typed) stating what plans and goals she/he has for the future and how she/he hopes to use talent and education to help others.
8. Application must be signed by the applicant, the Unit President, and Education Chairman of the sponsoring Unit. All applications must be returned to the sponsoring Unit no later than MARCH 1ST.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

MARYANN K. MURTHA MEMORIAL SCHOLARSHIP

Note: This application must be submitted to the sponsoring unit no later than March 1.

Name of Applicant		Telephone	
Street Address	City	State	Zip Code
Name of Parent		Address (if different from above)	
Name of Veteran providing eligibility		Relationship to Applicant	
Branch of service of veteran		Dates of Service	
Name of Applicant's High School		Date of Graduation	
Name of College Applicant plans to attend		Course of Study	
Street Address	City	State	Zip Code
\$			
Total Family Income	Number of Dependents under 18	Number of Dependents over 18	
Signature of Applicant		Date	
Signature of Unit President Chairman		Signature of Unit Education	
Unit Name and Number	County	District	
Signature of County Chairman	Name of County Chairman	County	

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DEPARTMENT OF NEW YORK, INC.
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

HELEN KLIMEK STUDENT SCHOLARSHIP

A scholarship of \$1,000 shall be awarded to an eligible candidate planning to further his/her higher education. Upon notification of scholarship award, please notify The American Legion Auxiliary office to discuss payment options.

RULES

1. Candidates for this award shall be daughters, granddaughters, great-granddaughters, sons, grandsons, or great-grandsons of veterans who served in the Armed Forces during WWI, or from December 7, 1941 until the current date.
2. Applicant must be United States citizen and a resident of New York State.
3. Applicant must be a senior or a graduate of an accredited high school.
4. Each Auxiliary Unit may submit **ONE** application by March 5th, to the County Education Chairman. Units are responsible for verifying all necessary information submitted by the applicant.
5. The County Education Chairman will forward all Unit entries that qualify to the Department Chairman on or before March 15th.

Selection will be made on the following basis:

- | | |
|--------------------------|-----|
| a. Character | 15% |
| b. Leadership | 15% |
| c. Americanism | 15% |
| d. Community Involvement | 15% |
| e. Financial | 20% |
| f. Scholarship | 20% |
6. The Department Education Chairman will appoint a committee of impartial judges for final judging.

APPLICATION REQUIREMENTS

1. Completed application form.
2. A Certified copy or photocopy of applicant's high school grades.
3. Four (4) letters of recommendation. One from the principal or guidance counselor of the school in which the applicant is enrolled; one from clergy of choice or other church affiliate; and two from representative citizens, other than relatives, attesting to the character, industry, Americanism, Leadership and Scholarship of applicant.
4. A statement of applicant's volunteer work.
5. Certification of acceptance and/or letter from the college stating date certification will be received from the school he/she plans to attend.
6. Copy of your FAFSA application summary and/or confirmation sheet only.
7. An article written by applicant consisting of not more than 700 words (typed) on the significance of value of volunteerism as a resource toward the positive development of the applicant's personal and professional future.
8. Application must be signed by the applicant, the Unit President, and Education Chairman of the sponsoring Unit. All applications must be returned to the sponsoring Unit no later than MARCH 1ST.

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DEPARTMENT OF NEW YORK
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

HELEN KLIMEK STUDENT SCHOLARSHIP

Note: This application must be submitted to the sponsoring unit no later than March 1.

Name of Applicant		Telephone	
Street Address	City	State	Zip Code
Name of Parent		Address (if different from above)	
Name of Veteran providing eligibility		Relationship to Applicant	
Branch of service of veteran		Dates of Service	
Name of Applicant's High School		Date of Graduation	
Name of College Applicant plans to attend		Course of Study	
Street Address	City	State	Zip Code
\$			
Total Family Income	Number of Dependents under 18	Number of Dependents over 18	
Signature of Applicant		Date	
Signature of Unit President		Signature of Unit Education Chairman	
Unit Name and Number	County	District	
Signature of County Chairman	Name of County Chairman	County	

THIS APPLICATION MAY BE REPRODUCED FOR ADDITIONAL COPIES

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DEPARTMENT OF NEW YORK, INC.
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

PAST PRESIDENTS' PARLEY SCHOLARSHIP IN MEDICAL FIELD

There will be one scholarship of \$1000 awarded to an eligible candidate planning to further his/her higher education in the Medical Field. When awarded, the scholarships will be paid directly to the school in two installments in accordance with payment of first semester and second semester tuition and other costs. Contact the Department Office after being notified of being selected.

RULES

1. Candidates for this award shall be daughters, granddaughters, great granddaughters, sons, grandsons, or great-grandsons of veterans who served in the Armed Forces during World War 1 or from December 7, 1941, until the current date.
2. Applicant must be a United States citizen and a resident of New York State.
3. Applicant must be a senior or a graduate of an accredited high school.
4. Each Auxiliary Unit may submit ONE application by March 5th, to the County Education Chairman. Units are responsible for verifying all necessary information submitted by the applicant.
5. The County Education Chairman will forward all Unit entries that qualify to the Department Chairman on or before March 15th.
6. Selection will be made on the following basis:
 - a. Need-20% Actual need of financial assistance to continue higher education.
 - b. Character-30% High standards of conduct, keen sense of right, adherence to truth and conscience, strength of character, devotion to church and daily duties.
 - c. Americanism-20% Fine ideals, love of Country, ability to accept citizen's responsibilities.
 - d. Leadership-10% Ability to lead and to accomplish through action, personal magnetism, guidance and thought of others.
 - e. Scholarship – 20% Scholastic attainment with rating in class, evidence of industry and application in studies.
7. The Department Education Chairman will appoint a committee of impartial judges for final judging.

APPLICATION REQUIREMENTS

1. Completed Application form.
2. A certified copy or photocopy of applicant's high school grades.
3. Four (4) letters of recommendation: One from principal or guidance counselor of the school in which the applicant is enrolled; one from clergy of choice or other church affiliate, and two from representative citizens, other than relatives, attesting to the character, industry, Americanism, leadership, and scholarship of the applicant.
4. A statement of applicant's volunteer work.
5. Certification of acceptance and or a letter from the college stating the date certification will be received from the school he or she plans to attend.
6. Copy of your FAFSA application summary and/or confirmation sheet only.
7. Original article, written by applicant, of no more than 500 words on "Why I selected the medical field."
8. Applications must be signed by the applicant, the Unit President, and the Education Chairman of the sponsoring unit. All applications must be returned to the sponsoring unit no later than March 1st.

**American Legion Auxiliary
Department of New York
1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033
(518)463-1162**

PAST PRESIDENTS' PARLEY STUDENT SCHOLARSHIP IN MEDICAL FIELD

Note: This application must be submitted to the sponsoring unit no later than March 1st.

Name of Applicant: _____

Phone Number: _____ Email: _____

Complete Address: _____

Parent or Legal Guardian Name: _____

Parent or Legal Guardian Address if Different from above:

Name of Veteran proving eligibility: _____ Relationship: _____

Branch of Service of veteran _____ Dates of Service: _____

Name of Applicants High School: _____ Graduation Date: _____

Name of College/University applicant plans to attend: _____

College or University Address: _____

Course of Study : _____ Total Family Income: \$_____

Number of dependents under 18: _____ Number of Dependents over 18: _____

Signature of Applicant: _____ Date: _____

Unit Name and Number _____

Signature of Unit President: _____

Signature of Unit Education Chairman _____

Signature of County Chairman Name of County Chairman County

THIS APPLICATION MAY BE REPRODUCED FOR ADDITIONAL COPIES



Sons of The American Legion

DETACHMENT OF NEW YORK

1304 Park Blvd, Troy, NY 12180

(518) 463-2215 Fax (518) 427-8443 *

Email: info@nylegion.org * Website: www.ny.legion.org

THE CERULLO MEMORIAL SCHOLARSHIP FUND RULES

Up to four (4) Scholarships in the amount of \$500.00 each will be awarded annually. One (1) new and up to three (3) renewable scholarships to previous winners, see Rule 5. This is a gift scholarship – not a loan. We welcome donations towards funding.

1. Candidates for this award must be MEMBERS in good standing in The American Legion, American Legion Auxiliary, or Sons of The American Legion in New York State and are in their senior year or are graduates of an accredited High School.
2. There will be no limit to the number of applications that any one Squadron, Post or Auxiliary Unit may wish to submit.
3. Applications are mailed to all registered Squadrons; additional applications may be photocopied. Completed applications must be returned to Detachment Headquarters, ATTN: SONS Coordinator, by April 30th.
4. Each application shall be certified by the Detachment Scholarship Chairman.
5. PREVIOUS WINNERS may receive up to three (3) additional annual awards – SIMPLY reapply by completing a new application, No Article is necessary. Years won MUST be entered.

SELECTION PROCEDURES:

1. A Committee of at least five (5) distinguished members of the Detachment of New York Sons of The American Legion will serve as judges.
2. A representative of the Detachment of New York Sons of The American Legion will present the award at the Detachment Convention.
3. Candidates shall be selected on the following basis: 25% each for: Americanism, Character, Leadership and Scholarship.
4. The decisions of the Selection Committee are final and are published in a Detachment mailing.

SONS COORDINATOR will forward all applications together to the Chairman within one week after the due date.

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION.

1. Copy of APPLICANT'S current-year Membership Card.
2. An article written by applicant, consisting of no more than 200 words, subject being: THE CONSTITUTION.
3. A certified transcript of high school or college grades.
4. Listing of extra-curricular activities, participation in civic activities, employment, and number of hours worked per week, paid and volunteer work.
5. (High School Seniors Only) Certificate of acceptance and/or letter stating date you will receive it from the school or college you will attend.

Send by April 30th to:

1304 Park Blvd, Troy, NY 12180 ATTN: SONS Coordinator.

**SONS OF THE AMERICAN LEGION DETACHMENT OF NEW YORK
ROCCO & VIRGINA CERULLO SCHOLARSHIP APPLICATION**

Name of Applicant _____ Previous Winner? – Years _____

Address _____ Date of Birth _____

Home Telephone Number (_____) _____

Father's Name _____ Mother's Name _____

If both parents are deceased, person responsible for your financial support:

(Name & Address) (Relationship)

High School Attended _____
(Name & Address)

Date of Graduation _____ Age at Graduation _____

College or Trade School Applicant expects to attend or is presently attending:

(Name & Address)

Type of program you expect to enter or are presently enrolled in: (Check One)

Two-year Program _____ Four-year Program _____

Other _____

Has application for admission been submitted to college? Yes _____ No _____ Have you been accepted? Yes _____ No _____

What is the fixed cost to each student per semester in the program you plan to enter or are presently attending: \$ _____

How will the cost of college be financed? (Optional) _____

(Signature of Applicant) / (Signature Detachment Scholarship Chairman) / (Date)

(Name and Number of Organization) (County)

UNIT EDUCATION REPORT FORM 2024-2025

Reporting dates: November 1, 2024 April 1, 2025

Unit Name and Number _____

County _____ District _____

Chairman _____

E-mail address: _____ Phone # : _____

UNIT DOES NOT HAVE AN EDUCATION CHAIRMAN

Check activities/programs carried out by Unit members and describe them if checked: (USE REVERSE SIDE IF NECESSARY.)

Scholarship promotion program _____	# Veterans School Presentations ** _____
Give 10 to Education _____	Unit Scholarships given _____
Box Tops for Education _____	Parents as Reading Partners _____
Other (specify) _____	

**Promoting the Education of Military and their Children ** _____

Total Volunteers _____ Total # served _____
 Total miles driven in providing ALA service _____ Value of Unit scholarships given \$ _____
 Total hours members volunteered _____ (multiply X \$33.49 hour) \$ _____

**As part of your Narrative Report, please include answers to the following questions:
(answer on back of report or attach separate page)**

- Describe how * Veterans in Community Schools programs were presented?
- How did you promote Give 10 to Education?
- How did you participate in American Education Week and Teacher Appreciation Week?
- What type of help did the unit give a needy student?
- How did the unit recognize scholarship winners?
- How many scholarship applications were received for Department Scholarships and or National Scholarships?

***** 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	Total
Line 4	** Total number of "Veterans in Community Schools" presentations facilitated	

5. Scholarships Presented / Awarded by our Unit

Impact Report	Scholarships	Obtain from	Total
Line 21	Number of unit scholarships presented/awarded	<i>Unit Records</i>	
Line 22	Total dollar amount of unit scholarships	<i>Unit Records</i>	\$
Line 23	Total dollar amount donated to department scholarships	<i>Unit Records</i>	\$

**Mail or e-mail a copy of your report to the County Education Chairman
Keep a copy for your records**

COUNTY EDUCATION REPORT FORM 2024-2025

Reporting dates: November 10, 2024

April 10, 2025

County _____ District _____

Chairman _____

E-mail address: _____ Phone # : _____

_____ COUNTY DOES NOT HAVE AN EDUCATION CHAIRMAN

Scholarship promotion program _____	# Veterans School Presentations ** _____
Give 10 to Education _____	Unit Scholarships given _____
Box Tops for Education _____	Parents as Reading Partners _____
Other (specify) _____	

**Promoting the Education of Military and their Children ** _____

Total Volunteers _____ Total # served _____

Total miles driven in providing ALA service _____ Value of Unit scholarships given \$ _____

Total hours members volunteered _____ (multiply X \$33.49 hour) \$ _____

**As part of your Narrative Report, please include answers to the following questions:
(answer on back of report or attach separate page)**

- Describe how * Veterans in Community Schools programs were presented?
- How did you promote Give 10 to Education?
- How did you participate in American Education Week and Teacher Appreciation Week?
- What type of help did the unit give a needy student?
- How did the unit recognize scholarship winners?
- How many scholarship applications were received for Department Scholarships and or National Scholarships?

***** 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	Total
Line 4	** Total number of "Veterans in Community Schools" presentations facilitated	

5. Scholarships Presented / Awarded by our Unit

Impact Report	Scholarships	Obtain from	Total
Line 21	Number of unit scholarships presented/awarded	Unit Records	
Line 22	Total dollar amount of unit scholarships	Unit Records	\$
Line 23	Total dollar amount donated to department scholarships	Unit Records	\$

Mail or E-mail your County Report to the Department Education Chairman

Mary Ann Calbo
61 Hemlock Circle
Peekskill, NY 10566
C: 917-689-8305
nyalaeducation@gmail.com

**2024-2025 American Legion Auxiliary
Department of New York
Empire Girls State**

Department Chairman

**Claire Herrman-Moran
19 Loderdale Road
Rochester, NY 14624
C- 716-585-5090
empiregirlsstate@gmail.com**

1st Vice Chairman

**Stephanie Fallon
27 Stearns Rd, Apt 1
Brookline, MA 02446
C-716-575-5090
egsvicechair@gmail.com**

2nd Vice Chairman

**Megan Hockaday
17 Geneva Street
Bath, NY 14810
C-585-484-0462
egsregistrar@gmail.com**

What exactly is ALA Empire Girls State? American Legion Auxiliary units in all 50 states proudly host ALA Girls State, an amazing week of learning, focused on responsible citizenship, leadership, and love for God and Country. It's extremely difficult to describe, "It's been said from the outside looking in, you can't understand it; and from the inside looking out, you can't explain it." It is an educational Americanism program developed to offer a better perspective of the practical government operations and to emphasize the integral part that individuals have within a democratic government. This program allows participants the opportunity to enroll and earn college credits at a rate offered only to Boys State and Girls State participants nationwide following their completion of the week-long program.

Qualified high school juniors only are selected to participate in an amazing week-long, educational learning with hands-on workshops focused on leadership, responsible citizenship and the political process designed to create a government from the county to the state level. This mythical 51st state allows students to learn the privileges and responsibilities of leadership and citizenship in a democratic society. ALA Empire Girls State is divided into 10 counties named after famous women. Much like our American government, ALA Empire Girls State has two political parties = Nationalists and Federalists. They are immersed in learning about the political process by electing officials for all levels of state government and actively running a mock government. Political campaigns, debates, and bills are crafted as the government begins to take shape. These young women work tirelessly throughout the week as their participation provides them a greater understanding of their role within a democracy. It also teaches skills that in the future they can use which include how to run a meeting, parliamentary procedures, and Robert's Rules of Order.

With the assistance of the Department Americanism chairman, 300 high school juniors from across the state will also learn about the POW/MIA ceremony, proper flag etiquette & disposal ceremony and receive information on the ALA poppy during their week at ALA Empire Girls State. Students will participate in the creation and execution of either a flag lowering, raising, or posting ceremony. The citizens will also receive information from Department President Karen St. Hilaire on some of the programs that are important components of our ALA organization.

Assistance from dedicated ALA volunteers ensures the program's nonpartisan governmental, patriotic, and civic objectives are carried out through interactive learning. Though the week is filled with many learning opportunities, there is always time for fun and the formation of long-term friendships.

Two girls are selected from each ALA Girls State program to attend ALA Girls Nation. ALA Girls Nation “senators” meet for a week in Washington, D.C. where they run for political office, campaign, debate for the passage of legislation, and meet with U.S. Congressmen and Senators from their states. Capping off the week of ALA Girls Nation is a possible meeting with the President of the United States at the White House. This year, ALA Girls Nation is tentatively set for July 19-26, 2025

Deadline	Details of Information Due
Nov. 1 st	County chairman must submit the Quota Commitment Form from the Plan of Action, www.empiregirlsstate.org , or www.deptny.org websites to ALA EGS <i>1st Vice Chairman</i> .
Nov – early	ALA EGS County Chairman should immediately distribute mailed, hard-copy materials to the ALA EGS Unit Chairman prior to virtual Overview Meeting. DO NOT HOLD!
Nov – mid/late	ALA EGS Unit and County Chairman should participate in a virtual meeting via Zoom to review the Fall Packet of Materials, review expectations and deadlines and to kick off the new ALA EGS year! Details will be shared in the Fall.
No later than January 1 st	Online Applications submitted electronically are due for Central Staff and Counselor positions. Selected Staff will be notified following the Approval at the April Executive Meeting.
No later than Jan. 10 th	Each ALA EGS Unit Chairman must contact school(s) about the ALA EGS program and obtain a list of eligible girls in the top 1/3 in the Junior class . (Home school students should be included)
Jan. 10 th - March 1 st	Each ALA EGS Unit Chairman gathers a team to conduct interviews between Jan - March. Units will select their citizen(s) and/or alternate(s) by March 1 st to attend EGS.
No later than March 1 st	Contact the ALA EGS <i>1st Vice Chairman</i> if you feel that your Unit/County will not be able to fulfill your quota commitment.
March 1 st	Designated Citizen/Alternate Paperwork/fees due to the ALA EGS Unit Chairman . (The majority of paperwork is completed online).
March 15 th	ALA EGS Unit Chairman forward all completed supporting documents, tuition, and fees to ALA EGS County Chairman .
March 31 st	Citizen and Alternate Transmittal forms with all supporting documentation and one check for tuition/fee payments due to ALA EGS <i>2nd Vice Chairman / Registrar</i> .
Mid-May – Early June	ALA Empire Girls State virtual Orientations to be held via Zoom. All citizens and alternates must attend. Parents and all ALA EGS Chairmen are encouraged to attend. Information on the virtual Orientations is sent via email in early May to all email addresses provided in the online application.
No later than June 10 th	Auxiliary Ads, Legion Family Ads, Business Ads, Citizen Family Ads and Booster sheets due to ALA Empire Girls State <i>Chairman</i> .
No later than June 15 th	Survival Kit deadline for Parents, Family, and other supporters. (Limited to the first 100) Due to EGS <i>1st Vice Chairman</i> .

ALA EGS QUICK GUIDE FACTS for 2025

1. **Date and Location: Monday, June 30, 2025 – Sunday, July 6, 2025**
The College at Brockport SUNY, 350 New Campus Drive Brockport, NY 14420
2. Counties will be informed of their quota by the Department Plan of Action. Copies are also available on the ALA Department of NY website: www.deptny.org or the ALA Empire Girls State website: www.empiregirlsstate.org.
3. **Total payable to American Legion Auxiliary - Department of NY = \$400.00.** ALA EGS Citizens / Families will be expected to pay a **\$50.00** non-refundable application processing fee for every application received. More information is on the Processing Fee Explanation Page. **Tuition Cost: \$450.00** per citizen paid by the sponsoring ALA Unit/Post.
4. Application Process: Once selected, citizens and alternates will be responsible for completing **their own online application** from the ALA Empire Girls State website (www.empiregirlsstate.org). Schools and Units should not be completing the applications. Passwords will be provided in the Unit Chairman information packets. Further details regarding this will be provided when application materials are mailed in the Fall and during the virtual ALA EGS Unit and County Chairman Overview meeting in November.
5. Citizens, Alternates and Parents must provide a valid email on the application for communication and PR purposes. ALA EGS Orientation information is distributed via these email addresses in early May.
6. Materials Deadline:
 - a. March 1st - Completed supplemental application materials and fees must be to the ALA EGS Unit Chairman/sponsor!
 - b. March 15th - Completed supplemental application materials with one tuition/fees check must be to your ALA EGS County Chairman!
 - c. March 31st – All Citizens and Alternates must have completed their online application and uploaded all needed documents.
 - d. **March 31st – Completed supplemental application materials for the entire County with Transmittal Forms and one check should be mailed to the ALA EGS Vice-Chairman/Registrar!**
7. **State of the State Ceremony:** scheduled for Saturday, July 5, 2025, at 8 PM. Please encourage parents and families to attend along with any sponsoring units. There is plenty of parking and seating and it is air conditioned. It is the premier part of the program bringing together all of the work of the citizens throughout the week. Encourage attendance. There are hotel rooms available in Brockport for those needing to travel to attend. There is limited housing for bus drivers with requests made by May 1, 2025
8. There will be **NO FRIDAY DEPARTURES!**
Check out Sunday, July 6, 2025, 6AM – 9AM.
9. Check out the ALA Empire Girls State Website! www.empiregirlsstate.org the password for Auxiliary member to access downloadable materials is **GirlsState** ****NOTE THIS IS NOT THE SAME LOGIN THAT WILL BE USED FOR CITIZEN APPLICATIONS!**
10. As per ALA National Guidelines: **ALL CITIZENS MUST HAVE A VALID STATE OR GOVERNMENT ISSUED PHOTO ID.** i.e.: NYS DRIVER'S LICENSE. DMV NON-

DRIVER ID, or PASSPORT and proof of legal residence in the United States. **School photo ID's will only disqualify them from participating in ALA Girls Nation.**

\$50.00 Citizen/Parent Non-Refundable Application Processing Fee

What is it?

Parents and Citizens will be expected to pay a \$50.00 NON-REFUNDABLE Application Processing fee. Checks/Money Orders should be made out the ALA County.

Why are we charging a fee?

Each year we have many students drop out and decide not to go at the last minute. Other departments have indicated that the parent paid fee has dramatically decreased the number of students who drop out of the program.

Paying to apply for many programs or opportunities has become common practice. Other departments charge a Girls State application processing fee of \$40-\$150. Students pay to apply for college, academic programs, and many other competitive opportunities.

ALA EGS Unit & County Chairman: You will keep the **Candidate Contact Information Form** for ALA Sponsors for your reference. This form is **NOT** sent to the Registrar. This is for you to have contact information for all your candidates as they move through the process.

How will this work?

1. Candidates (Citizens and Alternates) complete their own online application. Supplemental Application materials for Candidates are returned to the Sponsoring Unit/Post **by March 1st, 2025**. Citizens include a \$50.00 check/money order (made payable to **your COUNTY AUXILIARY**) and send to the ALA EGS **Unit Chairman**. (Alternates do not include a fee).
2. Units will submit their check for each citizen tuition (\$400.00) and the citizen \$50.00 non-refundable application processing fees, along with the collected supplemental application materials for both Citizens and Alternates to their ALA EGS **County Chairman by March 15, 2025**.
3. The ALA County Treasurer will deposit the Unit tuition payments, and all of the non-refundable application processing fees into their **COUNTY** Auxiliary checking account.
4. The County Treasurer will write ONE CHECK made payable to American Legion Auxiliary Department of NY that will cover the cost of the tuition and non-refundable application processing fees (\$450.00) for each of the citizens being sent from that County to the ALA EGS Registrar by **March 31, 2025**.

	X	\$450.00	=	
Number of County Citizens		Tuition Fee + Processing Fee (\$400.00 paid by ALA + \$50.00 paid by Citizen)		Amount to be Sent by Check

ALA EGS COUNTY CHAIRMAN'S RESPONSIBILITIES 2025

1. Once you have read this bulletin, contact each of the ALA Units/Posts in your County confirming their continued sponsorship for the program and financial support of the ALA EGS citizens. **Please note that some quotas have changed from last year and are fulfilled at the County level, not the Unit or Post level!**
2. Complete the 2025 ALA EGS County Quota Form and return it to the ALA EGS 1st Vice Chairman, no later than **November 1st**. The confirmed number of citizens is needed to arrange adequate housing, recruit staff, estimate costs and obtain liability insurance for the program. Please note that if you are interested in sponsoring additional citizens above the indicated quota, please be sure to indicate this on your form and return as soon as possible. Those counties that return this form early will be the first ones that we go back to if we have counties that can't fill their quota.
3. The **2025 ALA EGS Information Packets for ALA EGS Unit and County Chairman** will be sent to the ALA EGS County Chairman in the Fall. Please read the information and distribute the appropriate material to your ALA EGS Unit Chairman immediately. Please note the virtual meeting via Zoom TBA for November for all ALA EGS Unit and County Chairman. **Please adhere to all the deadline dates, especially when supporting documents are due to the ALA EGS Registrar.**
4. When distributing material to your Units, remind your Units that they should be contacting their local schools to partner with them and to provide information about the benefits of the ALA Empire Girls State program. You should also remind the Units that homeschooled students are also eligible. Explain that eligibility requirements include a) young women who are completing their **junior** year of high school; b) In the top **1/3** of their class; c) be of high moral character, have leadership abilities and take pride in America; d) have an interest in government, the political process or how a democratic society works.
5. Remind your ALA EGS Unit Chairmen it is the **responsibility of the unit to select the citizen**, not the High School. Enlisting the help of school guidance counselors, former ALA EGS citizens, and using the recruitment video/PR video will be an asset to your selection process. This is also a great opportunity to invite former ALA EGS Citizens to join your Auxiliary!
6. **Review every document carefully!** Please be sure that **ALL** information is completed as requested. If you have any questions, please be sure to call the ALA EGS 2nd Vice Chairman. Incomplete forms cause the entire registration process to be delayed.
7. **A CITIZEN TRANSMITTAL FORM and an ALTERNATE TRANSMITTAL FORM** is to be submitted with all supplemental application material. It's a suggestion to make a copy for your records before mailing.
8. Obtain one check from the ALA County treasurer for both tuition and Application processing fees for the number of citizens being sent from the County. Remember this number should not exceed the quota for your county as listed on the quota form. This check, Citizen and Alternate transmittal forms with supplemental application materials are to be **received by the ALA EGS Registrar by March 31st**.
9. **All citizens and alternates must participate in an online Orientation program.** Your citizens **and alternates** need to be prepared to get the most out of this program! If you have questions, please don't hesitate to call the ALA Empire Girls State Team.
10. Citizens and Alternates must complete an online application with uploaded documents. They will also submit supplemental application materials to the ALA Unit Chairman by March 1st. ALA EGS Unit Chairmen must forward all completed documentation to the ALA EGS County chairman by March 15th. ALA EGS County Chairman must submit all supporting documents and transmittal form to the ALA EGS registrar by March 31st.

ALA EGS UNIT CHAIRMAN'S RESPONSIBILITIES 2025

1. After receiving this bulletin, contact your ALA EGS County Chairman to confirm your unit's continued paid sponsorship for the current year. The ALA EGS County Chairman will need to complete the 2024 ALA EGS County Quota form and return it to the ALA EGS Vice Chairman, by no later than November 1st.
2. Your ALA EGS County Chairman will receive the ALA EGS information packet in the Fall. Review the 2023 program information and eligibility rules **thoroughly and carefully**. You must be familiar with the program to be able to answer questions from the school administrators, candidates, and parents.
3. Take the material to your school contact (generally the Guidance Counselor or Principal). Review the eligibility requirements with them. Leave your name and telephone number for any questions that may arise. Keep in touch with them to obtain back the list of qualified and interested candidates (to include any home-schooled students) on or before **January 10th**.
4. Organize a team of Unit Auxiliary members to assist in the interview process. After obtaining the list of candidates, you will need to contact and set up an in-person interview with each candidate. It is the ALA Units responsibility to interview the candidates. Remember this can be done in a variety of ways! Previous ALA EGS citizens make an excellent addition to your interview team.
5. After interviewing the candidates, it is up to the ALA Unit members to make the final selection! Remember, it's **not** up to the schools to select your citizen(s) or alternates(s) – **it is up to your ALA Unit**. Notify all interviewees of the citizens and alternates selected. Congratulate any not selected on their nomination to be interviewed.
6. Provide the citizen and the alternate with the appropriate online links and password so they can complete the online application. Set up a time to review the additional supporting application paperwork that must be submitted if necessary. Request they return **them to you by March 1st**.
7. From the selected Citizens only, collect the \$50.00 non-refundable application processing fee from parent/student. Make sure the check/money order is made out to your ALA County. This Money will be given to the County Treasurer to be deposited.
8. **Review all supporting application documentation carefully!** Please be sure that ALL information is completed as requested. **Submit the supporting application documentation to your ALA EGS County Chairman no later than March 15th**.
9. Instruct your ALA Unit Treasurer to remit the tuition (\$400.00) + the application fee checks to the ALA County Treasurer for your number of sponsored citizens (not alternates) – **this must accompany the completed supporting documentation**.
10. All citizens and alternates must participate in a virtual Orientation program via Zoom. Your citizens and alternates need to be prepared to get the most out of this program. Parents are encouraged to join.
11. **Publicity is needed to promote this program! Please try to get local coverage and provide the opportunity for your citizens to address school assemblies and community groups, as well as unit and county meetings upon their return from ALA Empire Girls State.**
12. **The sponsoring ALA Unit and or ALA County may provide the citizen with additional spending money so the citizen may purchase ALA EGS apparel, souvenirs, and snacks. It was also suggested to consider purchasing additional uniform t-shirts for your citizens at the discounted rate before June 1st.**

ONLINE CANDIDATE (Citizens and Alternates) REGISTRATION PROCESS:
(www.empiregirlsstate.org)

We will continue using a digital platform for our Candidate Registration process. The process contains 3 parts.

1. We require two forms to download, print, complete and return to verify the applicant's eligibility to participate: ALA EGS Medical Certification Form and the High School Information form. **These forms should be returned the ALA Unit Sponsor by March 1st.**
2. The second part of the application is a series of documents that requires the parent(s) /guardian(s) and the candidate to sign. This part of the application **MUST** be completed **BEFORE** completing the third part or starting the online registration form, as you will upload a copy of these documents with your signatures in the online registration form. Download and Print a copy of each of the 5 pages: Parent Waiver Form, Media Consent Release Form, Acceptance Certificate and Citizen's Pledge, Consent to Medical Treatment Form and the Medical Release Form.
3. In the third part of the application, Citizens/Alternates will complete the 2025 Candidate Registration Form online. This application has 7 pages. Please have a parent/guardian with you as you complete the forms. It should take about 30-45 minutes to complete. Before beginning the process, you will need: a headshot photo of the attendee for ID badges, the name and contact information (email and phone number) of your local newspaper/newspaper editor, the name and contact information (email and phone number) of your high school guidance counselor and high school principal, a picture of the front and back of the attendee's Health insurance card, the 5 documents from Step 1 completed and signed.
4. Please do not start the application until all this information is gathered. Once started, it must be completed in one sitting— as there is not a save function, nor able to go back and review information. Please make sure to click Submit when finished.
5. ***To facilitate future correspondence, **school-issued email addresses must NOT be used** during the registration process. (These get blocked when the ALA EGS Team send an email to them from outside your school domain).

More information will be provided in the Fall mailing.



**2024-2025 American Legion Auxiliary
Department of New York
Empire Girls State**



COUNTY QUOTAS FOR 2025							
Albany	4	Franklin	0	Oneida	10	Schuyler	0
Allegany	4	Fulton	0	Onondaga	7	Seneca	2
Bronx	1	Genesee	3	Ontario	6	Steuben	9
Broome	3	Greene	4	Orange	13	Suffolk	23
Cattaraugus	10	Hamilton	0	Orleans	2	Sullivan	1
Cayuga	4	Herkimer	5	Oswego	4	Tioga	3
Chautauqua	10	Jefferson	5	Otsego	8	Tompkins	2
Chemung	3	Kings	2	Putnam	3	Ulster	6
Chenango	4	Lewis	2	Queens	7	Warren	3
Clinton	0	Livingston	12	Rensselaer	5	Washington	5
Columbia	1	Madison	9	Richmond	1	Wayne	7
Cortland	2	Monroe	8	Rockland	2	Westchester	8
Delaware	5	Montgomery	1	St. Lawrence	2	Wyoming	2
Dutchess	7	Nassau	14	Saratoga	8	Yates	2
Erie	10	New York	2	Schenectady	1		
Essex	1	Niagara	10	Schoharie	2	TOTAL	300

PLEASE COMPLETE THIS FORM AND **RETURN BY NOVEMBER 1, 2024**

- We will be able to fill our 2025 ALA Empire Girls State quota as assigned above.
- Yes! We would love to send an additional Citizen, and we have funds available
- We will **NOT** be able to fill our 2025 ALA Empire Girls State quota as assigned above.
We will be sending _____ citizens instead.

2024-2025 County Empire State Chairman: (Please Print)

Name: _____ County: _____

Address: _____ E-Mail: _____

Phone Number (Day): (____) _____ Phone Number (Night): (____) _____

- Yes! Share my information with citizens and schools interested in the ALA EGS program on the web
- No! Please do not share my information on the website.

Please mail or email completed form to: Stephanie Fallon, ALA EGS 1st Vice-Chairman,
27 Stearns Rd., apt 1, Brookline, MA 02446. **Email:** EGSViceChair@gmail.co

UNIT ALA EMPIRE GIRLS STATE REPORT FORM
2024-2025

Reporting Dates: **November 1, 2024** **April 1, 2025**

Unit Number: _____ **Unit Name** _____

Unit Chairman: _____ **Phone:** _____

E-Mail _____ **Unit does not have an ALA EGS Chairman** _____

1. Number of High Schools participating: _____ Unit ALA EGS quota: _____
2. Number interviewed _____ # Citizens selected: _____ # Alternates selected _____
3. Number of school officials that worked with your Unit:
 _____ Principals _____ Counselors _____ Other _____
4. Number of Auxiliary members participating in interviews _____
5. Number of previous Girls State citizens participating in interviews _____
6. Number of hours spent on the ALA Empire Girls State Program

7. Number of new members recruited this year that were previous ALA EGS citizens

8. Types of recognition for your ALA Empire Girls State citizen and number attending:
 Dinner #: _____ Unit/County Meeting #: _____ Other (Identify) _____
9. How do you raise funds to sponsor girls to attend ALA Empire Girls State?

10. Types of publicity used: _____

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

3. Our ALA Service for Youth

Impact Report Line#	Service for Children & Youth	Obtain Total From	Total
Line 11	Total hours for ALA Girls State	Unit Form Line 11	
Line 12	Total dollars spent for ALA Girls State	Unit Form Line 12	\$

Mail completed form to: **Your ALA Empire Girls State County Chairman!**
Keep a copy for your records

**COUNTY ALA EMPIRE GIRLS STATE REPORT FORM
2024-2025**

Reporting Dates: November 10, 2024 April 10, 2025

County: _____ District _____

Chairman: _____ Email: _____

Phone: _____ **County Does Not Have ALA EGS Chairman** _____

1. Number of Units participating: _____ 2. Number of high schools participating: _____
2. Number of ALA Empire Girls State citizens: _____
3. Number of Auxiliary members participating in interviews: _____
4. Total number of hours spent on the ALA Empire Girls State Program _____
5. Number of school officials that worked with the Units:
 _____ Principals _____ Counselors _____ Other
6. Number of new members recruited this year that were previous ALA EGS Citizens _____
7. Types of recognition by Units and number attending:
 Dinner #: _____ Unit/County Meeting #: _____ Other (Identify) _____
8. Types of publicity by Units _____

9. How did units/county raise funds to sponsor citizens to attend ALA EGS?

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

3. Our ALA Service for Youth

Impact Report Line#	Service for Children & Youth	Obtain Total From	Total
Line 11	Total hours for ALA Girls State	Unit Form Line 11	
Line 12	Total dollars spent for ALA Girls State	Unit Form Line 12	\$

Keep a copy for your records.

Send completed form to: Department Empire Girls State Chairman.
Claire Herrman
19 Loderdale Road, Rochester, NY 14624
C: 716-413-2604
empiregirlsstate@gmail.com

ALA EMPIRE GIRLS STATE STAFF JOB DESCRIPTIONS

ALL STAFF: Must be able to quickly walk an average of 4-5 miles a day and lift boxes as needed. Assist with nightly supervision of students late at night. Must have basic computer skills and smart phone skills. Many parts of the program and communication are digital. It is necessary to conduct criminal background checks on all staff. The program will provide you with meals, board, and mileage reimbursement. Staff are provided one staff polo shirt. Additional apparel may be purchased.

ALA EGS SECRETARY:

Sets up and runs the ALA EGS office and provides office coverage until midnight with Coordinator of Merchandise and Apparel. Working knowledge of Google Suite and Microsoft Office. Writes and publishes the daily ALA EGS Gazette. Assists with apparel sales and inventory. Helps prepare bank deposits daily. Packs and inventories office at end of session. Assists Chairman with other duties as needed.

COORDINATOR OF MERCHANDISE AND APPAREL:

Sets up ALA EGS store with apparel and merchandise. Able to lift 20-50 lbs. and be active on your feet. Basic computer skills, point of sale software and credit card processing. Opens store to citizens for memorabilia purchases until midnight with ALA EGS Secretary. Moves boxes of merchandise, conducts inventory. Assists ALA EGS Secretary as needed. Arranges sale of merchandise at State of the State ceremony.

COORDINATOR OF ACADEMIC AFFAIRS, ELECTIONS, CURRICULUM AND PARLIAMENTARY PROCEDURE:

Working knowledge of Google Suite. Responsible for explaining elections, election process, serves as liaison for Political instructors. Assists Political instructors with curriculum development. Provide training to staff on duties as Committee advisor. Assists with nightly supervision of students late at night. May be a political party advisor.

NURSES (2):

May be an RN/LPN/EMT licensed in NYS. Sets up medical center. Reviews medical forms for completeness and identifies special needs of citizens, including Dietary needs. Available 24/7 to citizens and staff. Logs citizen visits, interventions, and outcomes. Communicates with family in case of emergency. Triages and transport to urgent care if needed. Conducts final inventory and packs medical center at completion of session. Some heavy lifting required.

COORDINATORS OF MEDIA AND TECHNOLOGY (2):

Create ID Badges for Citizens and Staff, Compile County Photo Composites, Take pictures of events throughout week. Upload to Cloud storage. Assist in developing yearbook. Perform regular updates to ALA EGS blog and website. Email updates via newsletter to parents and families throughout week. Create State of the State slide show. Knowledge of social media, PowerPoint, and/or other image editing programs.

**ALA EMPIRE GIRLS STATE
STAFF JOB DESCRIPTIONS (continued)**

COUNSELORS (20): Counselors should be 18 years of age and up for this busy and physically demanding week of challenges and personal rewards as a volunteer. Work in conjunction with a co-counselor to assure citizens of a county (28-36 citizens) accomplish objectives of the program. Mentor citizens in parliamentary procedure; encourage becoming involved in the program by actively participating. Overseeing committee work. Leads assigned Committee to accomplish writing of bills and lobbying with other committees. Enforce code of conduct and timelines.

POLITICAL INSTRUCTORS (2): Political Instructor and Assistant Political Instructor
Facilitate learning sessions on government and the political process, work closely with the Coordinator of Academic Affairs, assist with Legislative session.

WELLNESS COORDINATOR: Mental Health professional such as a school psychologist, counselor, social worker. Coordinate with ALA EGS Chairmen Team to arrange for Diversity, Equity, and Inclusion Training for staff and citizens.

The link to the online **2025 ALA EGS Staff Application** is located on our website: <https://www.empiregirlsstate.org> under the Leadership Team tab. All information is submitted electronically.

If you have any questions, please contact ALA EGS Chairman, Claire Herrman-Moran

Email: empiregirlsstate@gmail.com or call/text: 716-413-2604

**2024-2025 American Legion Auxiliary
Department of New York
Finance/Risk & Compliance**

Department Chairman

Patricia Hennessy
11 Linden Avenue
Rensselaer, NY 12144
H: 518-477-7718
C: 518-469-7965
nyalafinancechair@gmail.com

Members

Marie Mock
168 Dunsbach Ferry Rd
Cohoes, NY 14522
H: 518-783-5316
C: 518-961-6142
nyalafinance1@gmail.com

MaryLou Platt
PO Box 83
Westford, NY 13488
H: 607-638-9525
C: 607-287-9883
Nyalafinance2@gmail.com

Purpose: The purpose of the national Finance Committee is to oversee the development and implementation of general national financial policy subject to approval or ratification by the National Executive Committee, and to provide oversight of budgeted funds in the budget and report any significant variance to the National Executive Committee.

American Legion Auxiliary Department or Unit Finance Committee

- The department or Unit Finance Committee's Purpose:
- Oversight of the general financial policy of the organization
- Preparation of the annual budget
- Supervision of the expenditures under that budget

Finance Committee Roles and Responsibilities

- Asset Development and Protection/Fundraising/Budgeting:
- The department or unit may adopt targets for expected accomplishments — and suggest performance measures to evaluate progress toward those targets which are outlined in the annual budget development.
- Finance Committees often focus only on the current year's budgeting process and forget to look three to five years ahead. The committee should reflect on trends of the recent past and how those items can impact current and future planning.
- Each department or unit may want to replicate this process of setting goals through a long-range plan. For the Finance Committee to advise the organization on how to acquire and spend resources, it would be helpful if it is tied to those goals.
- The department or unit may measure where it is now and set goals to strive to reach the benchmarks for expenses and to broaden the sources of potential income streams.
- At each of your finance meetings, the progress toward those annual and multi-year goals should be reviewed.
- Remember: Members need to understand and be able to measure the progress of the organization through reports of the Finance Committee.
- At a minimum, key financial Indicators need to include the benchmarks expected by the Internal Revenue Service (IRS) and nonprofit watchdog organizations. There are three key expense benchmarks:

- Program Services (expenditures related to the organization's primary mission and purpose): the target is 65-75%.
- Management and General Administrative (expenditures spent on managing the operations of the organization): the target is 10-15%.
- Fundraising (expenditures spent on raising additional funds for the organization's purpose and mission expenses, i.e. grants, planned giving, endowments, direct mail campaigns, etc.): the target is 5-10%.
- Potential donors expect the majority of the funds collected by a nonprofit organization are designated to supporting the mission of the organization through its programs.
- On the revenue side, setting targets is more difficult because there are no specific industry benchmarks other than to have a variety of revenue streams that reduce your dependence on any one source.
- The American Legion Auxiliary is a membership organization, so we rely on member dues to cover our expenses.
- By bringing in other resources such as grants and donations, corporate sponsorships, special events and bequests, we can lower the dependence on dues and/or reserves alone to meet our obligations.
- The ability to build up financial reserves is important for the future to ensure resources are available to maintain operations of the department or unit if needed. The recommended amount of reserves/savings is 2.5 times the annual budget of the organization. For example, an organization with a \$10,000 budget would try to maintain \$25,000 in reserves for emergencies and have a plan to replenish when withdrawals are made.

Governing Board Delegated Powers

- Financial Reporting/Audits:
- The Finance Committee should share the financial data with the members who are the investors of the organization and who have a legal right to know how their investments are being managed.
- The Finance Committee makes recommendations to the governing body of the department or the unit, the Department Executive Committee, or the Unit Executive Committee/Unit membership and that body is responsible for the actual policy decisions.
- The Department Executive Committee or Unit Executive Committee/Unit membership needs to receive clear, timely, and accurate information regarding the financial status of the organization at each of their meetings and at additional times as needed.
- The Finance Committee ensures that all tax reporting is completed within appropriate timeframes for federal, state, and local jurisdictions. The IRS requires small charities to submit an annual electronic report, known as a Form 990. This is a requirement for every department and unit. The Form 990-N, entitled the Electronic Notice for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ (and also known as the e-Postcard) is required of charities whose annual gross receipts are \$50,000 or less. www.irs.gov
- The Pension Protection Act also requires the IRS to revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. This requirement applies to small tax-exempt organizations and those filing the e-Postcard.
- The Finance Committee is given the audit for review, while the outside auditor presents the audited financials to the governing body of the department or unit.

County Treasurer:

It shall be the responsibility of each County to collect payment by informing the units to pay their taxes to the County. One check should be sent from the County Treasurer for the total units times the number of units in your county as of September 30th. Payment is due on or before November 1st.

Bonding: \$ 6.00 for each unit
Department Day \$10.00 for each unit
Total due: \$16.00 for each unit

Past Presidents' Parley Dues is \$5.00 for each Past President in the unit, county, district, or department and should be sent directly to the Department Office by January 30th. (Please note this not a mandatory fee it is voluntary)

IMPORTANT REMINDER: Checks issued by the Department to Units, Counties or Districts need to be cashed in a timely manner.

Please be sure to return to the Department Office, your Unit Audit/Data form by December 31.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK, INC.
UNIT AUDIT DATA FORM**

Unit Name: _____ Unit #: _____

County: _____ District: _____ Fed. EIN# _____

Unit President: _____

Address _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ E-mail _____

Unit Treasurer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ E-mail: _____

In accordance with the Unit Constitution & Unit By-laws, the Unit held an audit on _____

For the year ending _____ and is attested to by the Unit President and the Unit Finance/Audit Chairman.

Name _____ Signature _____
Unit President

Name _____ Signature _____
Unit Finance/Audit Chairman

**Please send completed form, no later than December 31st to
American Legion Auxiliary, Department of New York
1580 Columbia Turnpike, Bldg. #1, Suite #3
Castleton-on-Hudson, NY 12033**



American Legion Auxiliary

DEPARTMENT OF NEW YORK, Inc.

1580 Columbia Turnpike, Bldg. #1, Suite 3

Castleton-On-Hudson, NY 12033

(518) 463-1162

Kimberly A. Quick
Department President

Barbara Corker
Department Secretary

General Account:

Auxiliary Emergency Fund \$ _____

Bonding (\$6 per Unit) \$ _____

Department Day Fund (\$10 per Unit) \$ _____

Chaplain \$ _____

Empire Girls State \$ _____

Total Remittance: \$ _____

Date Remitted: _____

Check #: _____

Signed: _____
(Unit/County Treasurer)

Children & Youth:

Child Welfare Foundation \$ _____

Children of Warriors \$ _____

Contact No. /email: (_____) _____

Unit No.: _____

County: _____

Veterans Affairs & Rehabilitation:

Past President's Parley Dues (not mandatory)
(\$5 per Past President –
please specify where you donation should be
applied, circle one:

Hospitalized Female Veterans, Scholarship in
medical field

\$ _____

Creative Arts Festival \$ _____

Fisher House \$ _____

Stratton (Hoptel) \$ _____

Warriors Family Assistance \$ _____

Treasurer's Notes:

(Be sure to list Unit No. and amount on reverse side of this form)

Dept. Presidents Project:

2024-2025

Homeward Bound Adirondacks \$ _____

Other: *(Please describe below)*

\$ _____

2024-2025 American Legion Auxiliary Department of New York History

Department Chairman

Patricia Galley

PO Box 3

Bliss, NY 14023

C: 585-322-3932

E-mail: nyalahistorian@gmail.com

Responsibilities of an American Legion Auxiliary Historian

The recording of the American Legion Auxiliary's history at all levels (unit, district/county/council, department, and national) is important so that everyone will know who we are, what we do, and why we matter. Other responsibilities of a historian are:

- Assist in developing a system to archive important communications such as newsletters, handbooks, guidebooks, brochures, and program information
- Participate in and promote the "Members Remember" history project
- Work with the Junior Activities chairman to promote the History Patch available to Junior members in 9th – 12th grades.
- Encourage Senior and Junior historians to participate in the Veterans History Project

Important Dates:

- March – National Women's History Month

The heart of any organization's history is in its records – items that officers, members, directors, staff, and volunteers have produced and compiled over the years. They provide unique testimony to the achievements of an organization.

DEPARTMENT HISTORY 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 1st unless a different date is specified.

THE SALLY A. JOHNSTON AWARD: To the County Historian submitting the best "Pictorial History Book."

Department Award - To the Unit Historian submitting the best narrative "Unit History."

Department Award - To the County Historian submitting the best narrative "County History."

Department Award - To the Junior Historian submitting the best History for an organized junior group-Unit or County.

National Historian Awards

1. Best Department Senior History
2. Best Department Junior History
3. Certificate presented to each department Senior historian who forwards a copy of a veteran's history using the Veterans History Project
4. Certificate presented to each department Senior historian who participates in the "Member's Remember" history project
5. Certificate presented to each department Junior historian who forwards a copy of veteran's history using the Veterans History Project
6. Certificate presented to each department Junior historian who helps Senior members record their Auxiliary memories for the "Member's Remember" history project

July 10 – Senior and Junior Department histories are to be submitted to your respective National Division Vice President

- A. National Toomey Trophy: Engraved plaque presented to the department Senior historian submitting the best department history
- B. Division Certificate of Merit (5 overall awards): Presented to each department Senior historians who submit the best department histories in each of the five divisions.
- C. Letter from the National Historian for participation: Presented to each department Senior historian who submits a department history for competition.

July 10 – Senior and Junior Department histories are to be submitted to your respective National Division Vice President

Go to the National website for complete rules for the national awards

Rules for Unit, County and Junior Historians
(Be sure to follow all the directions to avoid disqualifications)

RULES AND SCORE SHEET (RUBRIC) FOR DEPARTMENT SENIOR HISTORY

Division _____ Department _____

Department Historian Name _____

First Last

Department Historian Address _____

Street

City, State, Zip _____

1. Introduction (10 scoring points)

Points _____

1. Title Page

- a. Department History of _____
- b. Name of Department Historian
- c. Date: Current administrative Year

2. Forward or Dedication

3. Photograph of Department President (optional) – 5x7 in black and white or color

4. Prayer

5. Pledge of Allegiance to the Flag of the United States of America

6. First verse of “The Star-Spangled Banner”

7. Preamble to the Constitution of the American Legion Auxiliary

II. Historical Content (70 scoring points)

Points _____

1. List of elected and or appointed Honorary Department Officers for current administrative year

2. List of Department Chairmen or committee appointments for current year

3. List of National Officers and appointed committee members from your department for current year

4. List of Department or National Awards received at the previous National Convention.

5. The History shall be written as a factual narrative beginning with the current Installation of Department Officers at department Convention and ending with the summary of year-end reports and closing events for the administrative year

6. The signature of the Department Historian should immediately follow the final paragraph of the history

7. Index (optional)

III. Appearance (10 scoring points)

Points _____

1. Auxiliary seal centered on the cover or a regular binder with imprint seal

2. Paper: plain white, 8 ½ by 11 in.

3. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in gold for American page setup

4. Margins: Left and right should be 1.25in.; Top and bottom margins should be 1 inch

5. Pagination: Page numbers should begin on the first page of the Historian Content. They should center and be placed 0.5in. from the bottom of the page.

6. Spacing: Double spaced with the exception of the introductory pages (i.e., Title Page, Forward or Dedication, photograph of the Department President, Prayer, and Pledge of Allegiance to the Flag of the United States of America, first verse of “Star Spangled Banner” and Preamble to the Constitution of the

American Legion Auxiliary, which should be centered in the middle of the page. Paragraphs may be indented or in block form.

7. Text: 12-point font, Times New Roman or Arial style font.

8. Computer preferred however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set should not vary from what is required of computer users.

IV. Arrangement (10 scoring points)

Points _____

1. Written in third person
2. Clear, concise language with correct spelling
3. No decorations, computer graphics, pen, or ink drawings, illustrations, extra material, or newspaper clippings
4. Be original and unique in thought and presentation

V. DEADLINE

Department Histories MUST BE RECEIVED by this Department Historian by May 1, to be eligible for judging.

TOTAL POINTS _____

RULES AND SCORE SHEET (RUBIC) FOR DEPARTMENT JUNIOR HISTORY

Division _____ **Department** _____

Department Historian's Name _____
First _____ **Last** _____

City, State&Zip _____

I. Introduction (10 scoring points)

Points _____

1. Title Page

- a. Department History of _____
- b. Name of Department Historian _____
- c. Date: Current Administrative Year _____

2. Forward or Dedication

3. Photograph of Department Historian Junior President (optional 5x7 in. Black & white or color)

4. Prayer

5. Pledge of Allegiance to the Flag of the United States of America

6. First verse of the "Star Spangled Banner"

7. Preamble to the Constitution of the American Legion Auxiliary

II. Historical Content (70 scoring points)

Points _____

1. List of elected and /or appointed Honorary Department Junior Officers for current year

2. List of Honorary Department Junior Chairman or committee appointments for current year

3. List of Honorary National Juniors Officers and appointed committee members from your department for current year

4. List of Department or National Junior Award received at the previous National Junior Convention

5. The History shall be written as a factual narrative beginning with the Installation of Department Officers at Department Convention and ending with the summary of end-year reports and closing events for the administrative year

6. The signature of the Honorary Department Junior should immediately follow the final paragraph of the history

7. Index (optional)

III. Appearance (10 Scoring points)

Points _____

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 in gold-foil for American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal

2. Paper: Plain, white 8 ½ by 11 in

3. Page Setup:

a. Margins - Left and right margins should be 1.25 in.; top and bottom margins should be 1 in.

b. Pagination – Page numbers should begin on the first page of the Historical content. They should be centered and placed 0.5 in. from the bottom of the page.

4. Spacing: Double-spaced with the exception of the introductory pages (i.e., Title Page, Forward or Dedication, Photograph of Honorary Department Junior Historian, Prayer, Pledge of Allegiance to the Flag of the United States of America, first verse of “The Star-Spangled Banner and the Preamble to the Constitution of the American Legion Auxiliary) which shall be centered in the middle of the page.

Paragraphs may be indented or in block form.

5. Text 12-point font, Times New Roman or Arial style font

6. Technology: Computer preference, however a handwritten history is permissible. If handwritten, the page setup should not vary from what is required of computer users.

IV. Arrangement (10 scoring points)

Points _____

1. Written in narrative form, but not necessarily in third person

2. Clear, concise language with correct spelling

3. No decorations, computer graphics, pen or ink drawings, illustrations, extra material, or newspaper clippings

4. Be original and unique in thought and presentation

V. Deadline:

Junior Department Historians **Must Be Received** by this Department Historian **NO LATER THAN** May 1, to be eligible for judging.

TOTAL POINTS _____

RULES FOR PICTORIAL HISTORY BOOK

1. General Appearance

* A purchased Auxiliary photo album, with Auxiliary seal may be used or you may use a loose-leaf binder with the American Legion Auxiliary seal attached to the center of the front cover.

2. Contents

* Title page – Centered – Department of New York, District, County, Unit Name, and number of junior groups. Include the name and address of the historian submitting the document, juniors should include age.

* A picture of the Unit or County President with the name under the picture

* Group pictures of Unit, junior group, or County Officers, identified by name under the picture.

* Descriptions of activities of the past year, including pictures, programs, etc. with identifying names under each picture.

* No newspaper clippings will be allowed for this category. Books containing clippings will be disqualified.

* Counties should judge all Unit and Junior Historian submissions and submit only one (1) Junior and only one (1) Senior Unit history for judging at the Department level. County Historian should also be submitted to the Department for judging.

All History Books should be submitted to the Department Chairman no later than May 1.

UNIT HISTORIAN REPORT FORM 2024-2025

Reporting Dates: **November 1, 2024** **April 1, 2025**

Unit Name & Unit # _____

County _____ District _____

Historian's Name _____

Phone _____ Email _____

_____ **Unit Does Not have a Historian**

Check the Activities / Programs that your Unit carried out:

- _____ Retain records (minutes, treasurer, and correspondence)
- _____ Document events through photos
- _____ Retain Newspaper Articles and other Publicity
- _____ Create a Picture History
- _____ Create a Written History

Will your Unit celebrate its special anniversary this year?

How do you plan to celebrate it?

Has your Unit received any special awards or recognition during this period? Please describe

Please use the back of this form to provide more details about projects in your Unit

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	\$

**Unit Historian send copy of this report to your County Historian
Keep a copy for your records**

**COUNTY HISTORIAN REPORT FORM
2024-2025**

Reporting Dates: **November 10, 2024** **April 10, 2025**

County _____ District _____

Number of Units in County _____ Number of Units Reporting _____

County Historian's Name _____

Phone # _____ Email _____

_____ **County does not have a Historian**

Check the Activities / Programs that the Units carried out:

- _____ Retain records (minutes, treasurer, and correspondence)
- _____ Document events through photos
- _____ Retain Newspaper Articles and other Publicity
- _____ Create a Picture History
- _____ Create a Written History

Did any Unit celebrate a special anniversary this year? _____

How did they celebrate it? _____

Did any Unit receive any special awards or recognition during this report period? Please describe. _____

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	\$

**County Historian send a copy of this report to the Department Historian
Keep a copy for your records**

**Patricia Galley
PO Box 3
Bliss, NY 14023
C: 585-322-3932
nyalahistorian@gmail.com**

**2023-2024 American Legion Auxiliary
Department of New York
Junior Activities**

Department Chairman

Judy Wallace

25032 County Route 37

Carthage, NY 13619

C: 315-489-2744

E-mail: nyalajractivities@gmail.com

Purpose: The purpose of the Junior Activities Committee is to inspire active participation in members aged 17 and under so they become engaging, productive members who will want to continue their American Legion Auxiliary membership into adulthood.

Inspire active participation in members age 17 and under so they will become engaging, productive members who will want to continue their American Legion Auxiliary membership into adulthood.

- Mission-related:
- Distribute poppies with assistance from senior members.
- Organize and participate in service projects.
- Offer computer/technology help to veterans with assistance from senior members. See article from Auxiliary magazine on Veterans Tech Support, plus more information here: <https://veteranstechsupport.com>.
- Offer help to military families and help military kids entering a new school.
- Leadership training:
- Shadow senior member officers at meetings and hold an appropriate unit office.
- Post colors at senior meetings, conferences, and conventions.
- Lead opening ceremonies (the Pledge, prayers, National Anthem, ALA Preamble).
- Shadow senior chairmen and assist with their program plans.
- Promote ALA scholarship benefits of remaining a member.
- Encourage Juniors to attend their ALA Girls State program the summer between their junior and senior years of high school.

Build the Junior Activities program one member at a time by giving Junior members a voice and opportunity to participate.

- Plan mission-related activities that are interesting and inspiring to Juniors.
- Participate in Wreaths Across America wreath-laying ceremonies.
- Hold graduation ceremonies to recognize Juniors who will move to ALA senior membership status.
- Pay first year of senior membership to encourage retention.
- Share information about the ALA's scholarship programs
- Junior Member Loyalty Scholarship
- Spirit of Youth
- Children of Warriors National Presidents' Scholarship
- Samsung Scholarships
- Pair older Juniors with less experienced Juniors to promote mentorship.

Promote and encourage Junior participation in the ALA Patch Program to teach them about the mission of the American Legion Auxiliary.

- Work on the Patch Program at unit meetings. Include senior members to educate Juniors about the importance of participation in the Patch Program and as a way for Juniors to learn about ALA programs.

- Provide year (1st, 2nd 3rd) attachments to Juniors who have achieved a patch at the same level for more than one year.
- Work with Sons of The American Legion (SAL) squadron leaders to inform them of the opportunity for young SAL members to participate in the ALA Patch Program.

Make Junior meetings fun and informative.

- Explore mission service and how they can impact our mission at each meeting.
- Encourage friendships and mentoring by planning fun team-building activities (games, learning Junior songs, etc.) and/or provide age-appropriate crafts.
- Highlight the numerous ALA learning opportunities available to members in the ALA Academy, including the ALA Juniors eLearning Courses
- April 15: Purple Up! Day for Military Children

Eastern Division Junior Meeting will be in Boston, MA on February 1, 2025

DEPARTMENT JUNIOR ACTIVITIES 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 1st unless a different date is specified.

THE MARY LOU PLATT AWARD: To the Unit, County or District advisor with the most outstanding report on her Junior activities emphasizing the American Legion Auxiliary programs.

2024-2025 NATIONAL JUNIOR ACTIVITIES 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. The narrative can also be the department chair's report. 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>

Member Award: Junior Member of the Year

One national JMOY will win a \$5,000 scholarship and a trip to the ALA's National Convention.

Four division JMOY winners will receive a \$1,000 scholarship.

Nominees must have been a Junior member at the start of the current ALA administrative year.

Juniors must be at least in eighth or eighth-grade equivalent and may win only once.

Juniors may be nominated by any member, unit, or department.

The narrative should detail the Junior nominee's ALA participation and activities during the past year. Document with photographs, screenshots, and other evidence of Junior's ALA participation and activities.

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.

Unit Award: Most Outstanding Unit Junior Activities Program (per division)

Presented: One unit in each division.

Materials and guidelines:

Narrative not to exceed 1,000 words that includes specific examples of how the unit involved Junior members as part of their unit's programs.

Should include high-resolution action 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 Junior Activities Program (per division)

Presented to: One department in each division.

Materials and guidelines:

Narrative not to exceed 1,000 words that includes examples of how the department chair shared information with departments about the Junior Activities program; may include 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.



**Honorary Junior Officers
ALA Department of New York 2024-2025**

Honorary Junior Dept. President	Isabelle Shanno	3rd District
Honorary Jr. Vice President	Keira Blackmer	5th District
Junior Secretary/Treasurer	Peyton Burdick	5th District
Junior Chaplain	Faithanne Nashton	5th District
Junior Historian	Ailie Hagerty	5th District
Junior Sgt. At Arms	Rilie Hagerty	5th District

**COUNTY JUNIOR ACTIVITIES REPORT FORM
2024-2025**

REPORT DATES: **NOVEMBER 10, 2024** **April 10, 2025**

County _____ District _____

No. of Units in County _____ No. of Units Reporting _____

Name of person reporting _____

E-mail address _____

_____ **County does not have a Junior Activities Chairman**

Check Activities/programs carried out by Junior groups in your county:

_____ Held regular Junior business meeting _____ Promoting Americanism

_____ Participated in Pocket Flag Project _____ ***Assisted Senior member Projects**

_____ Helped develop and maintain a website _____ ***Operation Military Kids**

_____ Volunteer at VAMC _____ Attended Senior meeting

_____ Conduct a Cookie Pack for troops or _____ Held a membership workshop
Local Veterans

_____ Increased awareness of Children of _____ ***Service to Veterans**
Warriors National President's Scholarship

_____ No. of Units w/Juniors in County _____ Total No. of Juniors

_____ No. of Active Juniors _____ Total No. of Veterans Served

Total \$value of volunteer hours (total hours x \$33.49) _____ Total miles driven _____

Total \$ value of goods and materials donated \$ _____

Grand Total (\$value of hours + goods and materials) \$ _____

As part of your narrative report, please include answers to the following questions?

- How was the Patch Program promoted?
- What are the various service projects in which Juniors were involved?
- What type of volunteer hours did Junior members perform?
- What ways did your senior members mentor the Junior members?
- How does your county plan to increase Junior member participation in meetings and Activities?
- Please include pictures and news articles showing Juniors involved in their activities.

**** Juniors' hours volunteered, expenses, and donations made which are reportable on the Impact Report Forms, should be combined with those of the Senior members of the Unit or County and reported on the applicable UNIT and COUNTY reports. (These programs are in bold & marked with asterisk)**

Separate Junior activities supporting Junior membership and programs, should NOT be reported on the Impact Report Forms **

Send to Department Junior Activities Chairman:

**Judy Wallace
25032 County Route 37
Carthage, NY 13619
C: 315-489-2744
nyalajractivities@gmail.com**

Keep a copy for your records.

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

Department Leadership Chairman

Sheila Holman

3 Thompson View

Malta, NY 12020

C : 518-937-0277

E-mail: nyalaleadership@gmail.com

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 1st 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.

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 1st 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>	
<i>Dept Leadership Chairman Information</i> <i>Name:</i> <i>Address:</i> <i>Email:</i> <i>Telephone Number:</i>	
<i>Nominee Information</i> <i>Name:</i> <i>Address:</i> <i>Email:</i> <i>Phone:</i>	
<i>Nominee's Unit Name and Number:</i>	

<i>Form must be completed and submitted to Department Leadership Chairman May 1, 2025.</i>	
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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

**Sheila Holman
3 Thompson View
Malta, NY 12020
C : 518-937-0277 E-mail : nyalaleadership@gmail.com**



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.

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	
Line 20	Total dollars spent	* Value of Donations	\$

Send a copy of the County Report to the Department Leadership Chairman
Sheila Holman
3 Thompson View
Malta, NY 12020
C : 518-937-0277
nyalaleadership@gmail.com **Keep a copy for your records**

**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

2024-2025 American Legion Auxiliary Department of New York Membership

Department Membership Chairman

Maureen F. Morgan

14 Montebello Commons Dr

Suffern, NY 10901

C: 845-729-5471

E-mail: nyalamembership@gmail.com

The role of all members is to encourage and support the statewide effort to attract and retain a diverse, active membership and to establish new units to ensure the future of the American Legion Auxiliary. Members enable us to carry out our mission to assist veterans, military, and their families.

By honoring our veterans and military through meaningful service, the American Legion Auxiliary will grow membership. In order to grow the organization, we must let members know that they are the Auxiliary's most valuable asset.

Welcome to the 2024-2025 Membership team!

As we embark on a new Auxiliary year, I am excited for the opportunities available to our Units, Counties and Districts to increase our membership. Dues can be paid for next year beginning right after the convention in July. If your dues aren't paid by January 31, 2025, you are considered delinquent. Don't delay!

Did you know that there are new eligibility guidelines???

1. The Legion Act passed in 2019 allows all Veterans who have served since Dec. 7, 1941, to present to belong to the American Legion.
2. Also in 2019, the language was changed in our Constitution to allow **ALL** spouses of veterans to belong to the American Legion Auxiliary. This was done in honor of the 1.9 million US women Veterans.
3. In 2020 the US Air Force was reorganized and the first new independent military service since 1947 was created. This new arm of the Air Force is now called Air Force Space Command.

Renewal notices are set to be delivered by National according to the following schedule:

- September 15, 2024, the first mailed renewal notice will be sent out
- November 2024 the first email renewal will be sent
- January 2025 the second email renewal will be sent
- February 2025 the final renewal notice will be mailed out

Unit membership chairpersons: Please forward all dues in a timely manner to the Department office: American Legion Auxiliary, Department of New York, 1580 Columbia Turnpike, Bldg. #1 Suite # 3, Castleton-on-Hudson, NY 12033.

Members can also pay online at the National website: ALAforVeterans.org, and a credit card is required. Members can also pay multiple family dues by calling the National Headquarters at 317-569-4500 (credit card required). Cards will be sent from the National office when dues are paid in this manner.

Remember, our members allow us to carry out our mission for our servicemen and women and their families and communities. I can't wait to see our membership grow as a result of your efforts.

KIM'S ALA MEMBERSHIP LEADING THE WAY TO THE NORTH STAR

Our **Department President Kim** is our **INVESTOR**. Kim's knowledge will invest throughout the Department bringing a message of encouragement and knowledge to all our ALA programs and members. Her investment in our department will keep us going.

The **Three Vice Presidents** will be the **EXECUTIVE PRODUCERS**. They will tend and care for the movie and its end project. They maintain the budget to keep the movie on pace and on budget for our veterans, military, their families, and our communities.

The **District Presidents** will be the **ASSOCIATE PRODUCERS** assisting the Executive Producers with maintaining the balance of all our ALA programs. They will keep up to date on all programs and events in their Districts. The Associate Producers will be on top of everything so they can communicate between the Department and Counties.

The **District Vice Presidents** are the **DIRECTORS**. They will be responsible for making sure that our membership numbers grow all the way to 100% and beyond. They will direct the counties whenever help is needed. They will be communicating between Department and County on a regular basis.

The **County Membership Chairpersons** are the **ASSISTANT DIRECTORS**. They will direct the new membership Chairpersons and will notify the District Vice Presidents.

The **Unit Membership Chairpersons** are the **PRODUCERS** looking for every member they get by renewing, recruiting, and rejoining members. They should knowledge everywhere looking for members to help us accomplish our goals. They need to communicate with the county the number of extras that have been gained.

The **Members** are the **CAST**. Each cast member puts their best foot forward with each activity they undertake for our ALA programs. They are the cast that is seen by other members and the public. Some cast members shine brighter than others, but no one is less important than the others. We must always allow our cast to shine and beware of the cast member that any bad light can cast.

The **Past Department Presidents** are the **Casting Directors** which we need to help find the leading cast. The PDPs are the mentors and are always looking for the right member to be the lead in the movie and the Department.

DEPARTMENT MEMBERSHIP AWARDS

DEPARTMENT PRESIDENT'S AWARD: To the Unit that rejoins the largest number of members (Seniors and Juniors) by close of books June 2025.

AWARDS FOR UNITS

Units must have **12 members** to be eligible for awards. Membership awards are determined by the date RECEIVED at the Department office, not the postmark date. Winners will be announced at the Department Executive meetings and in the newsletters.

Milestone #1	75% by October 15, 2024	(5) \$100 drawings
Milestone #2	85% by November 11, 2024	(5) \$100 drawings
Milestone #3	100% by January 13, 2025	(5) \$75 drawings
Milestone #4	100% by March 17, 2025	(5) \$50 drawings
Milestone #5	100% by April 14, 2025	(5) \$25 drawings

AWARDS FOR COUNTIES

Milestone #1	50% by October 15, 2024	(1) \$100 drawing
Milestone #2	60% by November 11, 2024	(1) \$100 drawing
Milestone #3	75% by January 13, 2025	(1) \$75 drawing
Milestone #4	95% by March 17, 2025	(1) \$50 drawing
Milestone #5	100% by April 14, 2025	(1) \$25 drawing

President Kim's My Fair Lady Award: To the County with the highest percentage of membership goal by June 1, 2025, \$100.

Dressed To Kill Award: To the Unit Membership Chairman with the highest percentage of goal, 10 (ten) days prior to Mid-Winter \$250.

Mamma Mia Award: To the District with the highest numerical gain over goal by the close of books June 2025, \$150.

Casablanca Award: To the County Membership Chairman with the highest percentage of goal by December 7, 2024, \$250.

The Addams Family Award: To the District Membership Chairman with the greatest number of new members by May 15, 2025, \$150.

**DEPARTMENT MEMBERSHIP AWARDS IN
HONOR OF PAST NATIONAL PRESIDENTS**

UNIT:

- **The Past National President Louisa Williams Award** – To the Unit with the greatest percentage of Membership gain 30 days PRIOR to the Department Convention.

- **The Past National President Phyllis Bachman Sickmond Award** – To the top three (3) Units with the highest numerical increase of NEW Junior Members by March 1.

COUNTY:

- **The Past National President Doris Corwith Award** – Awarded to the County that first reaches goal.
- **The Past National President Agnes Kennedy Award** – Awarded to the County with the GREATEST numerical increase in membership over their goal prior to Department Convention.

DISTRICT:

- **The Past National President Betty Burdett Award** – Awarded to the District Membership Chairman with the highest percentage of goal by May 1st.

For the 2024-2025 Dues Year

Member Dues are based on a member's age on January 1st of the Membership year.

If a junior is born in 2007, they will be a junior member for the 2025 dues year. On their 18th birthday, they will automatically become a senior member.

Anyone who was born in 2006 and will be 18 years old by 11:59pm on December 31, 2024; is a senior for the 2025 year. National has already updated those members to senior status before the April printing of the 2025 membership cards and rosters. It should say "MAM" instead of "MYM" under Member type.

Example- A member that is 17 on January 1, 2025 will be billed as a junior member for 2025.



2025 MEMBERSHIP AWARDS

Member Award: Recruit/Rejoin 10

- **Award:** Special gift selected by the National Membership Chairman
- **Presented to:** Members who recruit and/or rejoin 10 Senior and/or Junior members. Rejoined members must not have renewed since 2021 or earlier.
- **Deadline:** Members must be entered and paid in ALAMIS member database by June 1, 2025.
 - FORMS must be received at National HQ by June 6, 2025.
- **Materials and guidelines:**
 - Form can be printed from the ALA national Membership Committee page of the national website (www.ALAforVeterans.org). You must be logged in to the *MyAuxiliary* area to access the page.
 - One entry per recruiter.

Unit Award: 100% Unit Award

- **Award:** 100% Unit Flag Ribbon
- **Presented to:** Units that reach 100% of their 2025 membership goal by January 31, 2025.
- **Deadline:** January 31, 2025
- **Materials and guidelines:**
 - This award will be based on units that reach 100% of their reported goals by January 31, 2025 as verified by ALAMIS.

Note: Departments must submit unit goals to National Headquarters by September 1, 2024, to be eligible for the 100% Unit Award. These must be sent in a specific format which will be provided by NHQ. 100% Unit Flag Ribbons for winning units will be mailed to each department for distribution.

Unit Award: New Unit Award

- **Award:** Unit Guidebook & ALA National Constitution & Bylaws from Emblem Sales.
- **Presented to:** New units chartered between September 1, 2024 and July 31, 2025.
- **Deadline:** July 31, 2025.
- **Materials and guidelines:**
 - This award is automatically presented upon receipt and processing of new unit charter applications at National Headquarters.

Department Membership Goals: Department membership goals are based on each department's 2023 membership as of 30 days prior to the 2023 national convention PLUS the percentage increase determined by your department leadership at the 2024 Department Leadership National Conference.

Department Award: 75% Award

- **Award:** \$75 to be used to advance the ALA mission
- **Presented to:** Departments reaching 75% of their 2025 department membership goal.
- **Deadline:** Pearl Harbor Day, December 7, 2024.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by December 7, 2024.

Department Award: 85% Award

- **Award:** \$85 to be used to advance the ALA mission
- **Presented to:** Departments reaching 85% of their 2025 department membership goal.
- **Deadline:** TAL Birthday, March 15, 2025.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by March 15, 2025.

Department Award: 95% Award

- **Award:** \$95 to be used to advance the ALA mission
- **Presented to:** Departments reaching 95% of their 2025 department membership goal.
- **Deadline:** National Poppy Day®, May 23, 2025.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by May 23, 2025.

Department Award: 100% Award

- **Award:** \$250 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, 2025.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 4, 2025.

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 26, 2025.
- **Materials and guidelines:**
 - Award will be based on membership entered in the ALAMIS member database by July 26, 2025.

Seating at National Convention: Seating at National Convention will be based on each department's percentage of their 2025 membership goal, from highest percentage to lowest.



2025: RECRUIT/REJOIN 10

Members who recruit and/or rejoin 10 junior or senior Auxiliary members for the 2025 membership year.
Rejoins must not have paid membership dues since 2021 or earlier.

One entry per recruiter.

Certified forms must be received at ALA National Headquarters by June 6, 2025.
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, 2025.

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

ALL RECRUIT 10 FORMS MUST BE SENT TO THE DEPARTMENT SECRETARY

Certified by Department Secretary: DATE: _____

Name: _____ Dept: _____

Secretary Signature (required): _____

***I certify that all 10 members are new or rejoined into the 2025 year. *I've provided or verified member ID numbers and that the form is filled out legibly and completely.**

Units: Send form to your department secretary.

ALA Department of New York, 1580 Columbia Turnpike, Bldg. #1, Suite #3, Castleton-on-Hudson, NY 12033

*Must be received at Dept HQ no later than midnight June 1, 2025.

DO NOT SEND INCOMPLETE FORMS or more than 1 form per recruiter.

National has opened up the option for units to pay dues on ALAMIS to any unit **upon department approval!** This level of ALAMIS access will be known as **UNIT FULL**. Units can have up to **2** logins at a time. **Note: We do not recommend that units have 2 Full Unit users unless they are very large. Units can have a combination of access levels.** Remember the Department has the ability to suspend or terminate Units access if they do not comply with the guidelines. Users requesting a higher level of access will not be pro-rated under any circumstances, the full amount of that access will be billed.

Read the descriptions of each level of access available:

Unit READ Capabilities:

- **View Reports**
 - View Unit Reports to export into Excel, Word, or as a PDF document
 - Use Excel exports to do mail merges if the unit needs to send letters, emails, or make labels for members
 - Use Membership Roster to view all members in their unit
 - View the members who have paid/unpaid dues report
- **Perform Searches**
 - See if dues have been applied to a member in the unit
 - View a member's join date
 - View a member's membership activity
 - Search for members in the unit
 - Filter and view only expired, junior, or adult members
 - View a member's continuous years of membership
 - View a member's member ID number
 - View a member's paid through date
 - See if a member is in a special category such as Paid Up For Life (PUFL) member or Honorary Life member (HLM)

Unit Write Capabilities:

- All the capabilities of Unit Read access PLUS:
- **Make Updates**
 - Add new members before mailing application with transmittal to Department.
 - Update member information (name, address, phone number, email address, etc.)
 - Add unit leadership positions

Unit Full Capabilities: (NEW)

- All the capabilities of Unit Read and Write access PLUS:
- Pay membership dues through ALAMIS. Units will pay both the department and national portion of dues for members. The department dues will then be remitted back to departments on the same schedule as online and by phone dues. A separate report will be included that shows which units paid dues and which members were paid.
- Rejoin former members within their unit. ALL transfer requests of current members, expired members or former members will still need to be processed by the department.
- Enter new members and pay their dues.
- **Note:** You need to send a copy of the completed application to the Department office within 30 days of entering their application on ALAMIS.

There will be requirements to have Unit Full access:

1. Membership dues must be paid using a VISA or MasterCard (credit or debit).
2. All Unit Full users must attend a 30-minute virtual training session. Currently, we are planning to do 3 training courses a month on different dates and at different times to accommodate the most people.
3. Unit Full Users will receive an email with the month's training schedule to register for training once a request is submitted to the ALAMIS Help Desk. **Users will not be granted access until after they have attended virtual training.**

There will be changes to the ALAMIS user access fees. The new rates per user will be:

- **Unit View \$10.00**
- **Unit Write \$15.00 (new)**
- **Unit Full \$20.00 (new)**

****DISTRICT AND COUNTY ACCESS WILL NO LONGER BE OFFERED AS OF APRIL 2023 DEC MEETING**

2025 ALAMIS ACCESS FOR THE DEPARTMENT OF NEW YORK

Fee per User/Year: <ul style="list-style-type: none"> UNIT FULL \$20.00 (Only 1/UNIT) UNIT WRITE \$15.00 UNIT READ \$10.00 	Unit, please make check payable to: American Legion Auxiliary, Department of New York, Inc.	Mail to: American Legion Auxiliary, Dept. of NY 1580 Columbia Turnpike, Building #1, Suite 3 Castleton-On- Hudson, NY 12033
--	---	--

CHECK BOX:	<input type="checkbox"/> NEW ACCOUNT	<input type="checkbox"/> RENEWAL FOR 2024
If new, are you replacing an account? <input type="checkbox"/> Yes <input type="checkbox"/> No. If so, who?		
UNIT #: _____ COUNTY: _____ DISTRICT: _____		
CHECK OFF THE TYPE OF ACCESS YOU ARE REQUESTING:		
Breakdown of access on the back of this form		
<input type="checkbox"/> UNIT FULL- \$20.00 (We suggest only one full user per Unit)		
<input type="checkbox"/> UNIT WRITE- \$15.00		
<input type="checkbox"/> UNIT READ- \$10.00		
DISTRICT AND COUNTY ACCESS WILL NO LONGER BE OFFERED		
Note: Access is determined by Calendar year (January 1st-December 31st). Anyone with current access will receive an email reminder to renew for 2024 access in November.		

-PRINT ONLY-

NAME OF USER (not username):
Member #:
Full Address:
Phone #:
Email:

This certifies that the Member indicated above will be responsible for updating and changing membership information as provided by Unit members. I also understand that the username and password provided will not be shared with other members of the Unit. If the Member indicated above is no longer the responsible party, I will notify the Department Office of this change immediately. Remember the Department has the ability to suspend or terminate Units access if they do not comply with the guidelines. No refunds will be issued. **Furthermore, I understand that if the fee increases, the Unit will be responsible for the difference. Users requesting a higher level of access will not be pro-rated under any circumstances, the full amount of that access will be billed.**

If this is a new account, National will email your username and password when your account is setup.

UNIT PRESIDENT SIGNATURE: _____

USER SIGNATURE: _____

FOR DEPARTMENT USE ONLY
DATE PAID: _____
CHECK #: _____



American Legion Auxiliary

MEMBERSHIP ELIGIBILITY EXPLAINED

RELATIONSHIP TO VETERAN:



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

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

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.

For more information, visit www.ALAforVeterans.org

**UNIT MEMBERSHIP REPORT FORM
2024-2025**

REPORTING DATES: November 1, 2024 April 1, 2025

Unit Name: _____ Unit #: _____

County: _____ Person Reporting: _____

Email: _____ Phone: _____

Unit Goal: _____ # Members Paid to Date: _____ % of Goal: _____

Provide information your Unit participated in:

_____ Membership Recruitment _____ Mentored New Members

_____ Early Bird Membership Perks _____ Membership Renewal Campaign

_____ # Recruited New Junior or Senior Members

_____ # Rejoined Former Junior or Senior Members

Please describe your unit's activities or projects to recruit, retain and/or revitalize your membership. *(Please use back of this form and additional sheets if needed)*

Please focus on the following questions throughout the 2024-25 membership year for your Unit. These questions must be answered for submission to the National Membership Chairman. *(Please use back of this form and additional sheets if needed)*

1. Did working on any of the ALA programs help to generate new members? (Example: Teaching flag etiquette at a school resulted in two teachers joining the ALA.)

2. Did you implement new/innovative ideas or practices to increase renewals and/or sign-up new members? If so, what were they?

3. What were some of your hurdles / difficulties you faced during this year?

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact Report ****

**SUBMIT THIS FORM TO YOUR COUNTY MEMBERSHIP CHAIRMAN.
KEEP A COPY OF THIS REPORT FOR YOUR RECORDS.**

**COUNTY MEMBERSHIP REPORT FORM
2024-2025**

REPORTING DATES: November 10, 2024 April 10, 2025

County: _____ District: _____

Name of Person Reporting: _____

Email: _____ Phone: _____

Of Units in County: _____ # Units Reporting: _____

County Goal: _____ # Members Paid to Date: _____ % of Goal: _____

Provide information Units in your County participated in:

_____ Membership Recruitment _____ Mentored New Members

_____ Early Bird Membership Perks _____ Membership Renewal Campaign

_____ # Recruited New Junior or Senior Members

_____ # Rejoined Former Junior or Senior Members

Please describe your County's activities or projects to recruit, retain and/or revitalize your membership. *(Please use back of this form and additional sheets if needed)*

Please focus on the following questions throughout the 2024/2025 membership year from your Units. These questions must be answered for submission to the National Membership Chairman. *(Please use back of this form and additional sheets if needed)*

1. Did working on any of the ALA programs help to generate new members?
(Example: Teaching flag etiquette at a school resulted in two teachers joining the ALA.)

2. Did any of your units implement new/innovative ideas or practices to increase renewals and/or sign-up new members? If so, what were they?

3. What were some of your hurdles / difficulties you faced during this year?

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact Report ****

SUBMIT TO DEPARTMENT MEMBERSHIP CHAIRMAN

Maureen F. Morgan
14 Montebello Commons Dr
Suffern, NY 10901
Email: nyalamembership@gmail.com

KEEP A COPY OF THIS REPORT FOR YOUR RECORD

**2024-2025 American Legion Auxiliary
Department of New York
National Security**

Department National Security Chairman

Sandie Baker

1266 Ithaca Road

Willseyville, NY 13864

C: 607-972-4254

E-mail: nyalanationalsec@gmail.com

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

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

- Support active-duty military families by working with an installation Family Readiness Group (FRG). Contact the Family Readiness Center at your nearby military installation for more information.
- First, let's demystify the lingo. FRG stands for "Family Readiness Group," and it is the focal point of family readiness in the U.S. Navy
- The U.S. Army FRG is now known as the Soldier and Family Readiness Group, or SFRG
- In the U.S. Air Force, it's known as the Key Spouse Program
- The U.S. Marine Corps has the Family Readiness Program
- The Coast Guard has the Work-Life Program
- Collaborate with other like-minded organizations that also support servicemembers and their families:

Armed Services YMCA

Donate to or volunteer at local Armed Services YMCA food pantries which support servicemembers and their families.

Blue Star Families

Blue Star Welcome Week — Supporters

USO

Volunteer with your local USO.

Quilts of Valor Foundation

Award a Quilt of Valor — quilts = comfort and healing

Taking Care of Our People (defense.gov)

Raise awareness of POW/MIAs and the work being performed by the Defense POW/MIA

Accounting Agency (DPAA) in the search for missing personnel.

- <https://www.defense.gov/Multimedia/Experience/POW-MIA/>
- Host events in honor of National POW/MIA Recognition Day on the third Friday in September.
- <https://dpaa-mil.sites.crmforce.mil/dpaaFamWebPosters>
- Post a POW/MIA flag at every meeting or event.
- If you or someone you know is related to a servicemember classified as Missing in Action, please consider donating mitochondrial DNA to assist identification processes. For more information, visit <https://www.health.mil/Military-Health-Topics/Health-Readiness/AFMES?type=Articles>.

Remember to support those families whose servicemembers made the ultimate sacrifice.

- Work with like-minded organizations to support the families of servicemembers who died during service to our country:
- American Gold Star Mothers
- American Gold Star Families
- Tragedy Assistance Program for Survivors
- Utilize Military OneSource resources to assist those you know in need.
- Deadlines/Important Dates

DEPARTMENT NATIONAL SECURITY 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 1st unless a different date is specified.

Department President's Award – to the unit that submits the best program for Civil preparedness including blood drives, volunteer emergency preparedness etc. Award entry to be mailed to the Department President no later than May 1st to her home address.

THE SUSAN M. BRITTON AWARD: To the Unit and County National Security Chairman submitting the most outstanding report of overall National Security activities.

2024-2025 NATIONAL SECURITY 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 National Security Program (per division)

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: Dorothy Pearl Best Department National Security Award (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.

Salute to Servicemembers Award

Deadline: June 1

Established in 2003, this award honors all enlisted personnel who are currently serving our country in the Army, Navy, Marine Corps, Air Force, Coast Guard, Space Force, and the National Guard/Reserve. One enlisted servicemember from each branch of service as well as the National Guard/Reserve will be recognized at the American Legion Auxiliary National Convention. Recipients will attend the National Convention as guests of the Auxiliary. Photos (in a high-resolution format) that show unit mission National Security Committee activities accompany these reports



National Security Committee

SALUTE TO SERVICEWOMEN AWARD NOMINATION FORM

Established in 2003, this award has evolved from honoring women veterans to honoring women who are currently serving our country in the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard – including the National Guard and Reserve components of each branch.

One servicewoman from each branch of service will be recognized at the American Legion Auxiliary National Convention. Recipients attend the National Convention as guests of the Auxiliary.

Nomination Criteria:

- A woman currently serving in the U.S. Armed Forces (includes National Guard/Reserve).
- A written narrative or YouTube video that demonstrates exemplary service both in and out of uniform, making her the face of women in the military.
- Servicewoman must be willing to be a guest of the Auxiliary and speak to the general assembly of the American Legion Auxiliary National Convention.
- All nomination forms must be submitted by May 1, 2025.

Next Steps:

- The nominating person or the servicewoman writes a narrative (750 words or less) or creates a YouTube video (3 minutes or less) that shows the nominated servicewoman demonstrating exemplary service both in and out of uniform, making her the face of women in the military.
- The following form must be completed and submitted by May 1, 2025, to the Department Chairman. Written narratives should be attached. YouTube video links should be pasted in the box provided on the following form.

YouTube Video Checklist

If you choose to submit a video, please be sure to check that your video:

- does not contain any copyrighted music, video, images, or text (not legally owned)
- is not set to "private;" your video must be public.
- is under 2GB in size
- is in .AVI, .MOV, .WMV, or .MPG file formats
- is 3 minutes or less in length

Return completed nomination form to Department National Security Chairman.

Sandie Baker

1266 Ithaca Road

Willseyville, NY 13864

607-972-4254

E-mail: nyalanationalsec@gmail.com



National Security Committee
SALUTE TO SERVICEWOMEN
AWARD NOMINATION FORM

Servicewoman's Name:	
Servicewoman's Email:	
Servicewoman's Phone Number:	
Servicewoman's Branch of Service:	
Servicewoman's Rank:	
Servicewoman's Date of Enlistment:	
Servicewoman's Awards and Decorations, <i>if any</i> :	
Name of Person Making this Nomination, <i>if not the nominee</i> :	
Email of Person Making this Nomination, <i>if not the nominee</i> :	
Phone Number of Person Making this Nomination, <i>if not the nominee</i> :	
Is the servicewoman able to attend National Convention?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the servicewoman comfortable with public speaking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Written Narrative: 1) please attach separate document to this form. 2) or type narrative directly into the box to the right.	
YouTube Video: copy and paste your video link in the box to the right.	

Return completed nomination form to Department National Security Chairman.

Sandie Baker
1266 Ithaca Road
Willseyville, NY 13864
607-972-4254
nyalanationalsec@gmail.com

COUNTY NATIONAL SECURITY REPORT FORM 2024-2025

Reporting dates: November 10, 2024

April 10, 2025

County _____ District _____ County Chairman Name _____

Address: _____

Phone: _____ Email: _____

County does not have a National Security Chairman

Check the activities or programs your Units worked on and describe on the back of this form.

- | | |
|--|---|
| <input type="checkbox"/> Operation Comfort Warriors | <input type="checkbox"/> Family Readiness Groups |
| <input type="checkbox"/> Honor welcome home events | <input type="checkbox"/> Family to Family Support |
| <input type="checkbox"/> How many Blue/Gold Star banners presented | <input type="checkbox"/> Citizen corps in Community |
| <input type="checkbox"/> National Military Appreciation Month | <input type="checkbox"/> ROTC/JROTC |
| <input type="checkbox"/> #Families POW/MIA Notified of remains | <input type="checkbox"/> #Active-Duty Females served |
| <input type="checkbox"/> Total # of Volunteers | <input type="checkbox"/> Total # of People served |
| <input type="checkbox"/> Total miles driven in providing ALA service | <input type="checkbox"/> Total # Veterans/Military assisted |
1. Total hours members volunteered _____ multiply X \$33.49 hour \$ _____
 2. \$ _____ Value of goods and material used.
 3. \$ _____ Total value

Our service for active-duty military

Include shopping for and preparing care packages, writing letters, helping with U.S. Military or National Guard send-off and welcome home events. (Yellow Ribbon Reintegration Program)

Our service for military families

Examples include organizing and delivering Hero Packs, helping with service projects, build or help a neighbor build emergency preparedness kit and plan (CERT)

Please use the reverse side of this form to tell us more about what you do. Feel free to send photos, newspapers, announcements and more.

******* 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	Member/ Unit Totals
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*	\$

2. Our ALA Service for Military Families

Impact Report	Service for Military Families	Member/ Unit Totals
Line 8	Total hours members volunteered	
Line 9	Total dollars spent	\$
Line 10	Number of military families served	

**Send County report to Department National Security Chairman
Sandie Baker
1266 Ithaca Road
Willseyville, NY 13864
607-972-4254 nyalanationalsec@gmail.com**

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

Department Poppy Chairman

Laura Booth

571 Minnieford Avenue

Bronx, NY 10464

C 917-337-3326

E-mail: nyalapoppy@gmail.com

Purpose: The purpose of the Poppy Committee is to educate ALA membership and the public on the significance of the poppy and the program's financial benefit for veterans, military, and their families.

Promote the Poppy Program and increase revenue.

- Wear a poppy to promote conversation and interest.
- Educate your community about how funds collected help veterans, servicemembers, and their families.
- Contact local businesses for permission to distribute poppies on their premises. Make sure you have permission for liability purposes; in some instances, permits are required.
- Send a thank you to businesses that allow distribution. Consider using the Poppy Poster thank you cards, available for purchase through Emblem Sales, for your communication.
- Organize a department poppy drive with The American Legion Family. Encourage The American Legion, Sons of The American Legion, Legion Riders, and ALA Junior members to join poppy distributions in your community.

Educate your community on the meaning and history of the poppy.

- Using the image and story of the Flanders Field poppy to educate people about the sacrifices of our military servicemembers helps us raise awareness of the Legion Family and connects us to our mission in the eyes of the public.
- Promote the ALA Poppy Poster Contest in your local schools and youth groups.
- Promote the Little Miss Poppy Contest to Juniors in your unit.
- Offer to speak at local civic engagements about the meaning and significance of the poppy and how Poppy Funds help veterans, servicemembers, and their families.

Celebrate National Poppy Day

- Wear a red poppy all day and tell everyone why.
- Distribute poppies to friends, co-workers and family and tell everyone why.
- Tell the story on Facebook of who you are wearing your poppy to remember or support on National Poppy Day®. Don't forget to tag us! #PoppyDay #LegionFamily
- Accept a poppy and donate if you see a member of The American Legion Family in your neighborhood distributing poppies.
- Distribute National Poppy Day material and make it available to members.
- Organize a poppy distribution at local Memorial Day Ceremonies. Make sure to wear your Auxiliary branded apparel to help tell everyone who you are.
- Invite a local dignitary to lay a poppy wreath at a memorial in your community and invite unit members to be present. Consider singing patriotic songs or other ways to involve your unit members.

- Contact local legislative offices to announce poppy distribution days, and request proclamations declaring Poppy Days in your community. (Please see Poppy Day Resources above for more information).
- For more information and resources, visit <https://member.legion-aux.org/member/committees/poppy/poppy-days>

Increase the number of poppy makers in your community.

- Set up meetings with recreational and occupational therapists at local U.S. Department of Veterans Affairs medical centers (VAMCs), Community Based Outpatient Clinics (CBOCs), or community hospitals to incorporate poppy-making into their therapy programs.
- Distribute “How to Recruit New Poppy Makers” promotion information.
- Partner with The American Legion to recruit poppy makers within their post homes and departments.
- Post information on “How Veterans Can Make Money by Making Poppies” in local VA homes, medical centers, clinics, nursing homes, and other community organizations that house and care for veterans.
- Using the image and story of the Flanders Field poppy to educate people about the sacrifices of our military service members helps us raise awareness of The Legion Family.
- In her autobiography, The Miracle Flower, she described how the idea came to her after she read Lt. McCrae’s poem. Ms. Michael went on to lead a campaign for the adoption of the poppy as the national symbol of sacrifice and on Sept. 27, 1920, the Red Poppy became the official flower of The American Legion Family to memorialize the soldiers who served during WWI.

Allowable Uses of Poppy Funds:

Poppy Funds CAN be used for:

1. For the rehabilitation of Veterans honorably discharged from the United States Armed Forces after April 6, 1917.
2. For the welfare of the families of Veterans of the above name period.
3. For the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals.
4. For the welfare of veterans, active military personnel, and the families of Veterans and active military personnel of the above-name period where financial and medical need is evident.
5. For the purchase of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the Poppy fund.
6. Sponsoring Veterans on an Honor Flight
7. Veteran Food Pantries

DEPARTMENT POPPY AWARDS

Judging for the Junior and Senior Level will be at the Unit, County or District Level. Winning entries must be brought to Department Convention for both Junior and Senior level entries

Poppy Wreaths, Poppy Centerpiece – You may use poppies without official tags, but the crepe paper poppy must be the dominating flower. Netting, artificial greens and other flowers may also be used. Centerpieces are not to exceed 12” in diameter.

Poppy Hat - You may use poppies without official tags, but the crepe paper poppy must be the dominating flower. Netting, artificial greens and other flowers may also be used. The hat need not be covered but should be presentable for wearing in public.

Non-traditional items such as poppy pencils, stickers, t-shirts, temporary tattoos, cookies, cupcakes, balloons, buttons, Christmas decorations or Christmas cards, etc., use the traditional memoriam poppy symbol in promotion of the Poppy Program. You may use poppies without official tags, but the crepe paper poppy must be the dominating flower. Netting, artificial greens and other flowers may also be used.

Junior Poppy Tray or Table Favor – Poppies should be predominant. Other materials should be used.

Poppy Poster Contest - A certificate of appreciation to all Poppy Poster Winners in each class. **All Poppy posters are due to the Dept. Poppy chairman by May 1st.**

2024-2025 NATIONAL POPPY PROGRAM 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 Poppy Program (per division)

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

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

Department Award: Best Department Poppy 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.

Little Miss Poppy

More information on National Little Miss Poppy Contest: <https://member.legion-aux.org/Member/Awards/Little-Miss-Poppy-Contest>

Poppy Poster Contest

Please note – for the Poppy Poster Contest, refer to your department for submission guidelines.

Poppy Poster Contest rules are available at: <https://www.legion-aux.org/National-Poppy-Poster-Contest> .

National Poppy Contest and Awards Deadlines and Submission Requirements Include the Department Award Cover Sheet

Poppy Poster Contest

- Units shall sponsor contests in local schools. When schools do not conduct activities, other youth groups, including Junior members, may participate under direct supervision of the unit.
- The contest shall have seven classes:
 - Class I: Grades 2 and 3

- Class II: Grades 4 and 5
- Class III: Grades 6 and 7
- Class IV: Grades 8 and 9
- Class V: Grades 10 and 11
- Class VI: Grade 12
- Class VII: Students with special needs defined as:
 - Those in special education classes
 - A student recommended for special education classes but who has not been admitted due to a waiting list or various other factors.
 - A child identified as having a disability, but not in a special education class due to lack of facilities. Identification is contingent upon discretion of school officials.

Poppy Poster Requirements:

- Each poster shall have a fitting slogan not to exceed 10 words. Articles – “a,” “and,” “an,” “the” – are not to be counted as words. The words “buddy” and “buy” cannot be used.
- The words “American Legion Auxiliary” must be used in the design of the poster and will not be counted in the 10-word count.
- Each poster must include a picture of the red poppy.
- The department shall determine the closing date for the unit contest. The poster shall be on an 11x14” poster board. (Drawing paper will not be accepted).
- Media used shall be watercolors, crayons, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils, and markers.
- Written in ink on the back of the poster (not attached) shall be the class in which the entry is submitted, the name, address, age and grade of the contestant and the name of the department.
- The United States flag may be used as long as there are no infractions of the flag code.
- Posters will be judged using the following criteria:
 - 50% - poster appeal (layout, message, originality)
 - 40% - artistic ability (design and color)
 - 10% - neatness
- Submissions become property of the American Legion Auxiliary. Through submission of artwork, contestants and their legal guardians’ grant non-exclusive reproduction and publication rights to the works submitted and agree to have their names and artwork published for commercial use without additional compensation or permission.
- The poster shall be the work of only one individual.
- The label “In Memoriam” from the veteran-made poppy may not be used.
- May 1 deadline to Department Poppy Chairman to be forwarded to National.

Poppy Poster Contest Judging and Awards

- Each department shall establish its own procedure for judging.
- A citation will be given for the most outstanding poster in each classification within the five divisions.
- Unit members should follow deadlines and process for the department.
- All department adjudicated entries must be sent by the department chairman to her national division chairman postmarked by the date found in the current supplement.

- While ALA representatives will do their best to return all posters, it is not guaranteed. We recommend participants take a picture or scan their poster for their records.

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of artwork, contestants and their legal guardians grant nonexclusive reproduction and publication rights to the works submitted and agree to have their names and artwork published for commercial use without additional compensation or permission.

National Miss Poppy Contest: Little Miss Poppy (Ages 6-12)

NEW FOR 2023-2024 – Little Miss Poppy award submissions are now electronic to address postage and material cost considerations. Please refer to the rules below for submission requirements and deadline information.

- Participant must be between 6 and 12 years of age as of June 1 and be a Junior member in good standing of the American Legion Auxiliary.
- Promotional activity of the poppy story must occur through The American Legion, the American Legion Auxiliary, and the community during the timespan of May 1 of the current year to April 30 of the following year.
- For National Little Miss Poppy consideration, participant must submit a Little Miss Poppy award electronic application with supporting documentation.
- All entries are due by 5 p.m. on June 1.
- In addition to the information on the award application, please include documentation on the criteria below. Accepted formats are Word document, Google Slides, or .pdf. PowerPoint presentations may also be uploaded via Googles Slides. For more information on Google Slides, please visit <https://www.google.com/slides/about/>.
- Criteria for judging Little Miss Poppy entries:
 - The memorial poppy must be visible in all promotion and publicity submitted.
 - There is no specific dress code or dress color for Little Miss Poppy.
 - Promotion of the Poppy Program: What did you share and do?
 - Publicity of poppy activities (newspapers, radio/TV, etc.).
 - Submitted file must include the following information (both pictures and descriptions)
 - What I learned during my time as Little Miss Poppy?
 - How I shared the story of the poppy with my community?
 - What does the poppy mean to me?
 - What activities did I attend to promote the poppy and its meaning?
 - Age-appropriate originality with considerations for neatness and creativity.

The Little Miss Poppy (age 6-12) winner may be invited to the ALA National Convention immediately following her selection, and if she so chooses, will travel at her own expense. The winner of the National Little Miss Poppy contest will receive a citation plaque.

POPPY SUPERVISORS 2024-2025

ALBANY 3RD & 4TH DISTRICT

Doreen Hedlund,
123 Odell Street
Schenectady, NY 12304
518-377-3440

VETERANS OF THE 6TH DISTRICT

Janet Elston
409 Jennings Road
Marathon, NY 13803
607-372-1935

BATH 6TH & 7TH DISTRICT

Lisa Moore
110919 State Route 21
Wayland, NY 14572
585-245-2762

ERIE 8TH DISTRICT

Denice Rojek Perenc
30 St. John's Place
Lackawanna, NY 14218
716-348-8568

UNIT POPPY REPORT FORM 2024-2025

Reporting Dates: November 1, 2024 April 1, 2025

Unit Chairman _____ District/Unit _____

Address _____

Phone: _____ E-mail _____

Unit does not have a Poppy Chairman

of Veteran Poppy makers _____ # of non-Veteran Poppy makers _____

of Poppies Distributed _____ # of Poppy items distributed _____

of poppies ordered _____

Total hours members volunteered for Poppy distribution _____ X \$33.49 hour \$ _____

Poppy Funds donations Used For: _____ Dollar Amount\$ _____

Poppy Promotion

of ALA Distributing Poppies _____ \$ Amount Raised from cans\$ _____

of schools involved with Poppy Drives _____ Amount Raised from cans\$ _____

Promotion: Newspaper _____ TV _____ Radio _____ social media _____ Legislative proclamations _____

(Please check how you raised Poppy Awareness in Your Community and attach copies if available, i.e., Newspaper clippings, ads, social media posts etc.)

Poppy Poster Contest - # of participants' _____ Prizes Awarded _____

Little Miss Poppy - # of Juniors Participating _____ Poppy Scrapbooks # _____

As part of your narrative report, please include answers to the following questions:

How did your members promote the Poppy program? Did the unit promote the Poppy Poster Contest and Little Miss Poppy programs?

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

1. Our ALA Service for Veterans/ Military

Impact Report		Obtain Total From	TOTAL
Line 6	Number of poppies or poppy items distributed	Unit Records	
Line 7	Dollars raised from poppies	Unit Records	\$

*Estimated cash value of non-cash donations from **NON-MEMBERS** of goods (like paper goods, clothing) or services (like pro-bono CPA services from a local firm)

Send a copy of the report to your County Chairman. Keep a copy for your records.

COUNTY POPPY REPORT FORM 2024-2025

Reporting Dates: November 10, 2024 April 10, 2025

County _____ District _____ County Chairman _____

Address _____

Phone: _____ E-mail _____

County does not have a Poppy Chairman

of Veteran Poppy makers _____ # of non-Veteran Poppy makers _____

of Poppies Distributed _____ # of Poppy items distributed _____

of poppies ordered _____

Total hours members volunteered for Poppy distribution _____ X \$33.49 hour \$ _____

Poppy Funds Used For: _____ Dollar Amount\$ _____

Poppy Promotion

of ALA Distributing Poppies _____ \$ Amount Raised from cans\$ _____

of schools involved with Poppy Drives _____ Amount Raised from cans\$ _____

Promotion: Newspaper _____ TV _____ Radio _____ social media _____ Legislative proclamations _____

(Please check how you raised Poppy Awareness in Your Community and attach copies if available, i.e., Newspaper clippings, ads, social media posts etc.)

Promotion: Newspaper _____ TV _____ Radio _____ social media _____ Legislative proclamations _____

(Please check how you raised Poppy Awareness in Your Community and attach copies if available, i.e., Newspaper clippings, ads, social media posts etc.)

Poppy Poster Contest - # of participants' _____ Prizes Awarded _____

Little Miss Poppy - # of Juniors Participating _____ Poppy Scrapbooks # _____

As part of your narrative report, please include answers to the following questions:

How did your members promote the Poppy program? Did the unit promote the Poppy Poster Contest and Little Miss Poppy programs?

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

1. Our ALA Service for Veterans/ Military

Impact Report		Obtain Total From	TOTAL
Line 6	Number of poppies or poppy items distributed	Unit Report Forms	
Line 7	Dollars raised from poppies	Unit Report Forms	\$

*Estimated cash value of non-cash donations from **NON-MEMBERS** of goods (like paper goods, clothing) or services (like pro-bono CPA services from a local firm)

Send a copy of the report to your Department Poppy Chairman. Keep a copy for your records.

Laura Booth
571 Minnieford Avenue, Bronx, NY 10464
C 917-337-3326 nyalapoppy@gmail.com

**Official Poppy Order Form 2024-2025
American Legion Auxiliary Department of New York, Inc.**

OFFICE USE ONLY Check# _____ Date _____ Amt. _____ Date Rec. _____

Mail this form & check made payable to:

**American Legion Auxiliary, Department of New York
1580 Columbia Turnpike, Bldg. #1, Suite #3,
Castleton-on-Hudson, NY 12033**

**Place your order prior to December 1, 2024
Orders received after due date may not be filled**

(The Department of New York will continue to have poppies made by Veterans in hospitals or special workshops supervised by the American Legion Auxiliary.) In consideration of your furnishing and shipping the following material, we hereby agree to conduct ourselves under the rules and regulations as set forth by our Department and National Organizations. It is understood that the merchandise is not returnable. Upon receipt of your poppy order, please store it in a dry place.

PLEASE TYPE OR PRINT LEGIBLY

Minimum order

Poppy Order: 1000 poppies \$250. _____ 500 poppies \$125. _____

_____ **Poppy Can Labels - Minimum order 4/\$1.00**

Unit/Post Name _____ # _____ County _____ District _____

Signature _____ Date _____

Phone : (____) _____ E-mail _____

Rules Governing American Legion Auxiliary Poppy Drive

Poppies offered to the public in New York State under the name and emblem of the American Legion Auxiliary and American Legion are still being made by Veterans who are being paid for their work. Posts and Units sponsoring Poppy Drives and offering poppies are prohibited from buying or selling poppies other than those offered on the above order blank. A resolution amended and adopted on May 9, 2013, by the American Legion National Executive Committee replaces and supersedes all previous American Legion National Poppy Program Resolutions. Orders shall be sent to the name and address appearing on this order blank. Service on the Poppy Drive shall be voluntary. There are no paid workers. Net proceeds from the Poppy Drive shall be used for Veterans, military, and their families.

**Kimberly A. Quick
Department President**

**Laura Booth
Department Poppy Chairman**

Ship To: (Please open and inspect poppies when received.)

PLEASE TYPE OR PRINT CLEARLY

Name _____

Address _____ **(No PO Box or RD Numbers)**

City _____ **State** _____ **Zip** _____

**2024-2025 American Legion Auxiliary
Department of New York
Public Relations**

Department Public Relations

Chairman

Julianne Barton

9354 Capron Road

Lee Center, NY 13363

C: 315-794-5116

nyalapublicrelations@gmail.com

Purpose: The purpose of the Public Relations Committee is to establish and maintain a positive public image of the organization by encouraging ALA members to be visible in their communities through branding and informing the public about the mission of the organization.

Spread the word about the American Legion Auxiliary: *A Community of Volunteers Serving Veterans, Military, and their Families.*

- Maintain a social media account(s) for departments, divisions, and units.
- Build relationships with local media.
- Send press releases and letters to the editor to local media.
- Contact your local government for proclamations.
- Have an elevator speech.
- Familiarize yourself with the PR Toolkit.
- Take the ALA Academy courses related to PR:
 - ALA Branding and Why it Matters to Me!
 - Using Social Media to Your Unit's Advantage
- Encourage ALA members to be visible in their communities through valuable, distinct branding.
- Wear branded clothing, pins, etc., at events.
- Have visible branding at booths, tables, etc.
- Have American Legion Family brochures available at events (order through the department office).

Share the latest news from ALA volunteer national leadership and ALA National Headquarters.

- Distribute newsletters at all levels of the organization.
- Conduct video conferences (Zoom, etc.) with members.
- Inform members of national publications such as Auxiliary magazine, ALA blog, ALA eNews, ALA social media, etc.

Bring your Public Relations Poster to Mid-Winter Conference for the Contest

Once again there will be a Public Relations Poster Contest held at the Mid-Winter Conference. The theme this year will be "POW/MIA's what / who are they and how can we honor them"? It should be based on how you or your unit promotes recognition of POW's/ MIA's during ceremonies or meetings. How does your unit honor them? The Poster should describe what type of promotion you held, where it was held, how many members attended, and any other pertinent information related to this promotion. Remember to include your Juniors; they are the future of our organization.

The Poster must be on a standard Poster Board no larger than 22" x 28" and no smaller than 8 ½ x 11. On the back of the Poster put your name, your Unit Name, Unit Number, County

Name, and District Number. Posters must be dropped off for judging no later than Friday at 7pm. The winners will be announced at the Conference on Saturday morning.

DEPARTMENT PUBLIC RELATIONS 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 1st unless a different date is specified.

THE DEBORAH MORRIS AWARD: Award to the county with the best Publicity Book submitted. Must contain County publicity only.

Department Award: To the unit with less than 200 members for a press book containing the best publicity on all the American Legion Auxiliary Programs. Deadline: to be received by the Department Public Relations Chairman no later than May 1ST.

Department Award: To the unit with more than 200 members for a press book containing the best publicity on all the American Legion Auxiliary Programs. Deadline: to be received by the Department Public Relations Chairman no later than May 1ST.

Rules: no specific size or type of book is required

It must include the name of the county, District and Public Relations Chairman and an annual report. Newspaper Clippings and published newspaper photos are acceptable. Cover sheets must list the Unit name, number and name of the Public Relations Chairman submitting the book. Unit books are to be judged on the County Level and the winner is to be forwarded to the Department Chairman by May 1.

2024-2025 NATIONAL PUBLIC RELATIONS 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: ALA Mission Focused Social Media Account

Presented to units with active social media accounts

One unit per department

Must have a maintained account focused on the mission of the ALA

Must conform to *ALA Branding Guide*

Materials and guidelines:

Document with screenshots/photos of social media postings

Social media account URL

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.

Unit Award: Most Outstanding Unit Public Relations Program (per division)
One unit in each division (5) that earns media placements in their community

Materials and guidelines:

Media placements/coverage highlighting ALA mission delivery.

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 Public Relations (per division)

One department in each division (5) to departments that exhibit outstanding use of public relations.

Materials and guidelines:

Articles, newsletters, pictures of displays, ALA events, speeches, website address, social media activity, etc.

Narrative not to exceed 500 words

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.

UNIT PUBLIC RELATIONS REPORT FORM 2024-2025

Reporting Dates: November 1, 2024 April 1, 2025

UNIT NAME & NUMBER _____

Name of Person Reporting _____

Address _____

E-Mail _____ Home# _____ Cell# _____

_____ **Unit does not have a Public Relations Chairman**

Total Minutes of Radio Time _____ Total Minutes of Television Time _____

Total Minutes of Social Network (Twitter, Instagram, Internet, etc.) _____

Grand Total _____

Please describe activities/projects carried out in your unit.

_____ # Interviews

_____ # Print Advertising

_____ # Pictures

_____ # Letters

_____ # Articles

_____ # Editorial Letters

_____ # Dept. President Project Articles

Does your Unit have a website _____

Facebook Page _____

Does your Unit publish a Newsletter _____

Post Family Newsletter _____

E-Bulletin _____

E-Newsletter _____

Value of volunteer hour \$33.49 _____

Reminder: attach 2 copies of print media.

As part of your Narrative Report, please include the answers to the following questions:

How did your unit spread the word about the American Legion Auxiliary community of volunteers serving Veterans, military, and their families? How did Auxiliary volunteers make themselves visible while volunteering in the community? _____

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

4. _____ Our

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	\$

Service Representing the ALA in Our Community

**SEND THIS REPORT TO YOUR COUNTY PUBLIC RELATIONS CHAIRMAN
Keep a copy for your records**

COUNTY PUBLIC RELATIONS REPORT FORM 2024-2025

Reporting Dates: November 10, 2024 April 10, 2025

COUNTY _____ DISTRICT _____

Name of Person Reporting _____

Address _____

E-Mail _____ Home# _____ Cell# _____

_____ **County does not have a Public Relations chairman**

Total Minutes of Radio Time _____ Total Minutes of Television Time _____

Total Minutes of Social Network (Twitter, Instagram, Internet, etc.) _____

Grand Total _____

Please describe activities/projects carried out by the units in the county.

_____ # Interviews	_____ # Print Advertising
_____ # Pictures	_____ # Letters
_____ # Articles	_____ # Editorial Letters
_____ # Junior Press Releases	
_____ # Dept. President Project Articles	

Value of the Volunteer Hour is \$33.49

Does your County/Units have a website _____	Facebook Page _____
Does your County/Units publish a Newsletter _____	Post Family Newsletter _____
E-Bulletin _____	E-Newsletter _____

Reminder: attach 2 copies of print media.

As part of your Narrative Report, please include the answers to the following questions:

How have the Units in your County spread the word about the American Legion Auxiliary community of volunteers serving Veterans, military, and their families? How did volunteers make themselves visible while volunteering? _____

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

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	\$

4. Our Service Representing the ALA in Our Community

County reports should be mailed or emailed to the Department Community Service Chairman. Please retain a copy for your records

Julianne Barton
9354 Capron Road
Lee Center, NY 13363
C: 315-794-5116 nyalapublicrelations@gmail.com

2024-2025 American Legion Auxiliary

Department of New York VA&R Service to Veterans Supplement

Department VA&R Service to Veterans Chairman

Lora Rowe

PO Box 504

Norwich, NY 13815

C: 607-316-1020

E-mail: nyalaVAandR@gmail.com

Purpose: The purpose of the Veterans Affairs & Rehabilitation Committee is to promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives.

Support the therapeutic rehabilitation and healing of veterans through arts, crafts, and hobbies. Support veteran caregivers, family members, and survivors.

- Volunteer at local VA facilities, including state VA facilities in your area.
- Collaborate with organizations that support veterans and their families, such as Wreaths Across America, Honor Flight Inc., and the Military and Veteran Caregiver Network.
- Look in your community for opportunities to support veterans, their caregivers, their families, and their survivors.

Outside Partnerships

Wreaths Across America

- Take part in local wreath placement at a national cemetery.
- Sponsor wreaths for placement through Wreaths Across America.

Honor Flight Inc.

- Volunteer with local hubs.
- Utilize your unit's poppy funds to support important aspects of Honor Flight activities. For more information, please see www.honorflight.org/donations.
- Participate in welcome-home events.
- Coordinate the creation and delivery of cards and letters to Honor Flight hubs for mail call.
- Consider volunteering as a guardian for an Honor Flight. Please note — there is an associated cost.

Military and Veteran Caregiver Network

- Learn who is considered a caregiver. This will help you identify caregivers in your community and maybe even as a caregiver yourself. If you identify as a caregiver, consider joining their online peer support community.
- Familiarize yourself with local caregiver resources found in the Hero Care Resource Directory
- Refer to the MVCN's community calendar for educational and volunteer opportunities

National Veterans Creative Arts Festival

- Promote awareness of healing through arts, crafts, and hobbies.
- Donate to the National Veterans Creative Arts Festival through the American Legion Auxiliary Foundation.
- Donate to local Veterans Creative Arts Festivals (e.g., time, supplies, money).

- Identify arts, crafts, and hobby projects targeted to veterans (writing, oral history recording, visual and performing arts, quilting, and gardening).
- Donate art supplies to your local U.S. Department of Veterans Affairs facilities including state veterans homes, community living centers, and VA medical centers.
- Plan and organize a local Veterans Creative Arts Festival.
- Advocate for art therapy, music therapy, drama, and recreational therapy programs within the VA healthcare system.
- Apply to the ALA Foundation for Veterans Creative Arts Festival Grants to be used for local competitions and festivals in your community. For more information, please go to <https://alafoundation.org/vcaf-grants/>.

Center for Development and Community Engagement (CDCE, formerly known as VAVS)

- Recruit Auxiliary members as volunteers for the VA Center for Development and Community Engagement at VA healthcare facilities.
- If you see a need in your community that is not being addressed, contact your local VA.
- Familiarize yourself with the service of the VA caregiver support program
- Volunteer at your local VA facility for events such holiday gift shops, Bingo, baby showers, etc.
- Don't forget to include all American Legion Family members in your VA events.
- Coordinate a supply drive for the needs of hospitalized veterans by gathering items such as socks, underwear, toiletries, etc. Please contact your local VA facility or American Legion Auxiliary CDCE representative for needed items.
- Don't forget your state VA facilities, such as state veterans homes. The veterans who reside there have needs that we may fill as well. For more information and local points of contact, please refer to <https://nasdva.us/resources/>.

Service to Veterans (Outside of VA Facilities)

- Take part in a veteran job fair by organizing or working at an informational table.
- Promote local veteran-centric job fairs in your community. Support The American Legion by helping host a local job fair at your post home or community center.
- Support veteran caregivers, family members, and survivors.
- Provide a spa day or caregiver day out for community veteran caregivers.
- Offer to sit with a veteran while the caregiver runs errands.
- Offer to run errands for a caregiver.
- Prepare information for units concerning the needs of caregiver support.
- Transportation of veterans to appointments or running errands.
- Contact an American Legion Service Officer at your post and offer to be on the list of people to call when a veteran's family needs help.
- Buy school supplies, host a baby shower, or send care packages to veterans' children who are headed to college.
- Become the catalyst to find needs and encourage members to help veterans in their community.
- Promote volunteer opportunities in community settings.
- Utilize websites, newsletters, and other media.
- Report your ALA Service to Veterans hours to your unit VA&R chair.

DEPARTMENT VETERANS' AFFAIRS & REHABILITATION **SERVICE TO VETERANS' 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 1st unless a different date is specified.

DEPARTMENT PRESIDENT'S AWARD: To the Unit that submits the best program supporting our Veterans and their caregivers and family members. Write-up cannot exceed 1,000 words, may include photos, PR clippings, printout of social media posts, etc. All entries are to be mailed to the Department President at her home no later than May 1, 2025. Email entries will not be accepted or considered.

THE LINDA TOME AWARD: To the unit and County who submits the best report on their year-round VA&R/Service to Veterans Program.

THE BETTY JANE LIGHT AWARD- to the Unit chairman who initiates and completes the most outstanding program for assisting & caring of women veterans.

Department Award: To the Junior Group reporting the most outstanding service benefiting our hospitalized veterans.

2024-2025 NATIONAL VETERANS AFFAIRS & REHABILITATION VA&R 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 VA&R Program (per division)

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 VA&R 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.

VA Medical Center Appointments Representative and Deputies
2024-20245

Albany Stratton VAMC, 113 Holland Ave., Albany, NY 12208
3rd District

Representative: Marie Mock
168 Dunsbach Ferry Rd.
Cohoes, NY 12047
518-783-5316
mcmock@hotmail.com

Deputy: Judy Benner
13 Broderick St.
Albany, NY 12205
518-869-8668
judybenner13@gmail.com

Western NY (Batavia) VAMC, 222 Richmond Ave, Batavia, NY 14020
8th District

Representative: Valerie D. Wells
22 Church St.
Lyndonville, NY 14098
585-339-8500
Vdwells63@gmail.com

Bath VAMC, 76 Veterans Ave., Bath, NY 14810
6th and 7th Districts

Representative: Jacqueline Williams
60 Bissell Ave.
Corning, NY 14830
© 607-368-2140
Jacquelinekanerwilliams@gmail.com

Deputy: Suzanne Moore
5 Lake Ave.
Binghamton, NY 13905
(H) 607-760-5658

James J. Peters (Bronx) VAMC, 130 West Kingsbridge Rd., Bronx, NY 10468
1st District

Representative: Ann Greaney
530 Ellsworth Ave. #E1
Bronx, NY 10465
H- 718-931-1050
C-917-797-6231
agreaney@verizon.net

Deputy: Kathleen Devine
1 Beech Place
Bronx, NY 10465
C: 646-732-3781

New York Harbor (Brooklyn) VAMC, 800 Poly Place, Brooklyn, NY 11209
2nd District

Representative : Marie Santa Croce
25 East 4th St.
Brooklyn, NY 11218
C-718- 436-6303
re507@aol.com

Deputy : Dorothy Scheuring
19 Bills Place
Brooklyn, NY 11218
C- 347-403-4756
d_scheuring@yahoo.com

Western NY (Buffalo) VAMC, 3495 Bailey Ave., Buffalo, NY 14215

8th District

Representative: Carol Puckett
57 Harwood Rd.
West Seneca, NY 14224
C-716-998-2022
capuck47@verizon.net

Deputy: Elizabeth Bruce
114 Mang Ave.
Kenmore, NY 14217
C 716-876-8022
Highpocket6@aol.com

Deputy: Amelia Parrish
82 Plymouth Ave.
Buffalo, NY 14201
716-883-0434

Canandaigua VAMC, 400 Fort Hill Ave., Canandaigua, NY 14424

7th District

Representative: Sandy Coyer
4497 Cty. Rt 33
Honeoye, NY 14471
585-410-3106
scoryer1@yahoo.com

Deputy: Charlotte Ridley
110 Chapel St.
Penn Yan, NY 14527
315-246-8001
gege62037@aol.com

Honorary Representative: Virginia Robbins
245 East St., #709
Honeoye Falls, NY 14472
585-624-1441

Deputy: Bernice Sank
24 Narry Lane
Mount Morris, NY 14510
585-658-4115
beesank@gmail.com

Hudson Valley (Castlepoint) VAMC, 41 Castle Point Rd., Wappinger Falls, NY 12590

9th District

Representative: Helen Reynolds
17 Overlook Ave
Beacon, NY 12508
845-831-6748/c.845-401-4725
hellbelle52347@gmail.com

Deputy: Bella Bourke
6 Christina Drive
Dover Plains, NY 12522
845-877-6353/c.845-2222-8546
grandmabella@optonline.net

Hudson Valley (Montrose) VAMC, 2094 Albany Post Rd., Montrose, NY 10548

9th District

Representative: Mary Ann Calbo
61 Hemlock Circle
Peekskill, NY 10566
(H) 914-736-0885
© 917-689-8305
Maryann3354@aol.com

Deputy: Roseanna Santangelo
125 Fields Lane
Peekskill, NY 10566
(H) 914-293-7617
© 914-589-3517
rxyl996@gmail.com

Deputy: Patrice Cortelli
17 Crescent Court
Peekskill, NY 10566
C 914-806-8531

**New York Harbor (Manhattan), 423 East 23rd St., New York, NY 10010
1st District**

Representative: Rose Anne Bartolino
1950 Hutchinson River, Apt. 10E
Bronx, NY 10461
(H) 718-892-1898
© 646-725-2008
RABC67@hotmail.com

Deputy: Kwanyee Francis Wong
204 Federal City Rd.
Lawrenceville, NJ 08648
(H) 609-895-7179

**St. Albans Community Living Center, 179-00 Linden Blvd, Jamaica, NY 11425
10th District**

Representative: Jean Ross
394 S 1st St.
Lindenhurst, NY 11757
631-412-5814
rjeanr26@aol.com

Deputy: Nicole Ross
394 S. 1st St.
Lindenhurst, NY 11757
631-412-5814

Syracuse VAMC, 800 Irving Ave., Syracuse, NY 13210 - 5th District

Representative: Patricia Murphy
104 Dolores Terrace N.
N. Syracuse, NY 13212
315-427-7578
Pmurphy6851@yahoo.com

Deputy: Madeline Skapars
104 Sunnyfield Rd.
Camillus, NY 13031
315-289-8702

Deputy: Roberta Marks
512 First St.
Liverpool, NY 13088
315-420-4901

NEW YORK STATE VETERANS' HOMES

New York State Veterans' Homes Oxford NYS Veterans Home - 6th District

Tami Darrow-Zebrowski
6 Lillian Dr
Binghamton, NY 13905
607-772-5994
tzebrowski@stny.rr.com

Montrose NYS Veterans' Home - 9th District

Mary Ann Calbo
61 Hemlock Circle
Peekskill, NY 10566
914-736-0885
Maryann3354@aol.com

Batavia NYS Veterans' Home - 8th District

Stony Brook NYS Veterans' Home - 10th District

Patricia Bergin
126 LaBonne Vie Dr., Apt D
E. Patchogue, NY 11772
(H) 631-207-5899
© 631-875-4708
Ptberg63@aol.com

St Albans NYS Veterans' Home - 10th District

Jean Ross and Nicole Ross
394 S 1st St.
Lindenhurst, NY 11757
(H) 631-412-5814 © 631-805-3677 rjeanr26@aol.com

Christmas Gift Shop Chairman 2024-2025

Albany Stratton VAMC 3rd & 4th District

Judith Benner
13 Broderick St.
Albany, NY 12205
(H) 518-869-8668/
c. 518-817-1240
Judybenner13@gmail.com

Western NY (Batavia)VAMC 8th District

Bath VAMC 6th-7th District

Adelaide Butler
289 Flint Rd. B
Binghamton, NY 13905
(H) 607-798-9711

Suzanne Moore
5 Lake Avenue
Binghamton, NY 13905
(H) 607-724-9706

James J. Peters (Bronx) VAMC 1st District

Susan O'Keefe Vaughan
152 Tier St., Apt. 202A
Bronx, NY 10464
347-515-0626
Sue183v@aol.com

New York Harbor (Brooklyn) VAMC 2nd District

Dorothy Scheuring
19 Bills Place
Brooklyn, NY 11218
H)718- 438-6579
©347-403-4756
D_scheuring@yahoo.com

Western NY (Buffalo) VAMC 8th District

Suzanne Williams
3 Monroe Street
Salamanca, NY 14779
H 716-945-0039
C 716-432-1354
Wms0339@localnet.com

Canandaigua VAMC 7th District

Sandy Coyer
4497 Cty. Rt 33
Honeoye, NY 14471
C 585-410-3106
scoyer1@yahoo.com

Hudson Valley (Castle Point) VAMC 9th District

Helen Reynolds
17 Overlook Ave
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(H) 845-831-6748
© 845-401-4725
hellbelle52347@gmail.com

Hudson Valley (Montrose) VAMC 9th District

Mary Ann Calbo
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Maryann3354@aol.com

Patrice Cortelli
17 Crescent Court
Peekskill, NY 10566
C 914-806-8531

New York Harbor (Manhattan) VAMC 1st District

Fanny Hom
420 W. 19th St. Apt 9C
New York, NY 10011
212-675-1841

Syracuse VAMC 5th District

Karen St. Hilaire
122 Campbell Road
Mattydale, NY 13211
(H) 315-454-4183
© 315-748-4481

AMERICAN LEGION AUXILIARY DEPARTMENT OF NEW YORK GIFT SHOP RULES

The Gift Shop Chairman is appointed by the Department President yearly. Gift shops are typically hosted at a VAMC, or in a facility treating a large number of veterans. Each Chairman is responsible for all the funds, purchases, coordinating/instructions for the volunteers and reports for the program. Many Chairmen appoint a co-chairman which is generally approved by the District President. The program is a District event whereas the Units, Counties, Post and Squadrons contribute to the fund to purchase the gifts, which are selected by the facility's veteran to send to their next of kin and others as deemed appropriate. All costs including postage, refreshments, etc., are at the expense of the gift shop funds. 1.

1.Regardless of any changes to a District's particular program, the Gift Shop Chairman must read the rules and report any program changes and justification for the change at the Fall Conference. Any program changes should be presented in the form of a motion and voted on by the voting members assembled. There will be no deviation from the rules as contained without consent of the Department Executive Committee.

2.The Gift Shop Chairman will provide receipts of all contributions and expenses with the gift shop report as attachments. This report is to be completed no later than December 31st and distributed to all contributing Counties within the American Legion Family, noting Unit, Post and Squadron contributions. Send a copy of report to the District President including copies of receipts, original report and receipts to the Department VA&R Chairman.

3.The Gift Shop Chairman will work with their Voluntary Service Programs Director and/or designee to arrange a date and time for the Gift Shop. The VAVS Representative and Deputies as assigned will be privy to the plans and assist as needed.

4. All gift shop funds are accountable through the Gift Shop Chairman's Unit bank accounts to comply with our bonding requirements. Accounts must have two or more authorized signatures, one of those signatures being the unit treasurer.

5. The Gift Shop Chairman is to disperse with any gifts left over from the Gift Shop. Any proceeds from the sale of these gifts are to be returned to the Gift Shop fund, with a receipt of sale. All such receipts must be submitted with the gift shop report. Any clothing appropriate for the Veterans is donated to the facility for their use. Items appropriate for prizes should be donated to the facility for recreational events. Donation forms should be completed, and a copy attached to the report.

6.Funds exceeding \$4,000.00 are to be disbursed in accordance with the wishes of the District. A motion as to the donation of funds should be made at the Spring Conference or next meeting following the close of the gift shop books. \$4,000.00 may be placed in a six-month interest-bearing account in the name of the Unit, American Legion Auxiliary in which the Chairman is a member.

Adopted: December 5, 2021, by Department Executive Committee

**2024-2025 American Legion Auxiliary
Department of New York
Warriors Family Assistance**

Department Warriors Family Assistance Chairman

**Marie Santacroce
25 East 4th Street
Brooklyn, NY 11218
C 718-938-5952
E-mail:nyalaWFA@gmail.com**

The Warriors Family Assistance Program (WFA), created in 2008, continues to help our currently deployed military and their families and those honorably discharged. The National Guard and Reservists who have been federally deployed are also eligible for grants of up to \$1500.00.

The men and women of our military services have put their personal lives on hold to protect and maintain the freedoms we all enjoy. It is for them and their families that the American Legion Auxiliary strives to assist in whatever way possible. Simply put "it is what we do" - support our soldiers, veterans, and their families when they need it most. It is through the Warriors Family Assistance Program that we provide that assistance during deployment or upon their return home. The success of this program relies on our auxiliary members, an important resource to help identify those in need, Family helping Family.

A Review Panel of three members at the County or District level is required to interview the applicant, review the application, examine the paperwork and then upon a unanimous decision, submit the application to the WFA Committee. Upon completion of the interview, please provide him or her with the latest WFA brochure. It is available from our Department Office and all District Presidents should have a supply on hand. Your recommendation determines the suitability of the grant. Please consider volunteering as a panel member in your County/District.

DEPARTMENT WFA AWARD

THE LINDA MOSEMAN AWARD: Two categories for the **largest single donation** to the Warriors Family Assistance Program by May 1st.

Category 1 Units with membership of 10 — 99 Members

Category 2 Units with membership of 100 plus Members

Three types of grants are available:

MAINTENANCE:

- To alleviate the cost-of-living expenses including food, shelter, utilities, personal hygiene, clothing, homeowner's insurance premiums, home repair (not home improvement), providing handicapped facilities in the home, repair, or replacement of a major appliance
- Reconnect utilities
- Prevent eviction or foreclosure

MEDICAL:

- To alleviate the cost of current medical expenses
- To assist in payment of outstanding medical bills

OPPORTUNITY FOR EMPLOYMENT GRANTS:

- Provides financial assistance in finding transportation to work
- Provides assistance for childcare if the custodial parent must find employment

Grants are based on the immediate need of the applicant. Upon completion of the application process, grant eligibility is determined by a panel of three Department Executive Committee members: Second Vice-President, Third Vice President, and the WFA Committee Chairman.

COUNTY WARRIORS' FAMILY ASSISTANCE REPORT FORM 2024-2025

Reporting Dates: **November 10, 2024** **April 10, 2025**

County: _____ District: _____

Name of Person Reporting: _____

Contact Information: Email Address: _____ Phone _____

_____ **County does not have WFA Chairman**

Check activities in which Units in your County participated and describe activities/fundraisers/publicity your Units held for this Committee. Please use the back of this form or additional paper.

- Publicized WFA in Community _____
- Provided brochures to VA clinics, hospitals, veterans service officers, etc. _____
- Provided information on WFA to American Legion Posts _____
- Developed a Unit and/or County Review Panel _____
- Donated to the WFA _____
- Solicited donations from other organizations _____
- Held fundraiser to benefit WFA _____
- Provided additional assistance to a WFA applicant _____
- The value of a volunteer hour is \$33.49 _____

Total number of hours dedicated to this program _____

Total amount of donations to Warriors Family Assistance Program \$ _____

Total monetary donations provided directly to WFA applicants \$ _____

Total value of goods and/or services donated directly to WFA applicants \$ _____

Grand Total of all donations \$ _____

*** 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	Total
	Total hours members volunteered	
	Total dollars spent	\$
	Total number of veterans / military assisted	
	Value of in-kind donations received*	\$

Send a copy to department Chairman. Keep a copy for your records.

Marie Santacroce
25 East 4th Street
Brooklyn, NY 11218
C 718-938-5952
nyalaWFA@gmail.com

**2024 – 2025 American Legion Auxiliary
Department of New York
ALA Foundation**

Established in 2007, the American Legion Auxiliary Foundation (ALAF) is a nonprofit 501(c) 3 public benefit corporation. It is comprised of elected, designated, and appointed directors, and founded to assist in carrying out the educational, charitable, and other exempt purposes of the American Legion Auxiliary by raising funds for, assisting in conduct of, and providing support to the Auxiliary's programs.

ALA National President Trish's focus for 2024-2025 is "Auxiliary Emergency Fund and Veterans Project Fund"

The American Legion Auxiliary Foundation provides financial assistance to ALA entities (unit, county, district, department) from three different grants:

- **Veteran Projects Fund Grants:** Specific, emergent needs that support the ALA mission may qualify for this type of grant.
- **Sub Grants:** If your ALA entity has funding that requires the recipient to be a 501©3, this grant can help.
- **Veterans Creative Arts Festival Grants:** Veterans Creative Arts Festival mini grants can aid in the therapeutic wellbeing of veterans by introducing them to art therapy.
- **Mission Endowment Fund:** As an endowed fund, donations are permanently restricted so that future generations may benefit from Auxiliary programs that support our veterans and promote education and good citizenship. Your donation today will help ensure we're here to help veterans tomorrow. Veteran Projects Fund: Make a direct impact

See grant application details at www.ALAFoundation.org.

THE CATHLEEN MACINNES AWARD: To the Unit which makes the largest donation to the American Legion Auxiliary Foundation (ALAF). The mission of the ALAF is to enhance the lives of our veterans, military, and their families by supporting American Legion Auxiliary programs. Program support is given now and is endowed for future generations. Funds given by the Unit and by its members will be counted in the total donation from the Unit. "Donations should be made directly to the ALA Foundation (www.alafoundation.org). All funds received by the ALA Foundation between May 1, 2024, and April 30, 2025, will count toward the award."



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

We know that military service is a sacrifice for the whole family, so ALA members quietly look for ways to ease the burden — whatever it takes to get that family back on their feet physically, mentally, socially, and vocationally. If we don't have the resources, we connect military families with our partners who do.

In honoring our veterans, one of our core values is to demonstrate and pass on respect for our country and our nation's flag. We promote patriotic youth programs, most notably the American Legion Auxiliary [Girls State](#) and [Girls Nation](#) programs, held regionally and nationally, along with education programs, contests, and scholarships in local school systems.

Making our communities better places in which to live is another core value put into action by American Legion Auxiliary members every day across the country. Whether hosting a stand down to bring vital health and support services to homeless veterans or coordinating a send-off or welcome-home event for a deployed military unit, ALA members are continuously at work in their communities, demonstrating the compassion and heart we have for those who serve our country and protect our freedoms.



The American Legion Auxiliary's declaration -- the story of who we are, what we do, and why we matter

We are the American Legion Auxiliary.

We are called to serve.

We respect our country and the service of those who defend our freedoms.

We are loyal to our United States Constitution and to those who protect it.

We are humbled by the courage of our veterans and their families.

We are alone, yet we stand together.

We are daughters, brothers and sisters, mothers and fathers. We are family.

We are of every color. We are of every faith.

We are of every age.

We are anyone and everyone.

We are common and extraordinary.

We are citizens.

We live in small towns.

We live in suburbs.

We live in cities.

We work in fields, in factories, warehouses, offices, at home.

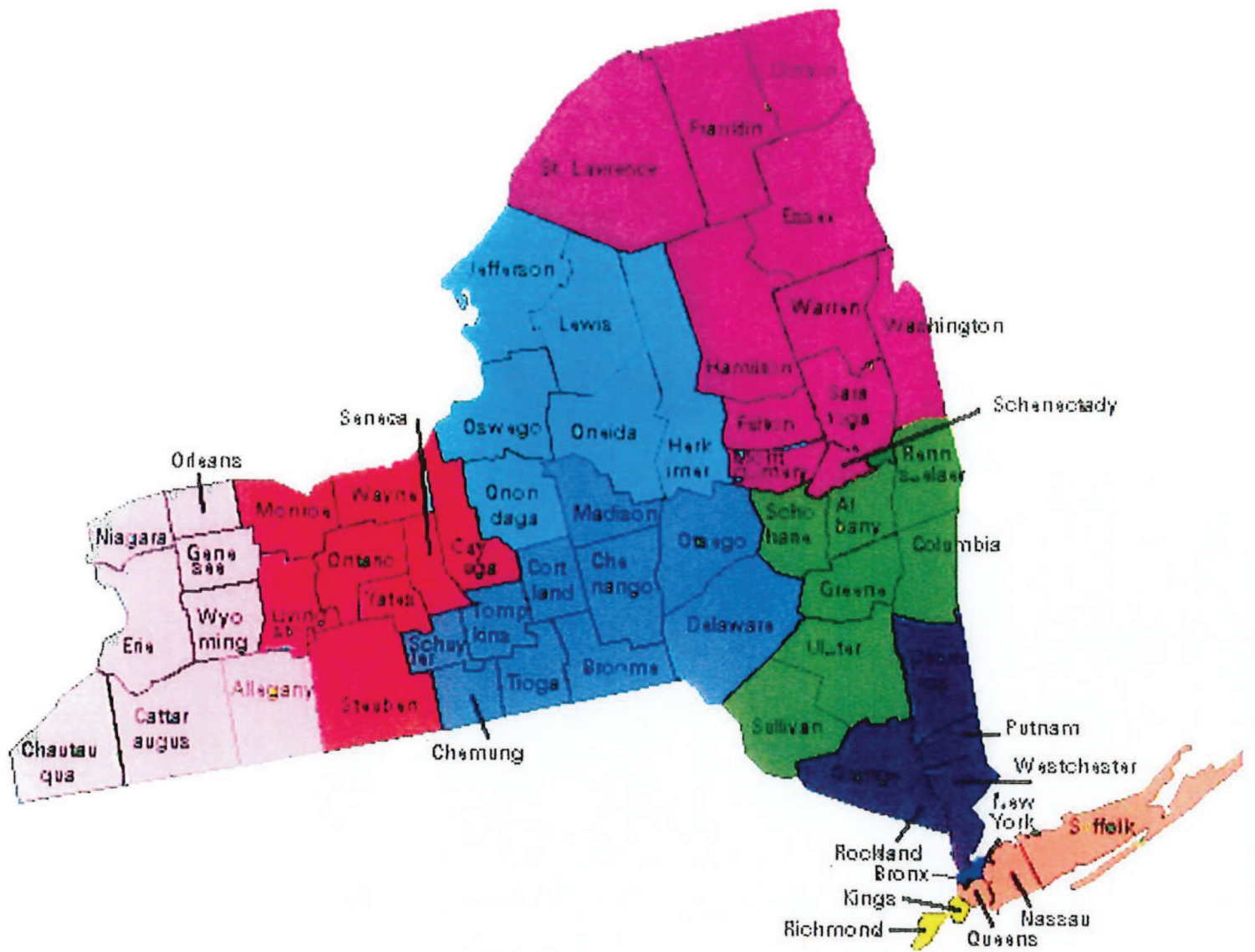
We are a community. We help one another.

We love our flag and all that it stands for.

We are many. We are one.

We are the American Legion Auxiliary. A Community of Volunteers Serving Veterans, Military, and their Families.

We commit ourselves to the ideal: *Service Not Self.*



Color Code:

1st District - Royal Blue	6th District - Periwinkle Blue
2nd District - Yellow	7th District - Red
3rd District - Green	8th District - Soft Pink
4th District - Hot Pink	9th District - Purple
5th District - Aqua	10th District - Salmon

1st District	2nd District	3rd District	4th District	5th District	6th District	7th District	8th District	9th District	10th District
Bronx	Kings	Albany	Clinton	Herkimer	Broome	Cayuga	Allegany	Dutchess	Nassau
New York	Richmond	Columbia	Essex	Jefferson	Chemung	Livingston	Cattaraugus	Orange	Queens
		Greene	Franklin	Lewis	Chemung	Monroe	Chautauqua	Putnam	Suffolk
		Rensselaer	Fulton	Oneida	Columbia	Ontario	Erie	Rockland	
		Schoharie	Hamilton	Onondaga	Delaware	Seneca	Genesee	Westchester	
		Sullivan	Montgomery	Oswego	Madison	Steuben	Niagara		
		Ulster	St. Lawrence		Otsego	Wayne	Orleans		
			Saratoga		Schoyler	Yates	Wyoming		
			Schenectady		Tioga				
			Warren		Tompkins				
			Washington						

