

**AMERICAN
LEGION
AUXILIARY**

American Legion Auxiliary of South Dakota

Kayla Kennedy, Department Secretary

PO Box 983

Mitchell, SD 57301

(605) 461-3389

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OCTOBER 2024

PLEASE SHARE THIS INFORMATION WITH YOUR UNIT AND MEMBERS

Included:

1. Meeting Minutes of Department Executive Committee for the below meetings
 - A. Virtual Meeting September 12, 2024
2. Meeting Minutes of the Finance Committee
 - A. Virtual Meeting September 12, 2024
3. 2024-2025 Approved Department Budget
4. Department Chairperson Bulletins
 - A. Americanism—Keli Stelley
 - B. Children & Youth—Theresa Maeschen
 - C. Community Service—Sherry Woltjer
 - D. Constitution & Bylaws—Patrice Sorensen
 - E. Education—Jan Seibel
 - F. Leadership—Susan Learing
 - G. Legionette—Jill Lamer
 - H. Legislative—Micheline Nelson
 - I. Membership—Rose Kraft
 - J. Public Relations—Jill Lamer
 - K. Veterans Affairs & Rehabilitation—Laura “Susie” Clyde
5. Message from Department Secretary
6. ALA SD Girls State/Journalism City Information
7. National Poppy Poster Information
8. Poem and Essay Information
9. Impact Forms
 - A. Member Forms
 - B. Unit Forms



DEC Virtual Meeting
Finance Meeting
Thursday, September 12, 2024

At the close of the finance meeting, President Warnier began the DEC Meeting with having roll call. Those in attendance were: National Executive Committeeman Mary Jo Stier, Department President AnnaMae Warnier, Department First Vice President Susie Learing, Department Second Vice President Patrice Sorensen, Department Treasurer Christine Patnoe, Department Finance Committee Chair Kate Aulner, Department Chaplain Sharon Broghammer, Department Historian Regina Whipple, District 1 First Vice President Linn Popp, District 2 President Deb MacDonald, District 3 President Marla Mosiman, District 4 President Deanne Hoyle, District 5 President Mary Jo Boner, District 6 President Linda Holmes, District 7 President Joyce Smith, District 8 President Karen Richelieu and acting secretary Rose Kraft. Past Department Presidents in attendance were Laura "Suzie" Clyde, Regina Whipple, Janet Hurlbert, Mary Jo Stier and Joyce Smith. Those absent were Department Secretary Kayla Kennedy, Department Parliamentarian Kim Anderson, Department Poppy Chair Jane Benzel, Sergeant at Arms Hope Smith and Assistant Sergeant at Arms Robin Hempel.

Warnier called for reading of the July 14th DEC meeting minutes. Discussion was held that the minutes were not sent out to the DEC. Sorensen motioned to bypass the reading and acceptance of the minutes until sent out to all the DEC. Seconded and passed.

Finance Committee made a recommendation to the DEC to accept the budget as it was passed out with the modifications made during the finance meeting. The following discussions were held regarding the budget. Where will the raffle ticket fund raising expenses be placed? How many email Legionettes vs printed and postal mail Legionettes are there? Would this be part of why there is a negative in the budget for the Legionette? Concerns on how to explain to the members at large on how we can accept a deficit budget, possibly do a breakout session at Mid-Winter to discuss the line items of the budget and where their moneys go.

Aulner requested there be a meeting of finance, secretary and treasurer to go through the sub committees to make sure proper placement of income and expenses. This is to be wrapped up within one month.

Is there a need for dues increase? This needs to be a discussion at Midwinter and the Spring Meetings.

Call for vote to accept the budget was made. Roll call vote was held. Budget passed with a 10 to 4 vote.

Discussion was held regarding Credit Card limits distribution through our department. Hoyle motioned for \$29,000 on membership card, \$2,000 on secretary card and \$1,000 on treasurer card. Motion passed.

Aulner and Lamer will discuss mailing options with the Legionette.

Department Secretary is due for the six-month evaluation. Those holding the review will be Department President, 1st Vice President, 2nd Vice President, Finance Chair and the District Presidents will be Holmes and Boner.

Sorensen motioned that we have three people be administration on Facebook page and group. The department secretary, public relations chairman, and web administrators will be the administrators for our social media. Motion passed

Discussion and consent were held for Standing Rule XIII.11c and XV111.2. \$25,000 and \$8,000 needs to be inserted in page 30 of monetary addendum. The word wages need to be salary of \$25,000 for secretary and \$8,000 for treasurer. Consent was given for said housekeeping.

It was brought to the attention of the DEC that at this time none of the Department Presidents have received a progress report and no mailings had been received throughout the department.

Mosiman motioned to adjourn – motion passed.

Chaplain Broghammer closed with prayer.

Respectfully submitted

Rose Kraft, Acting Secretary

DEC and Finance Virtual Meeting
Thursday, September 12, 2024

Following some technical problems, President Anna Mae Warnier called the meeting to order. Prior to the meeting beginning President Warnier shared that Department Secretaries' mother passed away a few hours earlier. According to our governing documents the treasurer should step in for the secretary. With this being a budget meeting President Warnier appointed Rose Kraft, Office Assistant as acting secretary for this meeting.

President Warnier also asked for consent for Department Secretary, Kayla Kennedy to be excused from the next couple upcoming Fall District meetings as she takes care of the necessary needs for her mother and family. She announced that Office Assistant, Kraft would act as secretary for these events as she will already be present as Membership Chairman.

President Warnier called for the Pledge and Preamble to be said in unison, followed by 30 seconds of silence for POW/MIA and prayer by Department Chaplain, Sharon Broghammer.

President Warnier turned the meeting over to Finance Chairman, Kate Aulner. Chair called for roll to be taken by Kraft. Those present were Department President Anna Mae Warnier, Department First Vice President Susie Learing, Department Second Vice President Patrice Sorensen, Department Treasurer Christine Patnoe, Department Finance Committee Chair Kate Aulner, Members at large Laura "Susie" Clyde, Dawn Barber and Jeannine Loesch. Absent were Department Secretary Kayla Kennedy and Past Department President Patsy Madsen.

Following roll call, minutes from the July meeting were read and accepted with the corrections regarding a clarification as to who the Girls State account signatures in Custer are, Secretary, Treasurer and Finance Chairman along with each unit who meets 100% membership by Pearl Harbor Day, December 7, 2024, will receive \$25.00. Motion made by Warnier and seconded. Motion passed.

Patnoe then did explain to the group that budgets are estimates, we are doing our budget with a 3% membership decline as this is what historically happening to our membership. Certain obligations may not be changed and we as a department are being more mindful to spend below the budget.

Department Treasurer, Patnoe took over the meeting to present the budget. The budget had been sent out to the Finance Committee and Patnoe spoke of changes that had been made. Lines 69 – 73 stipends were moved to VA&R expenses. Line 91, utilities was changed from \$1100 to \$800. Lines 96-97 had a discrepancy with salaries. These salaries were discussed at the Department Convention, the money figures were passed at convention with the amounts of \$25000 for Department Secretary and \$8000 for Department Treasurer, we must follow these amounts. Clarification was made for line 115 VA&R expenses; these are for the Hospital Representatives and Deputy Representatives stipend need to be moved to \$3000 as our standing rules state. The Service to Veterans Pins is to be moved to the General Fund. Line 5490 needs to be changed to \$1750 as this is for the VA&R Chair to visit all facilities in the state annually.

Discussion was held regarding the Girls State Account, many lines were left empty. There is a concern that the coding is not correct, and this account has not been closed for the 2024 year. Sorensen brought

to the attention that the other income for Girls State was the donations made for table sponsors for the banquet.

Finance Committee member Barber requested that the secretary and treasurer put together an asset list with a beginning and ending amounts for each account. She also asked where the deposit for the income from the Mid-Winter fundraising activity was coded.

President Warnier brought to the committee that the Legionette would be working in the red. Kate will visit Jill regarding other mailing options. No further discussion was held.

Learing made a motion to accept the budget, seconded and passed.

Chairman Aulner brought to the finance the following appointments of Christine, Kate, and Suzie Clyde to get a list of our financial assets, locations, signatures, name of banks, CD locations and what these funds are for, scholarships and when any investments would come do along with interest rates. Next, she made the appointment of Kayla and Barber to get a list of all physical assets the department has.

Aulner appointed a subcommittee to work with the Department Treasurer and Secretary to assist with the reclassifying accounts for the 2023 – 2024 expenditures prior to going to the accountant for the 990. The committee is Anna Mae, Kate, Suzie C. and Dawn. No amounts will be changed, this is just for classification.

It was recommended that any Constitution and By Laws changes that are brought to the Constitution and By Law Committee that pertain to finance, the chairman of the committee share this information with the finance board.

Motion by Barber to close the finance meeting.

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Rose Kraft, Acting Secretary

REVENUE:		TREND: 3% decline in membership	
Acct #	nber of paid members	8487 Estimate	
3060	Dues Per Capita	8,487	TOTAL Members
3065	On Line Dues	1,067	Juniors
3066	PUFL Refunds	7,420	Senior Members
TOTAL DUES			
5100 Membership Dues EXPENSE			
Revenue from Dues		\$ 91,174.00	\$ -
3071 & 3072	Saving Interest		
3085	CD Interest		
3725	Credit Card Usage		
3025	Bond Income from Units	\$ 1,000.00	
3045	Conv Proceedings from units	\$ 2,500.00	
3160	Dept Conv Registration Fees	\$ 2,500.00	
3760	ALAMIS Access		
TOTAL INCOME		\$ 97,174.00	\$ -
FEE EXPENSES:			
10 & 5535	CPA Expenses	\$ 5,000.00	
5030	Bank Charges	\$ 200.00	
5110	Incorporation Fees	\$ 20.00	
5115	OFFICE INSURANCE	\$ 451.00	
5248 & 5673	Web Page/ZOOM access	\$ 400.00	
5355	Annual National Cemetery Fee	\$ 50.00	
5530	ALAMIS Fees & Training	\$ 155.00	
DEPARTMENT EXPENSES:			
5060	Dept Conv. Proceedings	\$ 3,000.00	
5076	Dept Convention Host	\$ 1,000.00	
5075	Dept. Convention Expense	\$ 12,000.00	
5146	Dept Mid Winter Host Unit	\$ 500.00	
5145	Dept MidW Conference	\$ 5,000.00	
5072	President's Expense	\$ 300.00	
5081	Dept. President's Allowance	\$ 4,000.00	
5095	Dist. Presidents Expense	\$ 4,000.00	
5300	Scholarship	\$ 2,000.00	
5120	Jr. Activities Account	\$ 500.00	
5123	Junior Mission Training	\$ 500.00	
5020	Contests/Awards	\$ 750.00	
5070	Department Bonding OFFICERS	\$ 800.00	

8487	TOTAL Members		
1067	Juniors	\$	2,134.00
7420	Senior Members	\$	89,040.00
		\$	91,174.00

5090	District Mtg (Dept)	\$ 3,000.00	
5107	Annual Meeting Expense	\$ 4,000.00	
5540	Finance Committee Stipends	\$ 800.00	
5191	Leadership Conference	\$ 200.00	
5565	Memorial Expense		
5635	Department Pin/Awards	\$ 1,500.00	
5130	Membership Awards Dept/Natl	\$ 500.00	
5680	State Fair Sponsorship	\$ 200.00	
	VA \$1500 per facility	\$ 7,500.00	
NATIONAL EXPENSES:			
5155	Natl Convention Expense	\$ 10,000.00	
5160	National Guest Visit (s)	\$ 1,500.00	
5165	National President's Project	\$ 200.00	
5166	Bonds-Units. 3 yr plan		
5580	National NEC (newly elected only)	\$ -	
STIPENDS & CHAIRMAN EXPENSE:			
5040	Dept. Chairman's Expense	\$ 300.00	
5315	Chairman Stipends		
5373	Christmas Party Chairman Stipend	\$ -	
5374	Gift Shop Chairman Stipend	\$ -	
5372	Hospital Rep & Deputy Rep Stipend	\$ -	
	Convention Stipends		
5490	VA & R Officer Expense	\$ -	
5675	Webmaster Stipend	\$ 1,000.00	
50401	Dept Poppy Chairman Stipend	\$ 1,000.00	
OFFICE EXPENSES:			
5171	Printer Lease	\$ -	
5175	Office Supplies	\$ 2,700.00	
5180	Postage and Mailing Permit	\$ 3,000.00	
5200	Headquarters Rent	\$ 9,000.00	
5320	Mailing Fee		
5325	Printing Expense	\$ 3,000.00	
5170	Office Equipment	\$ 1,000.00	
5595	Merchandise for Resale		
5147	Moving Expense		
	Visual Equipment		

UTILITIES:				
5241	Utility office-gas	\$	-	
5242	Utility office-water	\$	-	
5245	Phone/Cell office	\$	800.00	Revised to \$65/down from 1100
5246	Utility office-electricity	\$	900.00	
5247	Internet office	\$	1,800.00	
PAYROLL EXPENSE:				
5085	Department Secretary	\$	25,000.00	
5252	Department Treasurer	\$	8,000.00	
5050	Dept Office Assistant	\$	8,000.00	
5217	State Unemployment tax (new)	\$	75.00	
5216	Social Security/MedicareFed	\$	2,500.00	
5255	Federal Unemployment tax	\$	15.00	
5087	Dept Secretary Expense	\$	500.00	
5251	Dept. Treasurer's Expense	\$	500.00	
52818	Tax Penalty	\$	-	
	TOTAL EXPENSES	\$	139,116.00	\$ -
	NET PROFIT (LOSS)	\$	(41,942.00)	\$ -
VA & R Expenses:				
5635	Sevice to Veterans Pins	\$	-	Move \$800 to general funds
	VA \$1500 per facility	\$	7,500.00	
5072	Dept Pres to Gift Shop	\$	1,000.00	
5373	Chrismas Party Chairman Stipend	\$	175.00	
5374	Gift Shop Chairman Stipend	\$	625.00	
5372	Hospital Rep & Deputy Rep Stipend	\$	3,000.00	
5490	VA & R Officer Expense	\$	1,750.00	
	TOTAL VA & R EXPENSES	\$	14,050.00	
LEGIONETTE:				
	Income:			
3250	Subscriptions Income	\$	3,735.00	
	TOTAL INCOME	\$	3,735.00	\$ -
	Expenses:			
5577	Printer Expense	\$	3,600.00	
5576	Chairman Stipend	\$	1,000.00	
5579 & 5579A	Conference/Conventi on	\$	350.00	
	TOTAL EXPENSES	\$	4,950.00	\$ -
	NET PROFIT (LOSS)	\$	(1,215.00)	\$ -
GIRL STATE:				

	GIRLS STATE INCOME		
	Interest		
3781	Registrations Fees	\$ 52,500.00	
3784	Pins and Certificate		
3785	Postage		
3786	Sale of Merchandise		
3790	Designated Funds- Other		
	Other Income		
	Donations		
	TOTAL INCOME	\$ 52,500.00	\$ -
	GIRLS STATE EXPENSE		
5640E	Insurance	\$ 2,500.00	
5641	Printing	\$ -	
5642	Postage	\$ 500.00	
5659A	Other Supplies	\$ 500.00	
	Sr. Counselor Supplies (15 counselors)	\$ 400.00	
5644	Senior Counselors	\$ 1,750.00	
5645	Junior Counselors	\$ 600.00	
5646	Counselors Mileage	\$ 1,600.00	
5647	Director	\$ 400.00	
5647A	Assistant Director	\$ 350.00	
5648	Office Manager	\$ 250.00	
5649	Registrar	\$ 400.00	
	JR & SR Dean of Counselors	\$ 700.00	
5650	Directors Alloted Expense	\$ 400.00	
5652	Girls State Governor	\$ 100.00	
5653	Girls State Governor mileage	\$ 100.00	
5654	Merchandise for Resale	\$ 1,000.00	
5656	Meals	\$ 50,000.00	
	Bank Fees		
	Girls Nation		
5658	Registration Fees	\$ 700.00	
5643	Pins and Certificates		
	GS National		
5658	Conference	\$ 1,400.00	
5659	Refund Registration fees		
	Political Party T- Shirts	\$ 2,500.00	
5659E	Misc Expense		
	TOTAL EXPENSE	\$ 66,150.00	\$ -
		\$ (13,650.00)	\$ -

AMERICAN LEGION AUXILIARY

Americanism Department Plan for 2024-2025

Keli Stelley – Department Americanism Chairman

206 S Dickerson Avenue, Irene, SD 57037 605-263-0550 kelistelley09@gmail.com

Welcome to your 2024-2025 year in our Department of South Dakota Americanism Program! Changes this year are a new Department Americanism Chairman and a request to report your activities more often so they are fresh in your mind as you fill out your reports. If it works out better for you to continue to report just once at the end of the year, that is okay, too. But if you'd like to report after each major activity, once a month, or even twice a year, I encourage you to try it. Please see the form I've included for reporting, or you can use the form you have been using in previous years. The main goal is to REPORT all your great events, ideas, and projects to reflect the great Americanism we have in South Dakota!

The Essay Theme this year is, "What does America the Beautiful mean to me (regarding veterans and our military)?" Your due dates are as follows: Due Dates: To the Unit President by March 1, to the District President by March 15, and to the Department Americanism Chairman by April 1. NO EXCEPTIONS. Essay Cover Sheets for 2025 can be found on the National website: <https://www.legion-aux.org/americanism-essay-contest> or available shortly on the SD Auxiliary website with our due dates: <https://www.sdlegionaux.org/americanism-education-poppy-forms/>

The Poem Theme this year is, "Honor Our Heroes" (and all of those who serve us)! Your due dates are as follows: Due Dates: To the Unit President by March 1, to the District President by March 15, and to the Department Americanism Chairman by April 1. NO EXCEPTIONS. Poem Cover Sheets for 2025 will be available shortly on the SD Auxiliary website: (thank you for your patience) <https://www.sdlegionaux.org/americanism-education-poppy-forms/>

The Star-Spangled Kids program puts emphasis on teaching our children and youth the history of the United States from the aspect of patriotism, Americanism, and the U.S. Constitution. We've been asked to pay special attention to this program. You can check it out here: <https://member.legion-aux.org/member/committees/americanism/How-To-Promote-Star-Spangled-Kids>

Flag Etiquette is one of the staples of the Americanism Program. Please check out this link on the National Legion website for all things flag-related to assist you in teaching this important topic to our youth and communities: <https://www.legion.org/advocacy/flag-advocacy>
The SD Legion website also has helpful links: <https://sdlegion.org/flag-advocacy>

According to the National American Legion Auxiliary Office, key program statements of the Americanism Program include being knowledgeable on all things flag plus increasing participation each year in the essay contest and “**Participation in the promotion of The American Legion Americanism Programs**”. Please see this link:

<https://sdlegion.org/americanism-big-3>

In the past, we have included the American Legion leaflets in our Fall mailing. Again this year, we’re giving you the links for these programs to print out as needed, which are found on both the SD Legion and Auxiliary websites. Please check out information on the following programs:

Boys State- <https://sdlegion.org/boys-state> Boys State runs June 2-6, 2025 at NSU in Aberdeen, SD. Accepting applications until May 1, 2025.

Youth Trooper Academy- <https://sdlegion.org/sd-youth-trooper-academy> YTA runs June 23-27, 2025 in Pierre, SD. Accepting applications until March 21, 2025.

Oratory- <https://sdlegion.org/oratorical-scholarship> Post Contests must be done by January 12, 2025. District Contests must be done by January 26, 2025, and the Department Contest is Sunday February 16, 2025 in Oacoma, SD.

Let’s not forget **American Legion Baseball, Boy Scouts, and Shooting Sports**. If your Post offers these programs, check with them and see how you can support them. Offer to take tickets or work concessions at a ball game, or to help out at a scout meeting or shooting sports event by providing water, snacks, or even just an extra pair of hands. Check out the programs tab on <https://sdlegion.org/> for more information on these individual programs.

Let’s get ALL the information to our schools and youth. Whether it’s our essay contest or the Legion’s oratory contest, let’s give the students the opportunity to know what’s out there and participate. If you are “widow” unit or a “widower” post, let’s get familiar with each other’s programs and deliver both sets of information to our schools. While we’re at it, let’s include the community in our education efforts. Give your neighbor a ride to your polling location to vote. Post a patriotic holiday list in a local paper, newsletter, or at your unit meeting to encourage flying the flag. Send a postcard to thank the community members who do fly a flag properly. Let them know you noticed. Model proper patriotic behavior at school sporting events as the National Anthem is played or at parades as the flag detail passes. Thank a veteran in person, or with a card sent on Veterans Day or Valentine’s Day. You could make someone’s day with a small gesture of kindness and respect.

Don’t forget to send those narrative reports to me (either by email or snail mail), and include photographs (in jpeg form if emailing). Include what you did, how you did it, who was involved, how many hours you spent from planning and preparing to completion, and what was the cost. I can’t wait to read about all the great things you do for your community, youth, and veterans! Send me questions, comments, and feedback, too. I’m here for you.

Thank you for all you do for the American Legion Family. You are amazing and appreciated!

AMERICAN LEGION AUXILIARY – DEPT OF SOUTH DAKOTA

Americanism Program 2024-2025

Chairman – Keli Stelley, 206 S Dickerson Ave. Irene, SD 57037

605-263-0550 kelistelley09@gmail.com

MID YEAR AND YEAR END REPORTS-Completed reports to be sent to Chairman Dec 1 & May 1

Unit# _____ Unit Name/City _____ District# _____

Your Name _____ Title _____ email _____

1. Did your unit provide support for Veterans or your American Legion Post Americanism Programs?(Y or N) _____ Hours spent _____ Amount spent _____
Number of Vets _____ Number of ALA participating _____
Description of Support (please include additional pages with activity name, info, photos, articles if needed)
2. Did your unit participate in Flag related activities?(Y or N) _____ Hours spent _____
Amount spent _____ Numbers of ALA members participating _____
Description of Activities (please include additional pages with activity name ,info, photos, articles if needed)
3. Did your unit promote Voting and/or the Constitution?(Y or N) _____ Hours spent _____
Amount spent _____ Numbers of ALA members participating _____
Description (please include additional pages with activity name, info, photos, articles if needed)
4. Did your unit promote Star Spangled Kids?(Y or N) _____ Hours spent _____
Amount spent _____ Numbers of ALA members participating _____ Number of students/kids participating _____
Description of events (please include additional pages with activity name, info, photos, articles if needed)
5. Did your unit promote the Poem and Essay Contests? (Y or N) _____ Hours spent _____
Amount spent _____ Numbers of ALA members participating _____
Please send all essays and poems to Unit President by March 1, 2025
6. Did your unit promote patriotic Holidays? Please list holiday, hours spent, money spent, ALA participants. Include photos and newspaper clippings on additional pages

Americanism Activities

Please use this list to help jog your memory as you fill out your Americanism Reports. Also to give you some new ideas to try! Remember to include a brief description of the activity (include the what, where, and how of what your unit did), how many ALA members participated, how many veterans were present, the time spend, and the cost to your unit. Additional information such as photos and newspaper articles are encouraged and appreciated!

Anything Flag related: Did you..... hand out flags or flag stickers? Participate in the pocket flag program? Discuss flag etiquette with students or civic groups? Recognize community members for flying the flag? Assist your post in putting out flags for patriotic holidays? Help present Colors at a sporting event, parade, or other function? Help with the upkeep of a community flagpole? Assist with a flag disposal ceremony and invite the public? Discuss the National Anthem or Pledge of Allegiance with students/groups? Publish anything in the local paper or social media regarding the flag such as etiquette, history, and when to fly the flag?

Anything related to the Constitution and Voting: Did you...help Get the Vote Out? Give rides to a polling place? Post voting information on social media, a local paper or a community bulletin board? Bring your children/grandchildren with you to vote? Hand out copies of the Constitution? Discuss the Constitution with students/groups?

Star-Spangled Kids: Did you...distribute patriotic coloring book pages to students and children in school/church/4-H/scouts? Have you created a Youth Citizenship Award? Have you teamed with the Education Chairman to get a Veteran or Legionnaire in the classroom to share their service story, show students how to fold a flag and/or share flag etiquette?

Patriotic Holidays and Events: Did you.....hold an Independence Day event or participate in a parade? Hold an Emergency Responder recognition event? Hold a Veterans Day event? Thank a veteran for their service by shaking their hand or sending a card? Send Valentines to Veterans at a Veteran hospital, a veteran-designated housing unit in your community, or to veterans in your own family and Legion Post? Participate in Wreaths Across America? Help with Memorial Day activities and placing flags on Veteran's graves? Set up the POW/MIA White Table at functions?

American Legion Americanism Programs include Baseball, Shooting Sports, Scouting, and Youth Trooper Academy. Did you...volunteer at an event/game to take tickets, work concessions, help with stats, or provide snacks/water to your team? For the Oratory Program, did you...take info to your school or talk to area youth? Volunteer at a competition as a timer, judge, or usher? Provide refreshments? Did you help with fundraising or transportation for these activities?

Poem and Essay Contests: Did you...contact public schools and homeschool groups, 4-H, scouts, & church to distribute contest information? Put a notice in the paper? Help judge entries? Have a reception for winners? Make certificates and hand out awards?

Thank you for all you do for your unit and our country. You make a difference!

AMERICAN LEGION AUXILIARY – DEPARTMENT of SOUTH DAKOTA

Children and Youth Program 2024-2025

Chairman – Theresa Maeschen 417 E 10th Ave Mitchell, SD 57301

(605) 770-7854 Maeschen2008@mit.midco.net

YEAR END REPORT - Completed report to be sent to Chairman by May 1, 2025

UNIT# _____ TOWN _____ DISTRICT # _____

UNIT CHAIRMAN _____

1. Did your unit present any Youth Hero and/or Good Deed Awards? Did you engage with your school, monitor local newspapers or social media to identify deserving youth?
How many awards _____ Hours spent _____ Amount _____ Include any other details and **pictures**.
2. Did your unit sponsor or set up a Military Children's Table at an event or in your community?
Hours spent _____ Amount spent _____ Include any other details.
3. Did your unit provide support for any youth who has a parent or loved one deployed? Did you participate in any Kids of Deployed are Heroes 2 (KDH2) activities? Did you plan or host any activity or dinner to bring military and non-military families together? Assemble kids or family hero packs, distribute military books or stuffed animals (GI Josh dogs) to children of deployed service members? Hours spent _____ Amount spent _____ Include other details and pictures.
4. Did your unit provide assistance (financial and/or time) to children of veterans, active duty service members, or any other children in your community that may need extra help? Hours spent _____ Amount spent _____ Include any other details.
5. Did your unit sponsor any holiday events for children in your community? (Halloween events, Christmas parties, Easter egg hunts, etc.) Hours spent _____ Amount _____ Include other details.
6. Did your unit distribute any copies of the ALA coloring books (Poppy, Have a Safe Halloween, or America the Beautiful)? How many _____ Hours spent _____ Amount spent _____

7. Did your unit provide assistance or support to any children in the community that may be experiencing some type of hardship (illness, loss of a loved one, etc.)? Hours spent_____ Amount spent_____ Include any other details.

8. Did your unit promote and participate in Purple Up Day for Military Kids (April 15)? Did you participate in any other special project during April for month of the Military child and Child & Youth month? Hours spent_____ Amount spent_____ Include other details and pictures.

9. Did your unit provide support and assistance to your local school (financially, donating time, or donating supplies)? Hours spent_____ Amount spent_____ Include other details.

10. Did your unit donate to any other child service charities (Big Brothers Big Sisters, Boys and Girls Clubs of America, Boys and Girls Scouts, Snack Backpack programs, etc?) Hours spent_____ Amount spent_____ Include other details.

11. Did your unit make a donation to the Child Welfare Foundation? Did your unit utilize the “pink pigs” to collect donations for the CWF? Amount spent_____

12. How did your unit support and promote the Children & Youth program of The American Legion?

Please report any other Children & Youth activity along with details and numbers here. Please feel free to attach other pages (narrative reports) if space is needed. **Don't forget to include pictures!** If you have any questions, please contact me. Thank you for your unit reports!!

ALA 2024-2025 Children & Youth - Department of South Dakota

The purpose of the Children & Youth program 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.

The Children and Youth Committee has four primary goals for this year:

1. Have at a minimum one **Good Deed Award** from every Department
2. Seek out recipients for the **ALA Youth Hero Award**
3. Request a Proclamation from state and local government officials to make **April the Month of the Military Child** and **"Purple Up for Military Kids"** on April 15!
4. Increase the **American Legion Auxiliary contributions to the Child Welfare Foundation**. National would like the ALA contributions to surpass the donations from the Legion this year (: Remember, all donations should be sent into the Department to be combined with other ALA donations from SD.

I wanted to elaborate on a few things concerning these goals

- The Good Deed and Youth Hero Awards were established to recognize and reward the positive actions of our children and youth. Nominations must be made by ALA units or members. Watch your social and local media, or contact area schools, churches or youth organizations for possible nominees. All nominations must be submitted online and the form can be found at www.legion-aux.org/youth along with more information on these awards. Please contact me for questions or assistance.
- A sample copy of the Month of the Military Child Proclamation can be found on the Children & Youth Committee page on the National website.
- What exactly is the Child Welfare Foundation? The CWF was established by the American Legion in 1954 to award grants to youth serving non-profit organizations. All donations from the ALA go towards these grants. Remember those "pink pigs" from a few years back? Dig them out and utilize them to collect funds for the CWF! The Sons of the American Legion is the leader in donating to the CWF.
- Please check out the ALA Children & Youth Facebook page. You must request to become a member of the group. This page has lots of ideas for activities for Children & Youth. Units from around the nation share their projects.
- Please don't hesitate to contact me with any questions, concerns, or ideas.

Theresa Maeschen, C&Y Chairman

Maeschen2008@mit.midco.net

605-770-7854



Sherry Woltjer
Community Service Department Chairman
412 N Washington Ave
Dell Rapids SD 57022
605-201-2361
sherrywoltjer@yahoo.com

- Community Service promotes the American Legion Auxiliary purposes throughout our communities, state and nation.
- What a great way, to be Visible in your community to demonstrate who we are and what we do for your Community.

IDEALS FOR COMMUNITY SERVICE PROJECTS

- Contact your Unit/Post/Community Members to find out if they know of a veteran or a person/family in need of help. Once this is done, organize a "Member/Family Day of Service"
 - ❖ Rake Leaves
 - ❖ Wash Windows
 - ❖ Help with Laundry
 - ❖ Make Meals
 - ❖ Clean their house or apartment
- Help sponsor a Community Blood Drive
- Send holiday greeting cards or just thinking of you cards to deployed troops and active service members
- At one of your meetings have everyone bring canned goods, produce, cereal, bread, toothpaste, etc. Then give this to your local food bank.
- Organize a personal/hygiene drive and donate to your local shelters.
- Organize a toy drive at Christmas time to help provide toys for children who's family may not afford to purchase gifts.
- Organize a First Aid and CPR Training Class for your community. Talk with nurses, doctors or contact your local Red Cross to help with this project.
- Help serve a meal for a funeral
- Help deliver Meals on Wheels
- Assist with clean up of trash around your local community
- Make goodie bags of Christmas goodies and make a few diabetic Christmas goodie bags to deliver to local veterans (if you deliver to nursing hom or assisted living be sure to ask if there are diabetics)
- Volunteer at your school – see if you can listen to students read, or help in the classroom with an art project, or be of other assistance to the teacher
- Be creative with your ideals – there are so many things you and your unit can do for community.

Important Days for Community Service Ideals

- Election Day – Tuesday, November 5, 2024
- Veteran's Day – Monday, November 11, 2024
- Thanksgiving Day – Thursday, November 28, 2024
- Christmas Day – Wednesday, December 25, 2025
- Martin Luther King Jr Day of Service – Monday, January 20, 2025
 - Valentine's Day – Friday, February 14, 2025
 - Easter – Sunday, April 20, 2025
 - Memorial Day – May 26, 2025

Once you have completed a project, please write up a short report on who, what, where, why, when, the number of volunteers, the cost of the project and number of hours that it took to complete the project (include the organizing time also). Reporting is very important – these numbers help our communities with grants, or financial assistance.

Please send your reports to me **NO LATER THEN MARCH 15, 2025.**

Sherry Woltjer –
Department Community Service Chairman
412 N Washington Avenue
Dell Rapids, SD 57022

Or email: sherrywoltjer@yahoo.com



Patrice Sorensen
Second Vice Department of SD
121 Morningside Drive
Box Elder, SD 57719
October 13, 2024

To All South Dakota American Legion Auxiliary Members:

I wanted to take the time to share my message about Constitution and Bylaws for 2024 – 2025.

When I became 2nd Vice, I was handed two totes. “These are every Unit’s Constitution and Bylaws” Each Unit is required to file with HQ. I can remember a challenge in 2021 to push for this to happen. With the help of Sharon Broghammer, we were able to review each file to verify if what is on file is newer than 2020 and have verified with Headquarters. SD total is 99 of 185 units in compliance, 53.5% of all units have them on file in HQ and the tote. I feel that we can do better. Please see if your Unit is older than 2020 and do what you can to improve our compliance. If you would like a copy of what we have on file; please contact myself or HQ.

On our website, the current Constitution & Bylaws and Standing Rules are available for you to review. I am encouraging each of you to please take a look to gain an understanding of how our organization operates. As a member run organization, it is important that we hear from you if there is something that you do not understand or would like to have adjusted. The Amendment template has been changed and is available on the website as a fillable PDF. I have also included one with this letter. Please submit any changes to both HQ and me for review with the C&B committee.

There are two deadlines to keep in mind, Jan 15th for items to be brought forward to discuss at Mid-Winter and the final date for all proposals on April 1st.

My committee is here to help, members include both East and West River. Myself as Chair, Anna Mae Warnier, Theresa Huntmeyer, Sue Peters, Sharon Brohammer, Patsy Madsen, and Deb Mac Donald. Please feel free to call or email me with any questions or concerns.

We will be reviewing the changes passed at the National Convention, along with suggestions from SD State Convention in June along with review of previous convention proceedings. We have a lot to do and am looking forward to the challenge.

Please feel free to reach out with any questions.

To support and advocate for Veterans,

Patrice

The following Units have missing Constitution and Bylaws. Please work with your District Presidents to provide Headquarters with a current one on file. Thank you

Dist	UNIT	CITY
1	31	Lead
1	32	Belle Fourche
1	33	Sturgis
1	82	Bullhead
1	106	Faith
1	121	Mc Laughlin
1	124	Dupree
1	139	Mc Intosh
1	239	Little Eagle
1	311	Piedmont
2	22	Rapid City
2	27	Kadoka
2	46	Custer
2	75	Murdo
2	125	Rosebud
2	143	Midland
2	301	Draper
3	20	Fort Pierre
3	35	Highmore
3	36	Bonesteel
3	77	Blunt
3	135	Gettysburg
3	157	Vivian
3	169	Winner
4	137	Warner
4	148	Conde
4	178	Orient
4	186	Eureka
4	213	Cresbard

Dist	UNIT	CITY
4	275	Java
4	276	Long Lake
5	9	Milbank
5	17	Watertown
5	40	Webster
5	80	Britton
5	99	Pierpont
5	103	Astoria
5	104	Reville
5	108	Bradley
5	109	Gary
5	113	Willow Lake
5	129	Waubay
5	153	Carpenter
5	171	Strandburg
5	180	New Effington
5	184	Estelline
5	267	Grenville
6	5	Plankinton
6	16	Gann Valley
6	26	Stickney
6	47	Artesian
6	59	Wolsey
6	61	Canova
6	84	Hitchcock
6	96	White Lake
6	130	Kimball
6	145	Howard
6	158	Oldham

Dist	UNIT	CITY
6	166	Emery
6	260	Badger
6	261	Ethan
7	25	Madison
7	45	Harrisburg
7	72	Beresford
7	86	Alcester
7	97	Egan
7	154	Montrose
7	175	Baltic
7	177	Worthing
7	266	Tea
7	278	Colman
7	318	Brandon
7	911	Sioux Falls
8	1	Vermillion
8	2	Tyndall
8	10	Lake Andes
8	43	Centerville
8	52	Armour
8	132	Springfield
8	142	Tripp
8	176	Davis
8	183	Tabor
8	194	Parkston
8	235	Marion
8	249	Delmont
8	274	Corsica

Proposal # and Location in Constitution/Bylaws/Standing Rule		
Current Wording	Proposed Amendment	If Adopted, Will Read

Proposed by:

Rationale:

Education Program
Chairman, Jan Seibel
42541 102nd St, Britton SD 57430
605-448-3002 seibelj@venturecomm.net

Questions to be answered and sent to Chairman by May 1.

Unit: _____ Town: _____ District #: _____ Unit Chairman: _____

1. Did your unit support Give 10 to Education? _____ Amount? _____ Hours spent? _____ Please describe activity:
2. Did your unit participate in American Education Week? _____ Amount? _____ Hours spent? _____ Describe your activity:
3. Did your unit promote Teacher Appreciation Week? _____ Amount? _____ Hours spent? _____ Describe your activity:
4. Did your unit participate in the Dictionary Project? _____ Amount? _____ Hours spent? _____ Describe your activity:
5. Did your unit sponsor a Purple Up! Day on April 15 in your school, unit meeting, or post? _____ Amount? _____ Hours spent? _____ Describe your activity:
6. Did your unit schedule Veterans in the Classroom at local schools? _____ Number of hours? _____ Number of schools served? _____ Money spent? _____ Describe your activity:
7. Did your unit promote Department and National ALA scholarships? _____ Did your unit offer a local scholarship? _____ Value _____ Does your unit donate to other scholarship funds? _____ Amount _____
8. Did your unit participate in Oratorical Contest? _____ Volunteer hours _____ Number of students served _____ Money spent \$ _____
9. Report anything else here:

2024-2025 SOUTH DAKOTA AMERICAN LEGION AUXILIARY
1st VICE PRESIDENT/LEADERSHIP CHAIRMAN

SUSAN (Susie) LEARING

224 S. Till Avenue

Irene, SD 57037

507.401.1436

learingsusie@gmail.com

My Committee members are: AnnaMae Warnier and Keli Stelley

Please remember: If a person has served in the military they are a VETERAN.

If they belong to the American Legion, they are a LEGIONAIRE.

We have thousands of females who have proudly served our country and they deserve OUR RESPECT.

LEADERSHIP IS;

L - Loyalty

E - Empathy

A - Accountability

D - Determination

E - Encouragement

R - Respect

S - Service, NOT Self

H - Honor

I - Integrity

P - Passion

RECOGNIZE Leadership in all of us. We are not all good at every task but everyone is good at several tasks.

SHARE your ideas and your visions with your Senior and Junior members.

Get your JUNIORS involved, " They are our Future!"

Provide INFORMATION and knowledge.

MENTOR new members. Give them a Welcome packet of information, date, time, location of your meetings.

PRESENT them with an Auxiliary pin that they may wear on their lapel and wear Auxiliary brand clothing when at Community events.

ENCOURAGE and MOTIVATE members to take available positions within the ALA and to attend, not only Unit meetings but National, Department and District meetings.

Share your KNOWLEDGE of our ALA history and promote members to become leaders.

Make a yearly HISTORY book, include minutes articles and correspondence.

CREATE enthusiasm so people enjoy coming to the meetings.

PLEASE, LEAD BY EXAMPLE!!

REMEMBER YOUR WHY!

WHY DID YOU BECOME A MEMBER?



Legionette
Jill Lamer -Editor
46138 252nd St.
Hartford SD 57033
605-351-7783

The Legionette and Email-Legionette are the two newsletters bringing the information from the department to our members. It is also the recorded history of our organization. The quality of the information is a shared responsibility. The paper edition is limited to four (4) pages and printed in black and white, while the Email-Legionette is usually 4, 6, or 8 pages. To accommodate the space allowed, some guidelines are provided below. When necessary, these guidelines can be modified.

Subscriptions:

Members and Units renew their subscription for mailed and emailed newsletters by completing the information sheet including very legible name, address, unit number, and phone number, as well as email if the member has one. Each annual subscription, from **September to June**, costs **\$5.00** for 10 publications and **\$2.00** for the emailed version. Any member subscribing after that date, pays the same fee and will receive the publication as soon as headquarters send the information to the editor.

Unit President will receive a free email subscription but may elect to pay for the paper newsletter for \$5.00.

Send to Headquarters by the 15th of each month

SD American Legion Auxiliary, Headquarters

Department Secretary: Kayla Kennedy

P.O. Box 983: Mitchell; SD 57301

Phone: 605-461-3389 or email at southdakotaala@gmail.com

- Subscriptions list to the Legionette (mail and email)
- Deceased members
- Change of address
- Change of email
- Deletion of subscriber

FOR THE EDITOR

Jill Lamer, 46138 252nd St. Hartford SD 57033

Email: sjlamer@outlook.com (preferred) - Phone: 605-351-7783

Where to Send Articles: *All submissions can be mailed, emailed, or scanned.*

- Any items for the calendar not in the guide's calendar of events
- Special project or any event supporting our veterans, active duty, their families.
- Any Department or Unit ALA activities
- Reminders or announcements of meetings or other Department ALA activities to invite our members to collaborate, participate or attend.

Deadlines:

All submissions should be in by **the 20th of each month**. The publisher receives the original copy to print and mail the newsletters by the 25th. It can take up to 6 days for some of the mailings to arrive in smaller communities. The Email-Legionette will be sent at the end of the month, if all the information is received. The program chairmen are encouraged to send articles. **Monthly chairman article will follow the guide. The president's letter, the membership message, In Memoriam, monthly calendar/guide; and prayer will be in each issue.**

Word Count for your Article:

- Department President: up to 400 words (Sometimes there will be additional information)
- Department Chairman of the Month: up to 250 words – **encouraged**
- Headquarter Secretary: up to 250 words if needed
- Membership Information: up to 250 words - encouraged
- Prayer of the Month: up to 150 words
- Department/District/Unit: all pictures with identified individuals when possible; description of the project or news up to 100 words

Department Chairmen Submissions Calendar (Subject to Change)

September: Juniors & Music

Christmas Gift Shop Money reminder
Fall District Meetings

October: Public Relations

Christmas Gift Shop & Other VA&R dates if available

November: Veterans Affairs & Rehabilitation Program

Christmas Gift Shop Calendar

December: Education & Legislative

Christmas Parties Calendar
Midwinter meal tickets

January: Americanism

Midwinter Schedule
Midwinter Speaker
Midwinter Meal Tickets

February: Girls State/Journalism City

Midwinter Schedule
Poppy Senior Contest for Midwinter
Endorsements

March: Community Service

Spring District Meetings
Endorsements

April: Children & Youth

Endorsements
State Convention Meal Tickets
Juniors Poppy Contest

May: National Security; Poppy

State Convention Program/ Meals and endorsements

June: Department Convention

State Convention Program and endorsements
Members in the Spotlight -

Pictures:

- Pictures should be of high quality. Unfocused photos will not be used
- Limit of 2 photos per article - contact the editor for exceptions
- Label each picture with names of members
- It is the responsibility of the Unit to obtain consent forms for minors prior to sending to the Legionette editor, consent forms should be attached to the email when submitting the article .
- Pictures submitted become the property of the SD American Legion Auxiliary



2024-2025 SD ALA Legislative Chairman: Micheline Nelson
Email: Micheline.nelson@live.com
Phone: 605-645-1346
2024-2025 SD ALA Legislative Committee: Kathy Evenson
and The SD American Legion Legislative Committee

Get Involved

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. *Standing Rule #5, National Committees – Mission Outreach*

- Utilize The American Legion's Legislative Website at www.legion.org/legislative to obtain information on legislative priorities, call for immediate action, and connect with representatives.
 - [Grassroots Action Center](#)
 - [Sign up for alerts.](#)
 - [Locate pending legislation.](#)
 - [Contact your representatives.](#)
 - [Report on meetings with representatives.](#)
- Host a Meet the Candidates Night. Invite all candidates involved in a specific election for a question-and-answer session, not a debate with a townhall format **with no Legion Family signage**.
<https://member.legion-aux.org/Member/Committees/Legislative/How-to-Host-a-Meet-the-Candidate-Night>
- Promote the ALA Legislative Advocacy Guide to develop a plan to increase legislative awareness in your community. <https://member.legion-aux.org/Member/Guides/Advocacy-Guide>
- Join the Legislative Mini-Council to advocate for The American Legion Family's legislative priorities with members of Congress with whom you have personal relationships.
- Stay on top of upcoming legislative initiatives that may impact the efforts of Be the One and mental health awareness <https://www.legion.org/betheone>

Nonpolitical Etiquette

ALA C&BL - Article II Section 1. The American Legion Auxiliary is a civilian patriotic service organization that supports the mission of The American Legion. Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

- The ALA Legislative Committee is requesting that each ALA member respects the ALA nonpolitical status by avoiding posting pictures of any candidates when wearing the ALA brand logo, on any social media platforms. It could be misinterpreted as taking a political position.
- The ALA Legislative Committee is also requesting to avoid political comments in person or on social media when wearing the ALA brand logo.

The American Legion Legislative Center



Key into your computer or phone
<https://www.legion.org/action>

Speak into your phone
www.legion.org/action



Scan this TAL Legislative Action
Center QR Code

How to Complete your Report and Awards

Key Program Statement:

The Legislative program provides information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of The American Legion. [Legislative Committee \(legion-aux.org\)](https://www.legion.org/action)

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

1. How did your unit promote the legislative agenda of The American Legion? What training or information did your unit use to inform members of legislative priorities and the Grassroots Action Center on The American Legion's legislative website?
2. What course of action did members or unit use to advocate for The American Legion's legislative agenda?
3. What legislative activities (town hall meetings, legislative receptions) did members attend and host in their communities? What suggestions did members have to improve those activities?
4. What avenues did members use to develop relationships with elected officials? Did members serve on the Legislative Council?
5. Please describe how members connected with their local, state, and national officials and their successes. How many members received a response from their officials and in what format?
6. These should be tied directly to the Program Engagement Plan (where applicable) or the Key Program Statements.

Due Dates

After an event, you may complete a narrative and email it to Micheline.nelson@live.com and ALA president

May 1, 2025: Unit submit their written narrative report (answer as many questions as possible) and attach pictures. Preferably by email to micheline.nelson@live.com

Or mail to Micheline Nelson, 19650 Mossing Lane, Spearfish – SD 57783

May 15, 2025: SD ALA Chairman submits the department report to the Northwestern Division Chairman

June 1, 2025: Deadline to apply for the Unit Program Award or Department Program Award – online form on the National ALA website.



2025 Department of South Dakota Membership

“There’s No Place Like Being a Member”

9279

Department membership goals were 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.

National incentives:

Recruit/Rejoin 10 members – Fill out application on department web page, send into National Office and the member will receive a gift from the National Membership Committee.

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

Department Incentives:

To be presented at Mid-Winter

100% Unit Membership by Pearl Harbor Day, December 7th \$25.00

100% Renewal by January 31st be entered into a *drawing* for \$50.00



Public Relations Program
Jill Lamer – Chairman
46138 252nd St, Hartford, SD 57033
605-351-7783
sjlamer@outlook.com

Year End Report
Questions to be answered and sent to Chairman by May 15, 2025

UNIT # _____ TOWN _____ CHAIRMAN _____

1. Does your unit use the newspaper for announcements/activities (meeting minutes etc.)?

 - a. If so, how many meeting announcements were published? _____
 - b. How many articles about events were published? _____
 - c. Please list the types of activities that were published.

 - d. Do you send a letter to the editor and/or news release for patriotic holidays and events? _____
2. How many other PSAs were distributed by your unit? _____
3. Did your unit have any television or Radio time? _____
 - a. What was the activity? _____
4. How many times has your unit been mentioned in local media promoting mission-related activities? _____
5. Does your unit have a Facebook page/group? _____
 - a. What is Facebook URL? _____
 - b. Do you use social media to promote Veterans and Military _____
 - c. Do you promote other Legion family activities _____
 - d. What types of activities are you posting on social media?

6. Does your unit regularly wear your branded ALA apparel, emblem patch or display ALA items at your activities? _____

Please attach pictures of activities, and mission -focused related activities. Please include information of the event and members in the photo. Pictures should be submitted as high quality

Thank you for completing this form.



Veterans Affairs and Rehabilitation
Chairman- Susie Clyde
2038 Baltimore Ave Hot Springs, SD 57747
605-890-1854
sd.veterans@goldenwest.net

Welcome to the 2024 – 2025 year for VA&R!

As always, we will continue to our veteran programs at the Hospitals. They are the Veterans Care (Representatives and Deputy Reps are in Charge of this) The Gift Shop Program Chairman are gearing up for a busy time at each of the Hospitals. These Dates are...

- Fort Meade... November 17th, 18th, and 19th
- State Veterans Home... November 18th, 19th, and 20th
- Hot Springs VA... November 19th, 20th and 21st
- Sioux Falls VA... December 2nd and 3rd
- Human Service Center the veterans request for Gifts for family will be bought individually, under the direction of Susie Learing and the Irene Unit.

After that is over, we will move on to the Christmas Parties! The following are the Dates for each party...

- Sioux Falls VA ...Monday December 9th
- Human Service Center... Tuesday December 10th at 5 pm
- State Veterans Home... Saturday December 14th at 1 pm
- Hot Springs VA... Sunday December 15th at 1 pm
- Fort Meade... Monday December 16th at 1 pm

Monetary Donations for all of these programs are to be sent to the Department Office in Mitchell, and earmarked for each program you are donating to.

Items being sent to these programs should be sent to the addresses that are printed in the program guide or on the SD Auxiliary website. www.sdlegionaux.org .

Other things that can be sent to the Hospitals are

- Cards and treats that can be put on the tables for the veterans for holidays or just a special “Thank you for your service” treats. They always enjoy getting cards from children.
- Placemats are always a treat for the tables in the dining halls.
- Gift Cards can be sent to the Reps to assure that they are documented and given to the Voluntary Supervisor to issue to the proper person to give to the veterans.

The VA's all have VAVS meetings in October and I will put the needs list for each facility on the website by the end of the month.

I would like to thank all of the Units that donate to the Veterans Needs, Gift Shops and Christmas parties. It helps to make our veterans lives a little better every day.



Veterans Affairs and Rehabilitation
Chairman- Susie Clyde
2038 Baltimore Ave Hot Springs, SD 57747
605-890-1854
sd.veterans@goldenwest.net

YEAR-END-REPORT

Questions to be answered and sent to Chairman by April 15, 2025
You can also send in narrative Reports for Department and National Contests

Unit # _____ **Town** _____ **Chairman** _____

1. Did your Unit participate in giving a donation to the...

Hospital Gift Shops Y___ N___ How much (if any, did they give) \$ _____
Christmas Party Y___ N___ How much (if any, did they give) \$ _____
Veterans Care Y___ N___ How much (if any, did they give) \$ _____

2. Did your Unit participate in or donate to any Stand-downs? Y___ N___

If you did... How much in Donations \$ _____ How may volunteer Hours _____
How many volunteers _____

3. Did any of your members turn in Service to Veterans Hours?

How many members _____ How many Hours _____

4. Did you send cards to veterans in Nursing Homes, Asst. Living Centers or other places?

How many _____

5. Did your Unit celebrate the "Legion Birthday" with your Post? Y___ N___

6. Did your Unit donate to the Veterans Creative Arts program? Y___ N___ \$ _____

7. Did you do any special fundraisers during the year? Y___ N___ If so, how many veterans do you serve _____.

8. Do your Juniors participate in your VA&R programs? Y____ N____ How many_____

9. Did you participate in any programs at a National Cemetery?

10. Did you and your Post and SAL actively participate together in programs at your Post?
Y_____ N_____

11. Does your Unit have a “Veterans Affairs and Rehabilitation” **Guide for volunteers** where members can read it? Y____ N____ **Would you like to have one?** Y____ N____

12. Do you send information of events you have, to your Department Historian? Y____ N____

13. Do you have a **Community Based Outpatient Clinic** (Cboc) near you? Y____ N____

Did you make any donations to it this year (May 2024-April 2025)? Y____ N____

14. Are you submitting a narrative report to your Department Chairman this year? Y____ N____

15. Is there anything your Unit or members have done this year that you would like to brag about? Y____ N____ (If yes, please tell us about it on the line below) use back of page if necessary.

Thank you for taking the time to fill out this questionnaire, and thank you for all you do for our veterans in South Dakota.



American Legion Auxiliary of South Dakota

Kayla Kennedy, Department Secretary

PO Box 983

Mitchell, SD 57301

(605) 461-3389

southdakotaala@gmail.com

Greetings Unit Presidents,

When sending in requests to Department Headquarters, please address the envelopes to American Legion Auxiliary of South Dakota and not to anyone's attention. For example, if you send in your Unit's transmittal sheet Attention Christine Patnoe, I have to wait for Christine to come to the office. This not only slows down the work flow, but it also delays your membership being paid. Unless it is a private matter, please do not put an attention to on the envelope. The mailing address for the Department is PO Box 983, Mitchell SD 57301. Please do not use the physical address as depending on the mail carrier, it might not be delivered to me.

Please use the Department forms when sending requests to Headquarters. This ensures that all requests are completed in a timely manner. This includes completely filling out the Member Transmittal Sheet, Member Data Update, and Deceased Member Notification. Any forms that do not require payment, can be e-mailed to Department Headquarters at southdakota-taala@gmail.com. But you are also more than welcome to continue to mail them as well. If you have any questions on any of the forms, you are more than welcome to call, text, email, or stop in. I am never too busy to answer questions or chat.

Please do not staple or tape your checks to the forms. This can cause a delay in the mail as staples can get caught in the automated machinery the Post Office uses. It can also tear your check when I remove the staple. The same applies to taping the check to the form. If you want to make sure the correct check goes to the correct form, you can write which form it goes to on the memo line. I always double check.

The American Legion Family will have a Christmas Tree at the Capital this year. Department President AnnaMae is asking all Posts, Squadrons, Chapters, and Units to donate an ornament that follows the theme "Through a Child's Eyes." Additionally, if you have any Red/White/Blue indoor Christmas tree lights to please send them to the Auxiliary Department Headquarters. Ornaments and/or lights need to be received at Department Headquarters by November 10th. We are also looking for volunteers to set up and take down the tree. Please call Department Secretary to volunteer.

Thank you. Please remember, if you have any questions, I am just a phone call, text, or email away.

Tiffany L. French

ALA South Dakota Girls State Director
1645 Wildcat Lane
Custer, SD 57730

October 15, 2024

Hello everyone!

We are very excited to be moving forward with plans for ALA South Dakota Girls State 2025! We are so excited to be planning for the upcoming session in partnership with the University of South Dakota. Here are a few important notes to make now as plans are being finalized.

Information regarding ALA SD Girls State 2025:

- ALA SD Girls State will be held on **MAY 25-29th** on the campus of USD in Vermillion, SD.
- The registration fee per delegate is **\$175**.
- Delegate Pre-Registration forms are included in this mailing. I will also be sending out electronic copies to all ALA Unit Presidents, High School Administrators, and Counselors on **November 1, 2024**.
- Registration for ALA SD Girls State & Journalism City will be due to the director by **March 1, 2025**.
 - Please contact me directly if you have questions or concerns regarding the registration deadline!
- Delegate information will be sent via email to delegates on **April 1, 2025**.
- Parent permission/medical release will be sent to parents/guardians on **April 1, 2025**.

That's it! A few big highlights for the upcoming year with set dates, so I am hopeful that we can get information out to delegates and families sooner than in years past!

A few key reminders that I would like to stress this year:

- **Please do not turn away interested individuals!** We want all that apply to attend – so please do not select alternates. If you have more applicants that you deem qualified but need assistance finding funding, please reach out to me! The importance of this program outweighs selective choosing. If someone wants to attend and wants to learn we want them to come!
- Please do pay attention to deadlines – **HOWEVER**, if someone comes forward past the March 1st deadline, please contact me and we **WILL DO OUR BEST** to make arrangements for them to attend!
- **There is not a minimum GPA** (grade point average) for a student to qualify to attend. This is a commonly heard question/conversation that I have each year. Personally, I was not a straight A student, and I don't feel that that is what makes a strong candidate for ALA SD Girls State! Again, we want those who genuinely want to attend the program!
- **State Track, State Girls Softball, & State Girls Golf** – as you may have noticed, we have adjusted our dates just a bit to work around the state activities as we have found in the past years to be a reason for many to choose not to apply/attend. As you work with interested individuals to attend, please note that State Track begins in Sioux Falls on May 29th. Please emphasize that we have worked on adjusting the schedule to fit the needs of athletes that may need to be in Sioux Falls on the morning of the 29th and this will NOT hinder their eligibility for scholarships/awards. The only position they will not be eligible for would be Governor. Please also emphasize that we will have running/work out activities each morning for the athletes to remain active throughout the ALA SD Girls State program. State Girls Softball and Girls Golf will be the following week and should not interfere with this program whatsoever!

If you have any further questions, please do not hesitate to reach out to me. You are welcome to contact me at the following email: tiffany.french@k12.sd.us. You are also welcome to call or text me at 605-216-2766. However, for the fastest response, please reach out via email – it is much quicker for me to respond to you that way!

I am looking forward to working with you all to have a great 2025 ALA South Dakota Girls State session!

In ALA Girls State Spirit,

Tiffany L. French

Tiffany L. French
ALA SD Girls State Director
tiffany.french@k12.sd.us
(605) 216-2766



ALA SD
Girls State

SAVE THE DATE!

MAY 25-29, 2025



University of South Dakota - Vermillion, SD



www.alasdgirlsstate.org

American Legion Auxiliary

South Dakota Girls State

PURPOSE

Our purpose is to help you understand and appreciate the American form of Government, which includes learning about your rights, privileges, and responsibilities of citizenship. We hope to inform you, through actual participation of how Government functions on the city, county, and state levels. During the session you will also hear many outstanding people speak concerning their elected or appointive offices in the State.

BENEFITS

There are many benefits of attending the ALA SD Girls State program:

- Personal Growth & Confidence Builder
- Communication & Public Speaking Skills
- Meeting New People & Building Connections
- Leadership Opportunities
- Hands-on Learning Experience of How Government Works
- Unforgettable Memories

SCHOLARSHIP

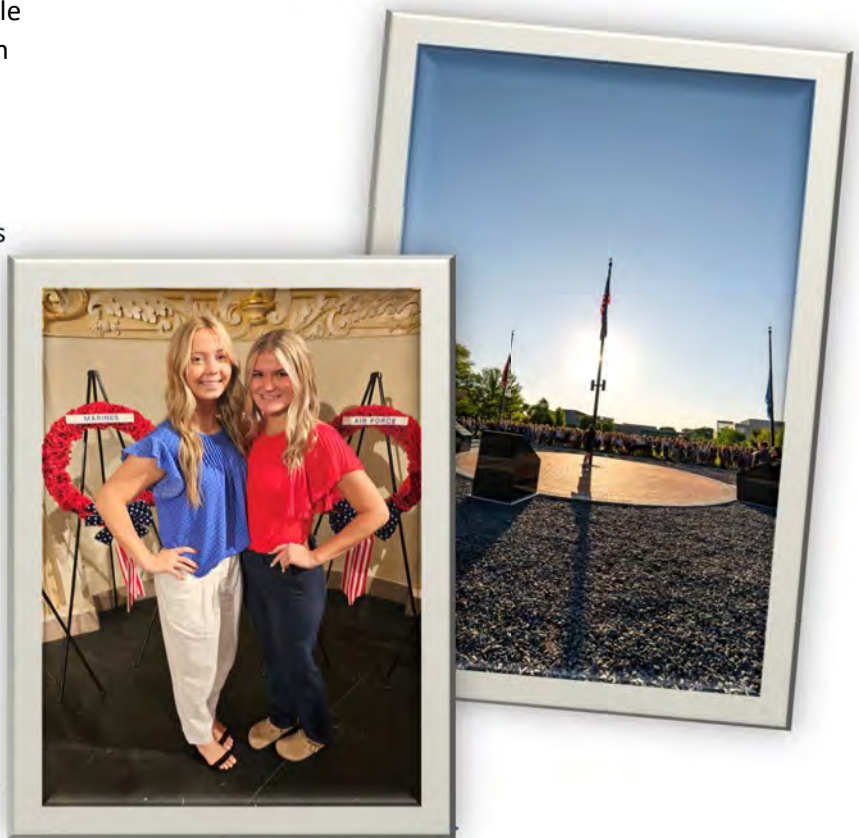
Scholarships are offered through all universities and colleges throughout South Dakota* as well as others that are awarded during the ALA SD Girls State Event. complete list can be found online at the ALA SD Girls State webpage.

- Bonnie Slade Memorial Scholarship
- Helen Gottleben Memorial Scholarship
- Walter S. "Speedy" Travis Journalism Scholarship
- Samsung Scholarship (*National Award - \$10,000!*)

*Western Dakota Technical College does not have a current scholarship available.

PATRIOTISM & CITIZENSHIP

A large focus of the ALA SD Girls State program is to promote patriotism and the value of being an engaged citizen in your local & state community. Playing an active role in government while building strong personal connections amongst your peers is a pivotal portion of the program.



1. Contact your local American Legion Auxiliary (ALA).
2. Complete a "State of Interest" and submit to your local ALA.
3. If selected & notified by the ALA you will complete the Pre-Registration form.
4. April 1st you will receive an email from the Director of ALA SD Girls State with additional information.

Delegate Pre-Registration

2025 American Legion Auxiliary South Dakota Girls State

May 25 - 29, 2025

Delegate: You will receive an email from tiffany.french@k12.sd.us instructing you how to complete your online registration process on **April 1, 2025**. Please consistently check your school and personal email and monitor it on a regular basis because unless you complete the online registration you will not be able to attend. This email will also be used for all communication prior to the session.

Parent/Guardian: You will receive an email from tiffany.french@k12.sd.us and it will include a link and information on **April 1, 2025**, with information on how to complete the health waiver form. Please monitor your email on a regular basis because unless you complete this process, your delegate will not be able to attend. If you do not have an email address, please contact the ALA SD Girls State Director and other arrangements will be made.

Please check one of the following boxes:

☐

ALA Girls State Delegate Applicant

☐

Journalism City Delegate Applicant

PLEASE PRINT CLEARLY

Delegate Information

Name _____
Last First MI

Delegates' School Email: _____

Delegates' Personal Email: _____

High School Currently Enrolled: _____

T-Shirt Size: _____

Parent's or Guardian's Information

Name(s): _____

Parent(s) or Guardian(s) Email: _____

By signing below, you are giving permission to have the above listed delegate attend the 2025 ALA SD Girls State session. Once this document is received it is intended that the delegate attends the session in full beginning May 25-29, 2025, on the campus of the University of South Dakota. Failure to attend the session for the full time will result in a forfeit of scholarship opportunities, serving on state elected positions, and/or loss of award opportunities. Failure to attend will also result in refunding the full registration fee (\$175) to the sponsoring party in full. The expectation once this form has been received is that the above names individual will attend the event for the entire time frame.

Parent(s) or Guardian(s) Signature: _____ Date: _____

ALA Units ONLY – Please complete:

Fill out and return this form by _____ to your local American Legion or Auxiliary:

Name: _____

Email: _____

Phone Number: _____

Approved by Unit/Post No.

_____ of _____ South Dakota

Fees Paid By: _____

COMPLETED FORM & PAYMENT ARE DUE TO ALA SD GIRLS STATE DIRECTOR by **MARCH 1, 2025**

MAKE CHECKS PAYABLE TO: ALA SD GIRLS STATE - Registration Fee Per Delegate: \$175

Tiffany French – ALA SD Girls State Director – 1645 Wildcat Lane – Custer, SD 57730

Poppy Poster Contest Rules

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.

Contest 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:
 - a. Those in special education classes.
 - b. A student recommended for special education classes but who has not been admitted due to a waiting list or various other factors.
 - c. A child identified as having a disability, but not in a special education class due to lack of facilities; identification contingent upon discretion of school officials.

Poppy Poster Requirements

1. 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.
2. The words “American Legion Auxiliary” must be used in the design of the poster and will not be counted in the 10-word count.
3. Each poster must include a red poppy.
4. The department shall determine the closing date of the unit contest. The poster shall be on 11x14” poster board. (Drawing paper will not be accepted).
5. The United States flag may be used as long as there are no infractions of the flag code.
6. Posters will be judged using the following criteria:
 - 50% - poster appeal (layout, message, originality)
 - 40% - artistic ability (design and color)
 - 10% - neatness
7. Media used shall be watercolors, crayons, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils, and markers.
8. 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.
9. 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.

10. The poster shall be the work of only one individual.
11. The label "In Memoriam" from the veteran-made poppy may not be used.

Poppy Poster Contest Judging and Awards

1. Each department shall establish its own procedure for judging.
2. A citation will be given for the most outstanding poster in each classification within the five divisions.
3. Unit members should follow deadlines and process for the department. All department entries are due to the division chairman by June 1.
4. 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.
5. Submissions become property of the American Legion Auxiliary. 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.



POPPY POSTER CONTEST COVER SHEET

Each year, the American Legion Auxiliary (ALA) sponsors a Poppy Poster Contest for students in grades 2-12, including students with special needs. Grade levels are divided into seven classes. One award in each of the seven classes will be presented in each division. Winners will receive \$50 and a \$50 donation in the student's name will be made to the Children of Warriors National Presidents' Scholarship fund. National winners will be posted at www.ALAforVeterans.org after national convention.

Poster Classes:

Class	Grade Level
I	2 and 3
II	4 and 5
III	6 and 7
IV	8 and 9
V	10 and 11
VI	12
VII	Students with special needs

Class competing in: _____

Sponsoring ALA unit: _____

Due date for student to return to ALA unit: _____

To Be Completed by the Student/Parent:

Student Name: _____

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

E-mail Address: _____

Phone: _____

School Name: _____

City/State of School: _____

Parent or Teacher Name and Signature: _____

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

Sponsoring Unit Name/Number: _____

Signature of Unit Poppy Chairman/President: _____

Unit winner due to Department on: _____ Department: _____

Signature of Department Chairman: _____

Department winner due to National Poppy Division Chairman by June 1



AMERICANISM ESSAY CONTEST 2025 Cover Sheet

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

Essay Title: *"What does America the Beautiful mean to me (regarding veterans and our military)?"*

Essay Classes:

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

THE DECISION OF THE JUDGES SHALL BE FINAL.

Essay Checklist:

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

To Be Completed by the Student/Parent:

Student Name: _____

Parent/Guardian Name: _____

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

E-mail Address: _____

Phone: _____

School Name: _____

School City/State: _____

Teacher Name and Signature: _____

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

Sponsoring Unit Name/Number: _____

Signature of Unit Americanism Chairman: _____

Unit winner due to Department on: _____ Department: _____

Signature of Department Chairman: _____

Department winner due to National Americanism Division Chairman by April 15, 2025



Americanism Poem Contest

2024-2025 THEME IS:

“Honor Our Heros” (all of those who serve us)!”

1. ELIGIBILITY: Five Classes

- Class I – 3rd Grade
Class II --4th Grade
- Class III--5th Grade
- Class IV--6th Grade
- Class V -- Students classified as Developmental Disability pupils, or those who are in special education classes in our school systems.

Developmental Disability Students include:

- Those in special education classes for the developmentally disabled
- A student recommended for the development disability class, but who was not admitted due to a waiting list or various other causes

Please note that home-schooled students are eligible grade level must be verified.

2. RULES: Poems are:

- Original work of the student
- Three verses, four lines per verse
- The lines may rhyme, but it is not a requirement

2. STUDENT IDENTIFICATION:

On the back side of the poem, *write the student’s name, complete address, teacher’s name, and the sponsoring Auxiliary Unit sponsoring complete with name of person, and complete address.* The complete address is to include a street, box number, and city, state and zip code. If the student’s entry is chosen for an award the award will be sent to the sponsoring South Dakota American Legion Auxiliary Unit.

3. DEADLINES:

- March 1: To the Unit Chairman or local Auxiliary from school/student
- March 15: To District President from Auxiliary Unit
- April 1: To Department Americanism Chairman from District President

4. JUDGING: One or more of the American Legion Auxiliary members may server as judges providing that judge is NOT a parent of a contestant. Selection of a winning entry will be the decision made by the judges of how much the poem pertains to the subject of Americanism and along patriotic lines.

5. AWARDS:

- Local Awards - at the discretion of the sponsoring Unit
- District Awards – at the discretion of the District
- Department Awards – First and Second place winners will be awarded

Student Name _____

Address _____

Town/State/Zip _____

School _____

Teacher _____

UNIT FILL THIS OUT:

American Legion Auxiliary Unit # _____ Town _____

Americanism Chairman _____

Address _____

Town/State/Zip _____

Telephone _____

American Legion Auxiliary
YEAR-END IMPACT REPORT FORMS

Why report these numbers?

Every hour, every dollar ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers. These numbers proclaim our impact and make membership in the ALA meaningful.

These numbers are also reported to The American Legion, which includes them in its annual report to Congress. To make this process easier for you, it has been simplified and the form has been condensed to essential information. If you aren't sure, even giving an estimate is better than not reporting at all.

How to complete the Impact Report Form

1. **Each ALA member** should fill out the Member Form and give it to the unit president. This probably happens in April, but check with your unit.
2. The unit president (or designee) compiles all of the member data on the Unit Form and adds any additional data not reported individually by unit members. This form then gets forwarded to either the district/county (if applicable) or department, which compiles all the records.
3. It is more important that you report information in one section of the form only rather than worry if you have selected the right category. For example, if you provide a service for children, it should go in either Service for Military Families (for example, camps for military children only) or Service for Children & Youth (Legion Family camps for all children) but not in both places.
4. Please round to whole dollar values (for example, \$149.50 should be \$150).

Report Simplifications

1. All service for all military whether active duty, retired, or reserve component is now combined in one section.
2. Each section has better defined examples of the service that should be reported.
3. **For Units, Districts/Counties, and Departments:**
“Line numbers” and “Obtain Total From” columns have been added to help in transferring data from form to form. For example, units can find the number of Volunteer Hours for Military Families on Line 5 of the Member Form.

A downloadable fillable monthly tracking worksheet and annual report form is available under the Members Only, Annual Report Forms section on the national website: www.ALforVeterans.org

Thank you for taking the time to REPORT your VALUABLE SERVICE and helping us TELL OTHERS about our INCREDIBLE IMPACT!

MEMBER Year-End Impact Numbers Report

I am a member of Unit # _____ Unit Name _____

Department _____

My name _____

Here is what I did in the past 12 months since May 1.

- 1. My ALA Service for Veterans/Active-Duty/Reserve Military** *(Examples: hours shopping for and preparing care packages for deployed troops, helping wounded warriors and elderly veterans at home, providing transportation, military send-off and welcome-home events, parades, projects for homeless veterans, activities related to distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts Festival, fundraising events that benefit veterans (such as Walk, Run & Roll), assisting with veterans hiring fairs, advocating for The American Legion legislative agenda that supports veterans and the military.)*

Line 1 Hours I volunteered: _____

Line 2 Dollars I personally spent/donated: \$ _____

Line 3 Number of veterans/military I assisted: _____

Line 4 Number of "Veterans in Community Schools" presentations I facilitated: _____

- 2. My ALA Service for Military Families:** *(Examples: programs for military and veterans' children, helping Family Support Groups, supporting adopt-a-military-family projects, military spouse hiring fairs, organizing and delivering hero packs, providing childcare for military activities, distributing Blue Star Banners, providing G.I. Josh dogs)*

Line 5 Hours I volunteered: _____

Line 6 Dollars I personally spent/donated: \$ _____

Line 7 Number of military families I served: _____

- 3. My ALA Service for Youth** *(Examples: Jr. Activities, classroom and patriotic activities for children, camps open to all children, raising funds for or promoting Legion Family activities like Girls State)*

Line 8 Hours I volunteered for ALA Girls State: _____

Line 9 Hours I volunteered for all other Legion Family youth activities: _____

Line 10 Dollars I personally spent on goods for youth activities (parties, backpacks): \$ _____

Line 11 Direct cash aid to help a needy child: \$ _____

Line 12 Number of children/youth served: _____

Line 13 Dollars donated to all other child service charities (ex: Make a Wish, St. Jude's): \$ _____

- 4. My Service Representing the ALA in My Community** *(Examples: blood drives, walks/runs, food pantries)*

Line 14 Total number of hours for any service not included in Sections 1 through 3: _____

Line 15 Total dollars spent for any service not included in Sections 1 through 3: \$ _____

When completed, send to: _____ **by** _____ / _____ / _____
(Get name and date from unit)

**CONGRATULATIONS--YOU DID IT! THANK YOU FOR ALL YOU DO
AND FOR REPORTING YOUR SERVICE!**

END OF YEAR

IMPACT REPORTING

FAQs

- Question: Where do I report my service for a National Guard "Welcome Home" activity?
Answer: *Service for ALL members of the military, whether they are retired, active-duty or in the reserve component such as the National Guard is now reported in "Section 1: My Service for Veterans, Active-Duty, and Reserve Military."*
- Question: Do I report my VAVS (Veterans Administration Voluntary Services) on the Impact Form since I already sign in at the VA when I volunteer?
Answer: No, the ALA receives those hours from the VA on a yearly basis.
- Question: Does time shopping for care packages for deployed military count as service?
Answer: *Yes, shopping for care packages counts as service hours under Section 1.*
- Question: So.... does driving my daughter to Junior Meetings count as service?
Answer: *Sorry, that falls within your responsibility as a parent. You get kudos for being a great ALA parent though!*
- Question: My unit volunteered at a summer camp for military kids. Where should I report this service?
Answer: *You may report service for summer camps open only to military kids under "Section 2: My ALA Service for Military Families." If the camp is open to ALL children, then your service would be reported under "Section 3: My ALA Service for Youth." But don't worry if you don't remember. Just report it somewhere.... once!*
- Question: My neighbor is deployed, so I help her husband by babysitting their children once a week. Does this count?
Answer: *Absolutely! Report this under "Section 3: My ALA Service for Military Families."*
- Question: What if I don't know exactly where on the form to report my service?
Answer: *You can always report it under "Section 4: My Service Representing the ALA in My Community."*
- Question: Can I count hours spent taking care of a veteran who lives with me but is not a blood relative?
Answer: *As long as you are not receiving compensation in return for your role as a caregiver (such as when you care for your spouse), you may report it under "Section 1: My ALA Service for Veterans, Active-Duty and Reserve Military."*
- Question: Can I count hours spent preparing meals for Legion meetings and administrative support for TAL commanders as hours spent in Service to Veterans?
Answer: *Those hours count but should be reported under "Section 4: My Service Representing the ALA in My Community." Some of our members aptly describe those activities as family chores.*

THANK YOU FOR SERVING *AND* REPORTING!

AMERICAN LEGION AUXILIARY TRACKING WORKSHEET – MEMBER

Use this worksheet to track your monthly service for veterans, military and their families.
Transfer your "Year-End Total" to the Member Year-End Impact Numbers Report for submission to your unit.

NOTE: Use this worksheet to keep track of your service.	May	June	July	August	September	October	November	December	January	February	March	April	YEAR-END TOTAL	Transfer to Member Year-End Impact Numbers Report
MY ALA SERVICE FOR VETERANS/ACTIVE-DUTY/RESERVE MILITARY														
Hours I volunteered														Line 1
Dollars I personally spent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 2
Number of veterans/military I assisted														Line 3
Number of "Veterans in Community School" presentations I facilitated														Line 4
MY ALA SERVICE FOR MILITARY FAMILIES														
Hours I volunteered														Line 5
Dollars I spent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 6
Number of military families I served														Line 7
MY ALA SERVICE FOR YOUTH														
Hours I volunteered for ALA Girls State														Line 8
Hours I volunteered for all other Legion Family youth activities														Line 9
Dollars I personally spent on goods for youth activities (i.e. parties, backpacks)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 10
My direct cash aid to help a needy child	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 11
Number of children/youth I served														Line 12
Dollars I donated to all other child service charities	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 13
MY SERVICE REPRESENTING THE ALA IN MY COMMUNITY														
Number of my hours for any service not included in Sections 1-3 above														Line 14
Dollars I spent for any service not included in Sections 1-3 above	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 15

Find tracking forms for members, units, districts/counties and departments online at www.ALAforVeterans.org under Members Only.

American Legion Auxiliary

YEAR-END IMPACT REPORT FORMS

Why report these numbers?

Every hour, every dollar ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers. These numbers proclaim our impact and make membership in the ALA meaningful.

These numbers are also reported to The American Legion, which includes them in its annual report to Congress. To make this process easier for you, it has been simplified and the form has been condensed to essential information. If you aren't sure, even giving an estimate is better than not reporting at all.

How to complete the Impact Report Form

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3. It is more important that you report information in one section of the form only rather than worry if you have selected the right category. For example, if you provide a service for children, it should go in either Service for Military Families (for example, camps for military children only) or Service for Children & Youth (Legion Family camps for all children) but not in both places.
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3. **For Units, Districts/Counties, and Departments:**
“Line numbers” and “Obtain Total From” columns assist in transferring data from form to form. For example, units can find the number of Volunteer Hours for Military Families on Line 5 of the Member Form.

A downloadable fillable monthly tracking worksheet and annual report form is available under the Members Only, Annual Report Forms section on the national website: www.ALforVeterans.org

Thank you for taking the time to REPORT your VALUABLE SERVICE and helping us TELL OTHERS about our INCREDIBLE IMPACT!

UNIT Year-End Impact Numbers Report

Unit # _____ Unit Name _____

Department _____ Unit President _____

Your Name (if other than president) _____

Your Email _____

Number of Member Impact Reports _____

Here is what our unit did in the last 12 months.

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

	Service for Veterans/Military	Obtain Total From	Member +	Unit =	Total
Line 1	Total hours members volunteered	Member Form Line 1		N/A	
Line 2	Total dollars spent	Member Form Line 2	\$	\$	\$
Line 3	Total number of veterans/military assisted	Member Form Line 3			
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Member Form Line 4			
Line 5	Value of in-kind donations received*	Unit Records	N/A	\$	\$
Line 6	Number of poppies or poppy items distributed	Unit Records	N/A		
Line 7	Dollars raised from poppies	Unit Records	N/A	\$	\$

*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)

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Total From	Member +	Unit =	Total
Line 8	Total hours members volunteered	Member Form Line 5		N/A	
Line 9	Total dollars spent	Member Form Line 6	\$	\$	\$
Line 10	Number of military families served	Member Form Line 7			

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Member +	Unit =	Total
Line 11	Total hours for ALA Girls State	Member Form Line 8		N/A	
Line 12	Dollars spent for ALA Girls State	Unit Records	N/A	\$	\$
Line 13	Total hours for other Legion Family youth activities	Member Form Line 9		N/A	
Line 14	Dollars spent on goods for youth activities	Member Form Line 10	\$	\$	\$
Line 15	Dollar amount of direct cash aid to help a needy child	Member Form Line 11	\$	\$	\$
Line 16	All other UNIT expenses (parties, dinners, paper goods, trophies)	Unit Records	N/A	\$	\$
Line 17	Total number of children/youth served	Member Form Line 12			
Line 18	Donations to all other child service charities	Member Form Line 13	\$	\$	\$

4. Our Service Representing the ALA in Our Community

	For any service not included in Sections 1-3	Obtain Total From	Member +	Unit =	Total
Line 19	Total number of hours	Member Form Line 14		N/A	
Line 20	Total dollars spent	Member Form Line 15	\$	\$	\$

5. Scholarships Presented/Awarded by Our Unit

	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	\$

When completed, send to: _____ by _____ / _____ / _____
 (Get name and date from district or county, if applicable, or department)

**CONGRATULATIONS---YOU DID IT! THANK YOU FOR ALL YOU DO
 AND FOR REPORTING YOUR UNIT'S IMPACT!**

END OF YEAR IMPACT REPORTING

FAQs

- Question: Where do I report my service for a National Guard "Welcome Home" activity?
Answer: *Service for ALL members of the military, whether they are retired, active-duty or in the reserve component such as the National Guard is now reported in "Section 1: My Service for Veterans, Active-Duty, and Reserve Military."*
- Question: Do I report my VAVS (Veterans Administration Voluntary Services) on the Impact Form since I already sign in at the VA when I volunteer?
Answer: No, the ALA receives those hours from the VA on a yearly basis.
- Question: Does time shopping for care packages for deployed military count as service?
Answer: *Yes, shopping for care packages counts as service hours under Section 1.*
- Question: So.... does driving my daughter to Junior Meetings count as service?
Answer: *Sorry, that falls within your responsibility as a parent. You get kudos for being a great ALA parent though!*
- Question: My unit volunteered at a summer camp for military kids. Where should I report this service?
Answer: *You may report service for summer camps open only to military kids under "Section 2: My ALA Service for Military Families." If the camp is open to ALL children, then your service would be reported under "Section 3: My ALA Service for Youth." But don't worry if you don't remember. Just report it somewhere.... once!*
- Question: My neighbor is deployed, so I help her husband by babysitting their children once a week. Does this count?
Answer: *Absolutely! Report this under "Section 3: My ALA Service for Military Families."*
- Question: What if I don't know exactly where on the form to report my service?
Answer: *You can always report it under "Section 4: My Service Representing the ALA in My Community."*
- Question: Can I count hours spent taking care of a veteran who lives with me but is not a blood relative?
Answer: *As long as you are not receiving compensation in return for your role as a caregiver (such as when you care for your spouse), you may report it under "Section 1: My ALA Service for Veterans, Active-Duty and Reserve Military."*
- Question: Can I count hours spent preparing meals for Legion meetings and administrative support for TAL commanders as hours spent in Service to Veterans?
Answer: *Those hours count but should be reported under "Section 4: My Service Representing the ALA in My Community." Some of our members aptly describe those activities as family chores.*

THANK YOU FOR SERVING AND REPORTING!

AMERICAN LEGION AUXILIARY TRACKING WORKSHEET – UNIT

Use this worksheet to track your UNIT'S monthly service for veterans, military and their families.
Transfer your "Year-End Total" to the UNIT Year-End Impact Numbers Report for submission to your DISTRICT/COUNTY/DEPARTMENT.

NOTE: Use this worksheet to automatically calculate your totals in Excel.	May	June	July	August	September	October	November	December	January	February	March	April	YEAR-END TOTAL	Transfer to Unit Year-End Impact Numbers Report
OUR ALA SERVICE FOR VETERANS/ACTIVE-DUTY/RESERVE MILITARY														
Hours volunteered	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 1
Dollars spent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 2
Number of veterans/military assisted	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 3
Number of "Veterans in Community School" presentations facilitated	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 4
Value of in-kind donations received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 5
Number of poppies/poppy items distributed	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 6
Dollars raised from poppy items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 7
OUR ALA SERVICE FOR MILITARY FAMILIES														
Hours volunteered	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 8
Dollars spent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 9
Number of military families served	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 10
OUR ALA SERVICE FOR YOUTH														
Hours for ALA Girls State	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 11
Dollars spent for ALA Girls State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 12
Hours for all other Legion Family youth activities	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 13
Dollars spent on goods for youth activities (i.e. parties, backpacks)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 14
Direct cash aid to help a needy child	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 15
Other UNIT youth expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 16

Number of children/youth served	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 17
Dollars donated to all other child service charities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 18
OUR SERVICE REPRESENTING THE ALA IN OUR COMMUNITY														
Number of hours for any service not included in Sections 1-3 above	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 19
Dollars spent for any service not included in Sections 1-3 above	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 20
SCHOLARSHIPS PRESENTED/AWARDED BY OUR UNIT														
Number of unit scholarships presented/awarded	0	0	0	0	0	0	0	0	0	0	0	0	0	Line 21
Dollar amount of UNIT scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 22
Dollar amount donated to DEPT scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Line 23