

# Program Action Plan

## Community Service

### **What is this program, and why do we have it?**

The Community Service Program promotes the American Legion Auxiliary's visibility within our localities through our commitment to community, state and nation. By being visible in our localities, the Community Service Program demonstrates who we are, what we do and why we matter. This program will help us as we are "Navigating the course for veterans and their families," which is Department President Kelli's Theme this year.

National President Mary Davis' theme, "ALA Member Pride," is meant to instill an ownership in members for their place in this organization and praising our members for being caring enough to become a member.

### **What can you do?**

**Become visible within your community by working with and inviting other organizations to work on service projects so that people will recognize the American Legion Auxiliary's local efforts to support our veterans, service-members, their families and the community.**

#### **Ideas:**

##### **Member**

- 1) Volunteer at and help organize service projects on ALA suggested days of service.
- 2) Volunteer at local libraries, food pantries, domestic violence shelters, senior citizens centers, assisted living centers, nursing homes, and for service projects and causes (walks, special events, etc.). Wear your Auxiliary apparel while doing so.
- 3) Join a Community Blueprint Coalition and participate as a source of knowledge in the community and help plan and participate in various volunteer opportunities.
- 4) Represent the Auxiliary as a member of local community boards and committees.
- 5) Attend and represent the Auxiliary at special celebrations and events in the community like holiday parades, grand openings of community facilities and community leader recognition ceremonies.
- 6) Volunteer with your local Meals on Wheels to deliver meals on days when they are typically closed (examples; Christmas and Thanksgiving). Wear your Auxiliary apparel while doing so.
- 7) Remember to always be a visible representative of the Auxiliary. You can do this by wearing a shirt with the ALA name or emblem, an emblem pin, etc.
- 8) **Note:** If you are ordering anything with the ALA name or emblem from a source other than Emblem Sales, remember that a request first must be submitted through your department headquarters to National Headquarters for approval by the national secretary. Contact your unit for more information on this process.

##### **Unit**

- Purchase shirts with the American Legion Auxiliary name or emblem for members to wear while they volunteer.
- Register service projects on websites, community forums and social media to attract other community members to participate in your service projects.
- Volunteer for local service projects and causes (walks, special events, etc.).

- Sponsor and participate in activities at local libraries, senior citizens centers, assisted living centers, nursing homes, service projects and causes (walks, special events, etc.).
- Attend and represent the Auxiliary at special celebration events in the community such as holiday parades, grand openings of community facilities and community leader recognition ceremonies.
- Connect to and be supportive of ALA Call to Service Corps AmeriCorps members and members serving other AmeriCorps veteran and military family projects in their communities.
- Apply to be an AmeriCorps VISTA member through the ALA Call to Service Corps project to develop and organize community support programs in your town or city.

#### **Department**

- Purchase shirts with the American Legion Auxiliary name or emblem for members to wear while they volunteer.

### **Community Service Reporting**

#### **Mid-Year Reports:**

- Each **Unit** Community Service chairman is required to submit a narrative report by **December 1, 2016** to the District Chairman.
- Each **District** Chairman is required to submit a narrative report to the Department Chairman by **December 15, 2016**.

#### **Year-End Reports**

- Each Unit Community Service Chairman is required to submit a narrative report by **April 1, 2017** to the **District** Community Service Chairman.
- Each **District** Chairman is required to submit a narrative report to the Department Chairman by **April 15, 2017**.

### **Department Community Service Awards:**

- **Unit Award: Jan Croft “Hometown Trophy”**

**Type of Award:** Revolving Trophy

**Presented to:** One Unit in the Department of Florida reporting multiple projects within the community. Please see the American Legion Auxiliary Department of Florida Unit Guide for 2016-2017 for the specific guidelines that must be followed for the awarding of the Trophy.

### **Department Chairman’s Personal Awards:**

- **Community Service Unit Award:**

**Type of Award:** Plaque

**Presented to:** One Unit in each membership group with the most outstanding overall Community Service Program.

- **Best Overall Community Service Award:**

**Type of Award:** Plaque

**Presented to:** One Unit with the most outstanding overall Community Service Program. Chosen from the Community Service Unit Award.

## **National Community Service Awards:**

Each award application must include the cover sheet found in this Plan. All awards will be announced at National Convention during the Community Service pre-convention meetings.

- **Unit Award:** Unit Community Service Award

**Type of Award:** Citation

**Presented to:** One unit in each division (5 awards)

**Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.

Each **District** Chairman is required to submit a narrative report to the Department Chairman by **December 15, 2016.**

- Awarded to the most outstanding overall Community Service program in the division during the 2016-2017 administrative year.
- Include pictures and newspaper articles.
- Each unit's entry must be sent by the unit to National Committee Member LuAnn Capazzi at 716 W. Dolphin Ave., Ridgecrest, CA 93555, postmarked by June 1, 2016, or by email to lkcapazzi@mshsi.com, sent by 5pm EDT on June 1, 2016.
- **NOTE:** The unit chairman must also send a copy to her department chairman by postal mail or email.

- **Unit Award:** Million Members Award

**Type of Award:** Citation Plaque

**Presented to:** One unit in each division (5 overall awards)

**Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.
- Awarded to the best demonstration on how working the mission of the Community Service Committee engaged, retained and attracted members to grow membership in the unit.
- Include pictures and newspaper articles.
- Entries must be sent to National Committee Member Julia McBee postmarked by June 1, 2017, or by email sent by 5pm EDT on June 1, 2017. Her address is 60 Erika St., Lexington, TN 38351 and her email is judy.mcbee@hotmail.com.

- **Member Award:** Community Service Senior Member Volunteer of the Year Award

**Type of Award:** Citation *and* a Gift Certificate

**Presented to:** One member in each division (5 overall awards)

**Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.
- Awarded for outstanding service in at least one Community Service activity or project conducted during the 2016-2017 administrative year.
- Members being considered for this award may be nominated by a fellow Auxiliary member or nominate themselves.
- Nominators or applicants need to provide a summary of the nominee's activities. Be sure to include the nominee's unit name and number.
- Include pictures and newspaper articles.
- **Units should submit their nominee to their department chairman by her deadline.**

- **Member Award:** Community Service Junior Member Volunteer of the Year Award

**Type of Award:** Citation *and* a Special Gift from the National Chairman

**Presented to:** One member in each division (5 overall awards)

**Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.
- For outstanding service in at least one Community Service activity or project conducted during the 2016-2017 administrative year.
- Members being considered for this award may be nominated by a fellow Auxiliary member or nominate themselves.
- Nominators or applicants need to provide a summary of the nominee's activities. Be sure to include the nominee's unit name and number.
- Include pictures and newspaper articles.
- **Units should submit their nominee to their department chairman by her deadline.**

**Additional Resources You Can Use**

1. [www.ALAforVeterans.org](http://www.ALAforVeterans.org):
  - a. How to Partner with Organizations for Community Outreach
  - b. How to Promote Service Project with All for Good
  - c. How to Set Up a Service Project with Eventbrite
  - d. How to Mobilize Community Support for Those Who Serve
  - e. How to Participate in a Martin Luther King Jr. Day of Service
1. 2. ALA suggested days of service:
  - a. 9-11 National Day of Service and Remembrance (Sept. 11, 2016)
  - b. Make a Difference Day (Oct. 22, 2016)
  - c. Veterans Day (Nov. 11, 2016)
  - d. National Family Volunteer Day (Nov. 19, 2016)
  - e. Martin Luther King Jr. Day of Service (Jan. 16, 2017)
  - f. National Volunteer Week (April 23-29, 2017)
3. 9/11 National Day of Service and Remembrance website: [www.911day.org](http://www.911day.org)
4. Martin Luther King Jr. Day of Service website: [www.mlkday.gov](http://www.mlkday.gov)
5. The Community Blueprint website: [www.pointsoflight.org/programs/military initiatives](http://www.pointsoflight.org/programs/military_initiatives)  
/community-blueprint
6. Follow us on Facebook:
  - a. American Legion Auxiliary National Headquarters: [www.facebook.com/alaforveterans](http://www.facebook.com/alaforveterans)
  - b. American Legion Auxiliary Community Service Facebook group: [www.facebook.com/groups/110203022459992/](http://www.facebook.com/groups/110203022459992/) or search for "ALA Community Service"
7. Joining Community Forces Alliance website:
  1. [www.jointservicessupport.org/communityforces/](http://www.jointservicessupport.org/communityforces/)
8. ALA Call to Service Corps AmeriCorps Project: [www.ALAforVeterans.org/About/ALA-Call-to-Service-Corps](http://www.ALAforVeterans.org/About/ALA-Call-to-Service-Corps)

**Chairman:** Debbie Sviderskas--727-686-2782 **Committee:** Sue Jacobs & Sue

Kraft

communityservice@alaforveterans.org

## **1) UNIT/DISTRICT MID-YEAR REPORT**

- 1) What was the number of volunteers (members and non-members) completing Community Service activities and/or projects?
  
- 1) What was the number of volunteer hours completed by members and non-members for Community Service activities and/or projects?
  
- 1) How much money was spent on Community Service activities and/or projects during the administrative year?
  
- 1) What was the value of in-kind donations received for Community Service activities and/or projects during the administrative year?
  
- 1) What types of community service activities and/or projects were done in your unit/district?
  
- 1) List any special projects you took on in the community not covered above.  
2)

**Unit Chairmen: Please send to your District Chairman by December 1st, 2016**

**District Chairmen: Please consolidate all your unit reports into one, using this same form and send to me your Department Community Service Chairman by December 15<sup>th</sup>, 2016.  
communityservice@alafl.org or 2625 Quincy St. S., Gulfport, FL**

**33711.**

## **UNIT/DISTRICT END OF THE YEAR REPORT**

- 1) What was the number of volunteers (members and non-members) completing Community Service activities and/or projects?
- 2) What was the number of volunteer hours completed by members and non-members for Community Service activities and/or projects?
- 3) How much money was spent on Community Service activities and/or projects during the administrative year?
- 4) What was the value of in-kind donations received for Community Service activities and/or projects during the administrative year?
- 5) What types of community service activities and/or projects were done in your unit/district?
- 6) List any special projects you took on in the community not covered above.

**Unit Chairmen: Please send to your District Chairman by December 1, 2016.**

**District Chairmen: Please consolidate all your unit reports into one, using this same form and send to me, your Department Community Service Chairman by December 15, 2016. Email: [communityservice@alafl.org](mailto:communityservice@alafl.org), or mail to: Debbie Sviderskas at 2625 Quincy St. S., Gulfport, FL 33711.**

## American Legion Auxiliary 2015-2016 National Award Cover Sheet

This cover sheet should be attached to each narrative submitted for a national award. Please fill out the information as completely and accurately as possible.

Award certificates will be completed using the information given on this sheet, so please write carefully. All awards will be mailed to the department office after national convention.

Department

presidents may wish to recognize award recipients by presenting them at a department function.

National committee sponsoring award:

\_\_\_\_\_

Type of Award: Department Unit Member

Name of the award you are applying for:

\_\_\_\_\_

### **Complete the following if you are applying for a department award:**

Name of department: \_\_\_\_\_

Name of department chairman: \_\_\_\_\_

Chairman's phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Chairman's email address: \_\_\_\_\_

### **Please complete the following if you are applying for a unit award.**

Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: \_\_\_\_\_ Full official unit name:

\_\_\_\_\_

Unit president/chairman (circle one) name:

\_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID#:

\_\_\_\_\_

Email address:

\_\_\_\_\_

### **Please complete the following if you are applying for a member award.**

Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: \_\_\_\_\_ Full official unit name:

\_\_\_\_\_

Member Name: \_\_\_\_\_ ALA member ID#:

\_\_\_\_\_

Nominating Member (if different from above):

\_\_\_\_\_

Nominator's Phone number:

(\_\_\_\_) \_\_\_\_\_

Nominator's Email address:

\_\_\_\_\_

*Please see your committee Plan of Action to determine where to send this form.*