

## SERGEANT-AT-ARMS PP PRESENTATION SCRIPT

Slide 1- Opening Auxiliary LOGO and Job description of the Sergeant-at-Arms. To be displayed as I am coming to the podium. "Good Morning/Afternoon Ladies"-It is the Sergeant-at-Arms duty to preserve order at all meetings of her respective Department, District or Unit and to perform such other duties as requested by the President. **NEXT**

Slide 2- My name is Lyn Felice and I am your Department Sergeant-at-Arms for 2014-2015. Cindy Weatherby is the Assistant Sergeant-at-Arms. This year President Erna's theme is "Lighting the way for Veterans" and we will be "Shining the Light on Auxiliary Etiquette" as the Department of Florida is looked up to as one of the leading Auxiliary's in the Nation and we all should know proper Auxiliary etiquette to live up to this distinction. How many of you are your Unit or District Sergeant-at-Arms this year? **NEXT**

Slide 3 - Congratulations on being elected to the position of Sergeant-at-Arms or Assistant Sergeant-at-Arms for your District and/or Unit for the 2014-2015 year. The positions of Sergeant-at-Arms and Assistant Sergeant-at-Arms are extremely important to the American Legion Auxiliary Organization. You are the first person and first impression that members and guests encounter at a meeting. Please keep in mind that these positions apply only to meetings and special functions for the Auxiliary. It is **NOT** your responsibility to keep order in your Post home. Please remember the two "P"'s. You should always be Pleasant and Polite. Rules and information for Sergeant-at-Arms can be found in the 2014-2015 Unit Guide under Standing Rules, section XVI Department Rules, Contests and Awards, pages 56-57. Although there are no official reports that must be submitted to District or Department, please familiarize yourself with and utilize the following tips to perform your duties with honor and dignity within the American Legion Auxiliary organization. At this time, while the Assistant Sergeant-at-Arms guards the doors so you can't leave, may I have my Assistant Sergeant-OF-Arms join me at the podium? **NEXT**

Slide 4-Ladies, your title is Sergeant-at-Arms, NOT Sergeant-OF-Arms. If you remember your arms are at your side, you should be able to remember the proper term. **No** jewelry should be worn except a watch, ring, Auxiliary badge or pin. Appropriate attire should be worn. A crisp, professional appearance is desired as you exemplify this position of authority. You should be seen, not heard. Your pin or badge should be worn over your heart and never as a fastener. A flag pin may be worn above your Auxiliary badge or pin. If a corsage is to be worn, it should be below the flag or worn on the right side. If you want to wear a corsage over your heart and there is not enough room, remove the flag pin. Never put the flag pin on the right side. It is your duty to arrive early to a meeting and make sure all materials are in the proper place (gavel, bell, Bible, flags and seats, to include the POW/MIA empty chair). **NEXT**

Slide 5- When advancing the colors (flags), always make sure the Eagles are facing forward with the American flag carried slightly higher than the Auxiliary flag. After posting the colors, step back and render a right hand salute over your heart. When retrieving and retiring the colors, please salute before removing the flags simultaneously. Never wrap the flag around the staff or allow it to touch the ground. If it should touch the ground you DO NOT have to destroy it as long as the flag remains suitable for display even if washing or dry cleaning is required. **NEXT**

Slide 6- In Florida the space between the colors is considered "**Hallowed Ground**" and should not be broken. Any notes or visitors to the podium should be brought to the side once colors are posted. When escorting guests offer your **right** arm and advance them to the flag or banner side. Legionnaires and S.A.L. always advance the podium to the American flag side. Stop before the flag and give a hand salute in unison with the person(s) you are escorting. Auxiliary members always advance the podium to the Auxiliary banner side. Don't assume all women approach on the banner side....there are Women Legionnaires who are dual members. **NEXT**

Slide 7- The proper name of our organization is the American Legion Auxiliary. We are **not** the Women's Auxiliary or the Ladies Auxiliary. The proper ways to address the Sons of the American Legion are: the Sons of the American Legion or S. A. L., not "Sal". **NEXT**

Slide 8- Remind members that we are the American Legion Auxiliary and we **NEVER** cadence clap, even if the Legionnaires or S.A.L. do so. As ladies we clap or applaud as we would in any other situation. When having a joint function, such as installation, the person speaking from the podium addresses his or her Sergeant-at-Arms. Unit Presidents rely on their Unit Sergeant-at-Arms, District Presidents on the District Sergeant-at-Arms. The same applies for Department, Legion and S.A.L. During meetings, conferences and conventions if a member leaves the room and returns when a speaker is on the podium, have the member respectfully wait in the back of the room until the speaker is finished. \* Have a few chairs in the back available for those who cannot stand long.\* During elections, if a member leaves the room they cannot return until all votes are complete, collected and turned in to the Election Chairman. The above list is by no means inclusive of everything you can learn about the duties of Sergeant-at-Arms, protocol and flag etiquette. **NEXT**

Slide 9- We encourage you to use this information to educate and promote the Auxiliary. Ideas to educate and promote are: Wear an American flag pin daily. Participate in or organize an Auxiliary Color Guard. Mentor Junior Auxiliary members on etiquette and protocol. Contact local schools to address a class on proper flag etiquette. Arrange with the Legion Commander to have the Auxiliary banner displayed in parades, dedications and ceremonies at the Post home and in the community. With permission, demonstrate to your Post or Unit the proper process to advance, post, retrieve, fold and care for your colors. REFERENCES AND EDUCATIONAL MATERIAL: National Emblem Sales 1-888-4legion (1-888-453-4466) [www.emblem.legion.org](http://www.emblem.legion.org) "Pledge of Allegiance" Banner. Our Country's Flag comic book (for schools and Juniors). Flag Education DVD. Flag Code. "Let's Be Right on Flag Etiquette". Pledge of Allegiance comic book (for schools and Juniors). Good luck as you assume your responsibilities this year. If we can be of any assistance to you or your Unit or District please contact us. Our contact information can be found in the Plan of Action and the 2014-2015 Unit Guide. And remember.....

**NEXT**

Slide 10- Be the Sergeant-at-Arms, not OF Arms like Kelli here. But most of all, have fun doing it!! Questions? Thank you.