

# DISTRICT PRESIDENT'S GUIDE

2019-2020



Celebrating 100 Years of Service to Veterans,  
Active-Duty Military, Children and  
Communities

## Dear 2019-2020 Districts Presidents:

**Congratulations** on your recent elections as President for your District. I'm hoping that the upcoming year will be fun, exciting and rewarding as we celebrate the **100<sup>th</sup> Anniversary of the American Legion Auxiliary**. Serving as District President is a job that requires dedication, communication and hard work. In electing you to this position, I'm sure our members have identified these qualities in you.

Our theme for this year is "**Florida American Legion Auxiliary Strong**." Although this is a simple phrase, it can mean so much to each one of us. In choosing this theme for the 100<sup>th</sup> Anniversary of our great organization, I kept reflecting on all the strong women that have made an impact on the American Legion Auxiliary. During the year, we will be talking about "strong women" and defining how they are perfect to fulfill our mission. You will notice that my logo also includes an open heart. Yes, we're strong but we also have big hearts that are open and ready to help others.

Growing our membership has been something near and dear to me for all my years as an American Legion Auxiliary member. When the time came for me to design the President's Pin for 2019-2020, I wanted a design that would immediately help to tell others "**Who We Are, Where We're From, What We Do and how long we've been around**." We all know that we should have an "elevator speech" and I'm hoping these pins will allow us to "shave off" the Who's, Where's and Why's to allow us more time to talk about our mission.

My President's Project for the year will be **Honor Flight**. I chose this project because I have been personally involved as a volunteer in my local Honor Flight Group and I will always carry the many touching memories. There are nine (9) Honor Flight Hubs (groups) throughout Florida. This means that most of our members will be close enough to personally volunteer and become involved with this great organization. **Honor Flight's Mission is:** To transport America's Veterans to Washington, D,C, to visit those memorials dedicated to honor the service and sacrifices of themselves and their friends, Honor Flight Network is a non-profit organization, created solely to honor America's Veterans for all their sacrifices.

I know that serving as a District President will be both a challenging and rewarding task. I know that you're a "**strong woman**" that will do a great job of sharing information and guiding our members. Working together, as a TEAM, we will accomplish many wonderful things for our Veterans, our Active-Duty Military, our Children and our Communities.

Please keep this District President's Guide nearby and use it as a tool to help you fulfill your duties this year. Although much information is included for you, there will be situations when questions and situations arise that aren't addressed in this Guide. Please remember that Department Officers, Chairmen, Mentors and Staff are always ready to help you as needed.

At the 2020 Department Convention, I will be naming the District President of the Year based on a point system. A copy of the actual form that I will be keeping for every District President can be found in this Guide. I believe that this is not only a fair way of selecting the award recipient but also is a good way to motivate District Presidents.

I look forward to hearing about all the great things your District is accomplishing throughout the year. I know you will be a great leader for the members in your District. Please remember that they are looking to you for guidance and leadership, so always be a great example in all that you do.

*Ann King-Smith*

**Department President  
2019-2020**

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## **IT'S A YEAR of CELEBRATION**

Celebrating our 100<sup>th</sup> Birthday is truly a once in a lifetime experience. During the year, I want you to celebrate the accomplishments of the past 100 years and look forward to the amazing things that will happen during the next 100 years. You will play an important part in forming the path for many “**strong women**” to follow. National President Nicole Clapp has asked us to join her in “Celebrating a Century of Service.” Nicole’s Birthday Wish is to stop our membership slide and to recruit one new member in each Unit of our Department. She’s asking us to celebrate our own membership with our community and our fellow members all year long.

This year, our Membership theme will be “**Get Your Motor Running for the Next 100 Years**” and Chairman Terry Gallagher has assured me that every member will be “**revving it up for our veterans, full speed ahead.**”. Each District will be a different motorcycle and we’ll all be riding all over Florida looking for members.

Florida’s Department President’s Special Project is **Honor Flight**. The mission of **Honor Flight** is: **To transport America's Veterans to Washington, DC to visit those memorials dedicated to honor the service and sacrifices of themselves and their friends. Honor Flight Network is a non-profit organization created solely to honor America's veterans for all their sacrifices.**

## **DRESS CODE**

The American Legion Auxiliary does not have an official uniform; however, it is important to always look your very best! As a Department Chairman you **ARE** representing the Department of Florida. When dressing to impress, keeping it simple is always a good rule of thumb. Always be ALA branded when attending a public event.

Always dress appropriately for any event. Workshop, Fall Conference and Convention are business meetings, not social gatherings. Makeup and clothes should be conservative and in good taste. Business attire **is** expected.

**Jeans, shorts or capris are never acceptable.**

This year, District Presidents should wear **navy slacks, white shirt/blouse and a red jacket** to Workshop, Fall Conference and Convention. This attire will not only look professional but will also make planning and packing for travel easier.

If you would like to create shirts unique to your District, you must follow the guidelines for Emblem Usage before ordering.

## **BUILD YOUR TEAM**

Always remember that although your part in your District **Team** is a very important one, it is not a one-person job. One of the most important jobs you have is to choose the members that will strengthen the team and will assist you all year. This includes Officers (staff) and Chairmen.

Each District has its own needs as to what Officers and Committee Chairmen they need. Therefore, appointments need to be one of your first responsibilities so they may start work immediately. Please give careful consideration to your selections. **Do not** give all your appointments to members from one Unit. Try to involve at least one person from every Unit in the District.

We must caution you, if you appoint a Vice President, they do not have the same authority as a Department Vice President. They cannot act in your absence. Because they are appointed, they have no authority to preside at District Meetings or take your place at Installations; only a Past District President may do so.

Appointed Officers and Chairmen serve at the District President's request. If at any time, they are not living up to their obligation of Officer or Chairman you can relieve them of their position and ask someone else. You appointed them, and yes, you can unappoint them.

One of the most valuable assets of a District President is to be personally acquainted with the Unit Officers and Chairmen within the District. Show them you are interested in their Unit. You are strongly encouraged to produce a District Bulletin or Newsletter for the District Staff, Chairmen and Units. Use email whenever possible, but keep in mind not everyone has it, or checks it daily. Please be considerate to our members that work hard for our organization but may not use, or have access to, a computer or cell phone. Often, these members are active in their Units, as well as the District. They need to be updated and kept informed of your District news and events. Good communication with **ALL** members can be a big part of your success this year.

Always remember to remain enthusiastic and cheerful. This will help portray the excitement you have for the year.

### **CHAIRMEN**

The Chairmen you appoint should be familiar with the program they are assigned to. Do not assume they know it in its entirety. Make sure the entire District staff attends the Department Workshop. Here, they will learn about each of the American Legion Auxiliary programs. This information will assist them in planning and presenting a wonderful School of Instruction in your District. The Department Chairmen will outline the entire program at Workshop. The District Chairmen can share all the ideas with their District, or they can focus on a few of the things they learn.

Once they decide what their focus is going to be, encourage them to be creative in planning and promoting their material. Just as you have been asked to be creative and cheerful, let your Chairmen know that you expect the same from them. Their excitement must show in order to get each Unit enthused. Enthusiasm builds momentum and momentum leads to success.

Unit Presidents will have a form to complete, listing all their Chairmen so you can prepare a roster for each District Chairman. This will help them communicate with the Unit Chairmen directly. Make sure that you prepare and share this information with each District Chairman as early as possible. There is nothing more frustrating than having a great idea about your program and having no way to reach the members you want to share ideas with.

Make sure your Officers and Chairmen understand what you expect from them. You must communicate with them on a regular basis. Encourage District Officers and Chairman to prepare articles for you to include in your monthly bulletin. Encourage Unit Presidents to submit flyers and articles pertaining to upcoming events within the Units. Work together as a Team.

**YOU MUST NOTIFY DEPARTMENT OF YOUR OFFICERS & CHAIRMEN AND PROVIDE CONTACT INFORMATION FOR THEM.** Make Headquarters aware of any changes throughout the year.

## **DEPARTMENT NEWSLETTER**

This year, our monthly Department Newsletter will have something new. Each issue will feature a different District. As President, you will be submitting an article about things that have happened or are scheduled in your District. Please submit pictures and remember to include the names and Unit numbers of members in the photographs. Realizing that we have more Districts than months, we will be asking for volunteers to cover more than one month. Please don't let this task discourage you. Members want to hear about things that are happening throughout Florida. Please highlight different Units and Members and use this time to brag about the hard work being done throughout the District. Oh....speaking of the Newsletter....I have an announcement. This year it is going to have a simple but meaningful name that will be easy to associate with Honor Flight. "**MAIL CALL**" will be the 2019-2020 name for our Department Newsletter. Talk to your military relatives and ask them how important "**MAIL CALL**" was to them during their service.

A schedule for District article submission will be added at the end of this Guide.

## **QUARTERLY REPORTING AND REIMBURSEMENT**

As District President you are required to submit a quarterly report, in narrative form, to the Department President by; **September 1<sup>st</sup>, December 1<sup>st</sup>, March 1<sup>st</sup> and June 1<sup>st</sup>**. These reports are on **YOUR** activity in the District during the quarter. Keep track of your Unit visits and the purpose of the visit. Your report is to be emailed to the Department President at [president@alafl.org](mailto:president@alafl.org) or hard copy mailed directly to her home address located in the Department Unit Guide. Do not mail your report to Department Headquarters! **This report is NOT about Unit activity! It is about YOUR activity as District President during the quarter.**

Along with your narrative report you are to complete and submit a Quarterly District President Expense Report found on [www.alafl.org](http://www.alafl.org) under forms and resources. Complete the form listing your District #, each Unit visited, and the proof of miles from print map source (map quest, Google maps, etc.) for each trip. It is not necessary to attach any receipts to this form. Quarterly allowance is based strictly on mileage with up-to 700 miles at .25 per mile. **DO NOT fill any information in the Office Use Only box**

## **DISTRICT DUES**

Standing Rule VII, No. 5 states that District dues, payable to President, **shall not exceed** twenty dollars (\$20.00) per Unit and are to be used for operating expenses (i.e. bulletins, postage etc.) not for personal use of any Officer or Chairman. A financial report must be given at the Constitutional Conference. Any remaining money should be turned over to the newly elected (2020-2021) District President.

**Units MUST make check payable to the District President only! NO DISTRICT CAN HAVE A BANK ACCOUNT!**

The District President may use this money to offset the cost of paper, printing, toners

and postage. **If all District correspondence is done electronically to a Unit, they do not have to pay District Dues, nor should you expect them to.** Remember, to give a full accounting of this money in a report at your Constitutional Conference.

### **DISTRICT FUNDRAISING**

Per Finance Rules, there is no fund raising allowed by a District President or any District Chairman. However, Units **can** sponsor District events.

### **EMBLEM USAGE**

#### **Rules Governing the Use of the Auxiliary Emblem**

The American Legion Auxiliary emblem is fully copyrighted and patented in the name of the National Organization. The use of the emblem by an individual Auxiliary member is limited to the wearing of the official insignia and to the possession of authorized jewelry or merchandise bearing the insignia. Units are confined to using the emblem or reproduction of the emblem on stationery, Unit publications, notices, posters, place cards, or items of similar character used in the ordinary routine and conduct of legitimate Unit business. Any other use of the name "American Legion Auxiliary" or the emblem shall be subject to the approval of the Department Secretary and the National Secretary.

**Any Officer, Unit, or Member placing our emblem on an article of clothing must submit a drawing of the clothing indicating everything that will be on it along with the following**

1. Name and address of the person printing or embroidering the name and or emblem,
2. The quantity being made
3. Submit to Department Secretary for approval

4. Department Secretary will forward to National for final approval

**Once the final approval is granted, the National Organization will send authorization to the printer granting permission for a one-time print! All renewal orders are subject to the same approval process. There is no exception to this rule.**

You may use the emblem on stationery, bulletins, business cards and program material, for business operation purposes, without prior approval.

In your District travels, should you see articles of clothing with the emblem on them, ask what procedure was used to receive permission for the use of the emblem. Contact the Department if you need assistance with emblem usage in the district.

### **CONTRIBUTIONS**

Units will receive invoices at the beginning of the year for the required quotas and bonding fee. These invoices are payable upon receipt. The list of quotas for each district is in the Unit Guide each year. These figures are based on close of books senior membership at the rate for each quota approved in the Department Standing Rules.

There are many other projects sponsored and approved by the Department Executive Committee and the complete list appears on the Donation Remittance Form. Donations for any project not listed on this form cannot be made through Department Headquarters. These donations must be made directly to the chosen organization and recorded on the Unit's Year-End report form.

**Donations to places that are listed on the Donation Remittance Form are to be made through Department Headquarters.** Do not mail these donations directly. For example, Child Welfare and Special Olympics donations are to be made through Department Headquarters only!

Encourage your Units to do what they can to support our programs and projects. Remember we are a non-profit organization, so **each Unit must spend the money it makes each year.** Units all have projects in their communities they support that are not

listed on the Donation Remittance Form; however, we want you to acknowledge the donations made to **ALL** causes.

### **DEPARTMENT CONVENTION**

At the Department Convention you will be installed and given your Oath of Office as District President. Installation is a “ceremony” and it is a “custom” in Florida to wait until after the Installation Ceremony to take office. Your Installation is the only one that Department sets the time and place. **Remember your duties as District President do not begin until after you are installed.** Please give every courtesy to the current District President during the Convention and realize this is her Convention.

Awards given at Convention are given to the out-going President to present to the Units. The awards were won during their year and they should be given the opportunity to present them at Unit Installations. We suggest that the awards go with you, and if the out-going District President is at a Unit’s Installation, bring them forward to present the awards earned during their year. If last year’s District President is not at the installation, then it is your responsibility to distribute the awards to the Unit out-going President. The out-going District President will appreciate the courtesy extended to her and it will make for a smoother transition between the two of you.

Once installed you are now part of the Department of Florida Executive Committee. It is suggested that you attend the **Pre-Convention Executive Meeting** so you can get a feel for the procedure. **You are required to attend the Post-Executive Committee Meeting** and as a member of the Executive Committee you will answer roll call and vote on matters brought before the meeting. Always vote with certainty; i.e. know what the subject is and if unsure, ask! This is the time to ask questions and you will get answers.

You may be asked to vote on a something in-between **Executive Committee Meetings**. If so, you will receive a letter outlining the reason for the vote and a

postcard ballot to be returned within fifteen (15) days. You must vote, sign and date the postcard prior to returning it to Department Headquarters,

**You are required to turn in your District President's Book at Convention at the close of your year. Failure to turn this in to Department will result in you not being paid for attending Convention. Do not remove any contents prior to turning in the book.**

### **BOOT CAMP**

The first meeting for you will be Boot Camp. **All 2019-2020 District Presidents are expected to attend.** This is where you will receive valuable information on what is expected of you as a District President for 2019-2020. **District President's will be attending Boot Camp on Saturday, July 13<sup>th</sup> , from 11:00 a.m., with the ending time to be determined.** This year's **Boot Camp will be held at the Wyndham Lake Buena Vista Resort at 1850 Hotel Plaza Boulevard, Lake Buena Vista, Florida 32830-2202.**

On Saturday night, your room will be paid for. Department provides no meals or travel, due to budgetary restraints. Department will make all room reservations and all rooms will be booked two to a room, non-smoking doubles.

Please look over the information District President's Award Form included in this Guide and bring as much of the information as possible with you to Boot Camp.

We encourage you to bring your laptop. Printers will be provided for your use during boot camp.

## **DEPARTMENT WORKSHOP**

**August 9-11, 2019**

Department Workshop is scheduled for **August 9-11, 2019** at **Wyndham Lake Buena Vista Resort located at 1850 Hotel Plaza Boulevard, Lake Buena Vista, FL 32830**.

General Session will start on Friday August 9th, 2019 @ 7:00 p.m. and concluding on Sunday, August 11th, 2019 @ noon.

The purpose of this workshop is to prepare you and your District staff to hold your District School of Instruction. Department Workshop is open to all members in good standing of the American Legion Auxiliary. District Presidents will receive travel and room allowance based on the approved budget. **You are expected to attend.**

## **FALL CONFERENCE**

**November 1-3, 2019**

Fall Conference will be held on **November 1-3, 2019** at the **Renaissance Sea World, 6677 Sea Harbor Dr, Orlando, FL 32821**. You will receive a call-in from Department Headquarters as directed by the Department President, instructing you to attend the meeting. The budget determines the maximum allowance for the meeting. The Department President decides the number of days your call-in is for.

You will be expected to give an oral report at this meeting. It may be during the Executive Meeting, if there is one, or it may be during the general session. Your call-in will tell you the length of time you will have to give your report. **This report, unlike your quarterly reports, is about the activities of the Units in your District. It is not a report of your activity.** Highlight any special accomplishments of the Units and any outstanding programs or projects they are involved in. Time your report so you are not stopped in the middle of it. Time is limited at this meeting so plan accordingly.

When mentioning a Unit in your report, give the location, not just the Unit #. You know where all the Units are located within the District but someone unfamiliar with your

district would not. Giving the location helps the listener know what Unit you are talking about.

You will turn in one copy of your oral report to the Department Secretary when you take the podium. You will need to complete an expense worksheet which can be located on Department website and mail to Department Treasurer along with hotel receipt in your name and proof of mileage from printed map source.

### **DEPARTMENT CONVENTION 2020**

Department Convention will be held **June 25-28, 2020** at the **Marriott World Center, 8701 World Center Dr, Orlando, FL 32821**. More information will be provided to you at Boot Camp regarding this Convention.

### **THE DEPARTMENT PRESIDENT'S VISIT TO THE DISTRICT**

At Convention, Workshop or soon after, the Department President will get with you to schedule her official visit to your District.

**When planning with your Units, please remember that the Department President wants to see the ALA MISSION in action. Please plan events that will feature each Unit working a mission related project.**

Once the dates have been set, have a planning meeting with the District Units to decide what events will be planned for her visit. If you have places in your District unique to the State, you may want to plan a tour or visit. Be creative with the visit. Keep in mind she wants to meet as many members as possible, so try to plan large events in the District that many members can attend. If your district is spread out in distance, plan more than one event, so members throughout the District have the opportunity to visit without major travel.

Units participating jointly in a large event can share the expense of the event. Each

Unit can share in the responsibilities of the event such as corsage, guest book, gift, table decorations, open and closing prayer, and introduction of guests. If one Unit is hosting the event they would be responsible for the amenities.

The hostess Unit President presides for the function. She would handle all introductions except the Department President. She would present the District President, who then introduces the Department President. Once the Department President speaks, no one else speaks except to present the gift, guest book, and closing prayer.

**A written itinerary of the visit should be sent to the President in plenty of time for her to plan her visit with regard to packing.** Make sure you tell her if her attire should be other than business. If you are planning a casual event, let her know so she can bring appropriate clothing. The itinerary should have times for the events especially the time she is expected to arrive in the District. The details about her housing should be included as well.

**Housing is your responsibility.** If you are able to have the President stay with you at your home, that is the preferred option. If you cannot house the President, possibly a Past Department President in your District is able to. If all else fails make reservations at a convenient hotel in the area. Please consider the Department President's safety when selecting the location of the hotel. **The expense of the hotel is your responsibility, if you are unable to make other housing arrangements, as discussed above.** You may ask the Units in the District to chip in to cover the expense. **They are not required to do so, and you cannot mandate them do contribute.** During the 2019-2020 Auxiliary year, the Department President will be visiting with one companion. As a courtesy, the District should comp. the spouse's meals if possible.

You are the official hostess during the Department President's visit and are to accompany her to every event. The President's car should be used for traveling throughout the District; however, you should drive, as you are familiar with the area.

Have a plan for each meal while the President is in your District. If there are no events

planned on a day she is in the District that includes food, do not leave her to fend for herself. Her meals are also your expense, so you are encouraged to get the Units to entertain her with lunches and dinners. Breakfast is often covered at the hotel she is staying at or can be done inexpensively at your home.

Find out if she has any food allergies and let the Units entertaining her know. Find out if she collects anything special so the Units have an idea of what type of gift they can give her.

Make sure to invite Legion, S.A.L., and Rider members to attend the events in the District. The Department President is eager to meet the entire Legion Family during her visit.

This is to be a special time for you and the Department President. You both committed a year of your life to serve this wonderful organization during the same year, so you have much in common. This is an opportunity to build a lasting friendship so enjoy your time together.

## UNIT INSTALLATIONS

Upon returning home from Convention, you will be called upon to install the Officers of the Units within your District. It is suggested that you study, very carefully, the ceremony for Installation of Officers found in the Manual of Ceremonies as well as your District Presidents flash drive.

The District Installation schedule is set by the District Commander, sometimes with and sometimes without consulting the Auxiliary. The Unit has the right to either agree to join the Legion for this . . . or set their own date with you. Check with each Unit President as to their preference.

In the ceremony, there are charges for the Officers of the Unit. Occasionally additional officers are elected by the Unit, in which event it would be necessary for you to deliver a charge consistent with the duties of that office. This may require a little maneuvering on your part. Be flexible and be prepared. **You NEVER allow a stand-in at an installation.** If the Officer is not there, skip that charge.

When you arrive at the Unit, ask the President to furnish you a list of Officers that are present for the Installation.

Space for the Installation will vary from Post to Post, so survey the room when you arrive for the best way to set-up for the Installation. Your Installation team is there to help you, so work closely with them for the best results.

All Officers being installed should have their dues paid for the year they are serving so ask if their dues have been collected and sent to Department. Remember, they are a member in good standing even if they have not paid the new year, so they can be installed, but it is important to impress upon the President to make sure their dues for the new year be remitted as soon as possible to avoid problems later.

You will find there is a long and short ceremony for installations. Some Units have a preference and their wishes should be granted. Regardless of which form you use, personalize it and make it as nice as possible. The Installation is the first interaction with the Units in the District, and you want it to go well and for each Unit to feel special and important.

### **PROGRAM ACTION PLANS**

Following Department “Boot Camp” Program Action Plans will be posted on the Department web site at [www.alafi.org](http://www.alafi.org) for anyone to download. It is recommended that you also place a complete copy of all the Program Action Plans on the previously provided flash drive for your reference. Printed copies of these will also be made available for anyone that does not have a computer at a small charge.

The Program Action Plans will include the Unit Report Forms and the District Report Forms that are completed at the end of the year. Also included are deadlines for mid-year reporting. Encourage the Units in your District to read the Program Action Plans before planning their activities for the year.

### **DISTRICT SCHOOL OF INSTRUCTION**

- 1) A School of Instruction for Unit Officers, Chairmen and Members should be held within thirty (30) days after Department Workshop. See the Unit Guide, Standing Rule No. VII, Item 9.
- 2) Set the date, place and time, making sure the meeting room facility is large enough to conduct the school.
- 3) Send the information regarding the School to Department Headquarters using the form provided in your Handbook.
- 4) Send a bulletin to all Unit Presidents, District Officers, and Chairmen notifying them of the date, time, and place of the School. If lunch will be provided, state the cost. Make it clear the cost is for lunch only. **There can be no charge for attending the School.**

- 5) It is nice to invite Department Officers and Chairmen and any Past Department Presidents in your area. The Department allows no expenses for Department Chairman and Committee members to attend District meetings.
- 6) The District Team you assembled should conduct instructions for all Offices and Chairmanships. Do not be afraid to utilize the Department Officers and Chairmen's knowledge and guidance whenever needed.
- 7) The Welcome should be given by the President of the hostess Unit and the Response to the Welcome can be from either the Unit that traveled the furthest or that has the highest membership % at the time.
- 8) If the Department President is present, ask how long she will be there so she can speak last if possible. She may be attending more than one School, so please accommodate her if she needs to leave early, by allowing her to speak early in the program.
- 9) Thank all for a job well done.
- 10) Write a personal "thank you" note to the hostess Unit.

Be creative when planning your school. Don't be afraid to try something different or use a format that has never been used before. Make it a fun, pleasurable experience, but most of all make it a learning experience and **Teach the Programs!**

**DISTRICT SCHOOL OF INSTRUCTION**  
**SUGGESTED AGENDA**

1. *Call to order - rap gavel once for attention.*
2. *"Sergeant-at-Arms, you will see that the doors are closed and allow no one to enter until the opening ceremonies have been completed."*
3. *Rap gavel three times for members to rise.*
4. *Advance the Colors.*
5. *Invocation (Prayer) - moment of silence.*
6. *Pledge of Allegiance to the Flag of the United States of America.*
7. *National Anthem.*
8. *Preamble to the Constitution of the American Legion Auxiliary.*
9. *Rap gavel once to seat members.*
10. *"This\_\_\_\_\_District School of Instruction is now convened. Sergeant-at-Arms, you will see if there is anyone wishing to enter." If there is a printed program, state, "the Chair requests consent to deviate from the printed program." (Their response should be "consent")*
11. *Welcome - President of the Hostess Unit.*
12. *Response to Welcome.*
13. *Introduction of Distinguished Guests, District Officers and Chairmen.*
14. *Roll Call of Units by District Secretary.*
15. *Instructions of District Officers (including President, Secretary, Treasurer, Chaplain, Historian and Sergeant-at-Arms) and Chairmen.*  
***(In the event a District Officer or Chairman is unable to be present she should prepare her outline in advance and see that the District President receives it prior to the School.)***
16. *Question and answer period if time permits.*
17. *Remarks by distinguished guests.*
18. *District President's remarks.*
19. *Announcements*
20. *Thank Hostess Unit for all courtesies extended.*
21. *Closing prayer.*

## **UNIT VISITS**

In addition to your visit to the Unit to install the Officers, you should make an official visit to each Unit in the District during the year.

Notify the Unit President that you will be visiting prior to the night of the Unit meeting. Often the Units like to have refreshments on the meeting night you visit, and a “surprise” visit would not allow them that privilege.

When you visit the Unit, it is permissible to bring members of the staff with you, however, verify it is all right with the Unit, as space often is an issue and they would want to be prepared with enough seating. Please do not over-power them with a large group traveling with you.

It is important to make your visit very personal. When you are given the opportunity to speak, keep your remarks upbeat and positive. Do not reprimand the Unit for something that isn't done or done incorrectly at their meeting. If there is a problem that needs addressing, do so, one on one with the President and do not embarrass anyone publicly.

All Units do their meeting differently. What works well in one Unit may not work in another, so be open to the different meeting styles within your District. Don't be afraid to make suggestions but be sensitive to the Unit members' feelings.

Give the Unit a brief overview of how the District is doing and where the Unit stands in the District in membership and donations. Encourage them to ask questions. Ask if there is anything you or the District Staff can help them with.

Listen to their complaints. If you don't have an answer or a resolution to their problem, make sure you arrange to get the answer for them. Do not get involved with differences in personalities. Encourage everyone to respect each other's position on a subject and

try to resolve things diplomatically. If the problems are serious, contact the Department President and ask for her help. Provide her with as much detail as possible and she will recommend a course of action. Let the Unit know you care about the issue and will help get it resolved.

It is important to personally speak and shake hands with all members in attendance. Getting to the meeting a little early allows time for this. If you are not able to get there early, try to speak to each member before they leave after the meeting.

If time permits, it would be nice to visit with the Unit Officers and Executive Committee. There are items you can discuss with this group that would be helpful, not only to the operation of the Unit, but to the operation of the District as well.

Avoid visiting any one Unit too often. Remember, your job is to keep ALL Units active and on track. If you have units doing an outstanding job it is not necessary to be revisiting them, however, it would be to your advantage to visit the Units lagging in membership several times in order to get them off the ground. Newly chartered Units and Units that are internally reorganizing will need more help. Plan on visiting them more often and be prepared to answer questions, provide forms and help with procedures.

***Unit Visitation Forms*** are included on the District President's flash drive as well as in the District Presidents 3-ring Binder Book. They can also be found on the website at [www.alaf1.org](http://www.alaf1.org) under forms and resources titled, "District President Visit Form". You are required to use these forms at each Unit visit and mail the completed form to Department following the visit.

While completing the Unit Visitation Form it is your responsibility to verify that the Unit is in compliance with State and Federal laws. Ask politely to see the Units documents:

The following is a list of Unit items to verify:

- 1) IRS 990
- 2) Annual incorporation
- 3) Current Constitution and Bylaws
- 4) Department of Agriculture Solicitation License
- 5) Sales Tax Exempt Certificate

### **ORGANIZING A NEW UNIT**

The basic organization of the American Legion Auxiliary is the local unit. All Auxiliary members must hold membership in a local Unit or the Department holding Unit. Local Units carry into action the Department and National programs, and through the local Unit the Auxiliary mobilizes its energy for service to the American Legion, their local communities, their State and the nation.

The Unit is an Auxiliary to The American Legion Post, although the Unit may continue to exist after the Post to which it is attached has ceased to function.

The first step in the organization of an Auxiliary Unit is to arouse interest among women in the community who are eligible for membership and to secure authorization for the creation of the Unit from a Post. Once a Post has requested the Unit, contact Department Headquarters for membership supplies and cover letter to be sent to the Post.

A Unit can be started with one or two meetings. The first meeting is usually the informational meeting, where, you and other leaders meet with the interested women to explain what the Auxiliary is all about and what responsibilities exist as a result of starting the Unit.

The 2<sup>nd</sup> meeting is the organizational meeting, where Officers are elected, meeting date, time and place are decided, dues amount is set, and the charter application is signed by the Post Commander & Adjutant. These meetings can be combined, however, the organizational meeting requires that all applications be complete, and dues paid. All chartering fees are paid at this meeting.

Because of the importance of all paperwork being properly completed and submitted to Department, it is recommended that you contact the Department President and the Department Secretary before the final organizational meeting.

***Charter Fees are as follows:***

Charter application fee	\$10.00
Charter Roll	\$10.00 to include 20 names
Additional Names on Roll	\$.50 each
Membership per capita per senior:	(see current Unit Guide for dues amount)
	per junior: (see current Unit Guide for dues amount)
Bonding fee	\$6.00

These fees are due at the time the charter application is signed. More information on starting a Unit is in your Handbook.

**UNIT DEVELOPMENT & REVITALIZATION**

The Department of Florida is here to assist any and ALL Units with Development and Revitalization. Under the direction of the President, mentors will assist Units that are struggling, and to mentor both new and existing Units.

These mentors work in conjunction with the Department UD&R Chairman and the District Presidents, under the direction of the Department President.

If you have a Unit that needs help in organization, struggling to find Officers, hold meetings, etc. and you have exhausted all efforts helping them, contact the Department

President or Department Secretary. They will set-up a special meeting if needed, especially if you have a Unit at risk for losing their charter or one that has become inactive.

### **SURRENDERING A CHARTER**

The loss of a charter is a very serious matter. Any Unit with less than ten (10) senior members paid at Department "close of books" will automatically have their charter suspended at the Department Executive Committee Meeting at Convention. It will be determined at that meeting if the Department will recommend Revocation of charter to the National Organization, or if UD& R will be sent in to try to revitalize the Unit.

Units may contact you to say the Unit wants to surrender the charter due to poor participation. If you are contacted, notify the Department President or Department Headquarters immediately. Before a Unit can surrender the charter certain procedures must take place. Every member must be notified in writing of a special meeting called specifically to decide the future of the Unit. It requires a vote of the general membership to surrender a charter. It is not the decision of a few. Department representation will attend the special meeting to determine if other options are available. Surrendering a charter is a last resort. There are suggestions that can be made to solve the problems the Unit is having. ***The Department will make every effort to salvage the Unit.*** If all fails, as District President, you will recommend to the Executive Committee Meeting that we accept the charter.

### **CONSTITUTIONAL CONFERENCE**

The Constitutional Conference is an important event in any District – it is the culmination of the year's work. It is important for everyone involved to prepare for it and to make it a success.

- 1) Contact the District Commander to "get together" for planning and setting up the Conference. In accordance with Department's Standing Rule Article VII, Section 10, this conference is to be held not more than 60 days prior to Department

Convention. This coincides with the dates of The American Legion; while you should try to have the Conference at the same time and at the same place as The American Legion, it is not required. (You will probably have a better attendance, however, if it is the same.)

- 2) Set the date. If it is not possible to have it coincide with The American Legion, then set your own place and date. Do it early, and let the date be known early.
- 3) Check the meeting facilities to be sure the space is large enough to hold the Conference. Find out about housing in the area for out of town guests.
- 4) Send your Conference information to Department Headquarters as soon as possible using the form provided on your flash drive or on the website at [www.alafl.org](http://www.alafl.org) under forms and resources.
- 5) In the Call to Conference Notice to the Unit Presidents, Department Officers and Department Chairmen, give the meeting date, time and place, along with housing information. Also include directions to the hotel and meeting place for those who are not familiar with the area. If lunch is provided, state it along with the menu and cost. Remember; make it clear the cost is for lunch only. There is NO CHARGE OR FEE for the Conference. The Units should be notified as early as possible of this conference.
- 6) Invite your guests, remember. . .
  - a) Date
  - b) Place . . . Hotel and Meeting
  - c) Time
  - d) Any additional activities planned
- 7) You also will receive invitations to other District Conferences; try to attend. Each District is often unique, and you can see how other District conferences are run. This also lends your support to the other District Presidents.
- 8) Appoint and notify Conference Committees
  - a) Credentials (District Secretary may be responsible)
  - b) Rules (District Parliamentarian may be responsible)
  - c) Courtesy Resolutions (see sample form included in this Guide)
  - d) Notify speakers of any time limit they will have. This includes your District

Chairmen who will be giving reports, and all Unit Presidents in your District.

- 9) Caution those who are to give the Welcome and Response to "keep it short" and to the subject of welcoming and responding. It is suggested that the President of the Hostess Unit give the welcome and the President of the first 100% Unit (or other distinctive Unit) give the response.
- 10) Ask Department Officers and Chairmen in attendance if they prefer to speak early in the program, (they may be attending more than one Conference in a day.) If the Department President will be attending for the entire Conference, she speaks last.
- 11) Openly (verbally) give thanks and praise for any and all jobs well done.
- 12) Write "thank you" note to host/hostesses, etc.
- 13) Other preparations needed: be sure to have ballots prepared for your elections.
- 14) Are you going to have a printed program?
- 15) Door prizes?
- 16) Something unique for your Conference? Music? Decorations?
- 17) Establish a committee and make sure they are there early to set up the room. All these things need to be planned well in advance. Have a great Conference!

### **BASIC SEATING**

- 1) The presiding Officer is always seated in the center.
- 2) The distinguished guest is always on the right of the presiding officer, regardless of who else is present.
- 3) The highest-ranking group of guests is usually seated to the right of the presiding Officer, the lesser ranking group to the left.
- 4) At a business meeting, no matter who is thrown out of line, the Parliamentarian is always seated to the right of the President during the business part of the meeting.

## **INTRODUCTIONS OR PRESENTATIONS**

- 1) INTRODUCE one not known to the group.
- 2) PRESENT one already known to the group.
- 3) When one introduces or presents a guest of honor, and she is simply to "rise and bow", you would introduce the highest-ranking guest first and go down the list. If guests are each to say a few words of greetings or congratulations, you would start with the lowest rank and go up the list; thus, the last expression would come from the top-ranking officer or guest.
- 4) Introduction or presentation of honored guests should be gracious, but short.
- 5) The membership always rises in recognition of the Department or District President as introduced.
- 6) When there are distinguished guests present, Chairmen and Officers making reports address the chair only, "Madam President." The only exception given by Robert's Rules of Order, Newly Revised is that the speaker may address the chair, Madam President, Ladies and Gentlemen."

## CONSTITUTIONAL CONFERENCE

### SUGGESTED AGENDA

1. Call to Order - rap gavel once for attention.
2. "Sergeant-at-Arms, you will see that the doors are closed and allow no one to enter until the Opening Ceremonies have been completed."
3. Rap gavel three times for members to rise.
4. Advance the Colors. ( District and Unit if desired)
5. Invocation (Prayer)- moment of silence.
6. Pledge of Allegiance to the Flag of the United States of America.
7. National Anthem.
8. Preamble to the Constitution of the American Legion Auxiliary.
9. Rap gavel once to seat members.
10. "This\_\_\_\_\_District Constitutional Conference is now convened. Sergeant-at-Arms, you will see if there is anyone wishing to enter." If there is a printed program, state, "the Chair requests consent to deviate from the printed program." (Their response should be "consent".)
11. Welcome - President of the Hostess Unit.
12. Response to the Welcome - Unit President with the highest percentage in membership or any special recognition.
13. Introduction of distinguished guests, District Officers and Chairmen.
14. Roll call of Units by District Secretary.
15. Announce appointment of Courtesy Resolutions Committee.
16. Unit President's reports.
17. District Chairmen's reports.
18. District Officers' reports.
19. District President's report, including Financial Report of District Dues and expenses. (Ask the immediate Past District President, if in attendance, to assume the Chair while you give your report.) **Note:** Any remaining monies to be turned over to the incoming District President
20. Election of District President:

- a) State that an endorsement has been received from Unit No. \_\_\_\_ and the Chair recognizes \_\_\_\_ (NAME) \_\_\_\_\_ of Unit No. \_\_\_\_\_ for the purpose of a nomination. (This is done for all endorsed candidates.) (Ask if there are any other nominations.)
- b) If there is only one candidate for this office, you state: "There being only one candidate for the office of District President, the Chair declares \_\_\_\_ (NAME) \_\_\_\_\_ the newly elected District President.

Ask the Sergeant-at-Arms to escort the President-elect to the rostrum for her remarks.

21. In the event there are two or more candidates for the office of District President:

- a) The District Secretary will read the voting strength of the Units as per their Certification of Delegates presented to her prior to the opening of the Conference. (This Certification of Delegates should be compared with the delegate strength furnished by Department Headquarters which indicates the maximum number of delegates each Unit is allowed.) **Each Unit shall have as many votes as it is entitled to registered delegates. The vote of any delegate not present shall be cast by the majority of delegates present from her Unit. Note: It is not necessary for all registered delegates to be in attendance.** The delegate(s) from the Unit may cast the ballots in accordance with the majority of their delegate's decision.
- b) The Sergeant-at-Arms or Pages will then pass out the same number of ballots to the Chairman of each Unit delegation as called out by the District Secretary.  
**(ONLY THE DISTRICT PRESIDENT HAS HER OWN VOTE AT THE CONFERENCE. DEPARTMENT OFFICERS AND PAST DEPARTMENT PRESIDENTS DO NOT HAVE THEIR OWN VOTE AT A CONSTITUTIONAL CONFERENCE.** They must be registered delegates of their Unit to vote.)
- c) After votes are cast, the Chairman of Tellers collects all ballots, and she and her committee (all appointed by you prior to the election) retire to count the ballots. When they return you ask for the report of the Tellers

Committee. Chairman tells President vote count. President declares election winner.

- d) Chairman of Tellers moves that the ballots be destroyed. Motion needs to be seconded, ask for any discussion and then call for the vote. State the declaration of fact and announce the result of the vote. "The ayes have it and the motion has passed, or the nays have it and the motion has failed"
22. If no endorsed candidate for District President, state, "there being no endorsed candidate for the office of District President, nominations are now open for the office of District President."
- a) If more than one candidate nominated from the floor, proceed with election by ballot as outlined above in No. 21.
  - b) The District President-elect to submit a statement to Department Headquarters prior to Department Convention, indicating her willingness to serve as District President.
23. The District's delegate and alternate to National Convention are **elected** at the Constitutional Conference. However, before opening nominations state that anyone being nominated must be planning to attend National Convention. Chairman of Tellers handles ballots in same manner as above.

**IF THERE IS NO ALTERNATE DELEGATE WILLING TO ATTEND NATIONAL CONVENTION, DO NOT PUT A MEMBER'S NAME ON THE FORM.**

24. You should state that nominations are now open for the delegate to National Convention. **Regardless of how many names are placed in nomination, the members will vote for one - - the member receiving the highest number of votes will be the delegate and the member receiving the second highest number of votes will be the Alternate. It may be the custom of the District to send the outgoing President or incoming President, but they must be elected!**
25. Remarks by the distinguished guests. If the Department President is in attendance she should be the last one to speak.

26. Announcements.
27. Report of Resolutions Committee.
28. Thank Hostess Unit for all courtesies extended.
29. Closing prayer.
30. Retirement of Colors and adjournment of meeting.
31. Memorial Service – Time of service varies in each District.

**Note:**

- 1) You must have 30% of the Units from the District present at the Conference for it to be a legal meeting. If you have 20 Units in your district, 6 must be present at the opening role of Units. If there is no quorum, reports can be given, however, there can be no election for District President or Delegate to National Convention.
- 2) If you either do not have a quorum or simply fail to elect a President at the Conference, a District Caucus will be called by the Department President at Convention for the purpose of electing a President. Filling the vacancy of President is the only business that can be conducted at this caucus. The vacancy of delegate to National Convention will be filled by an alternate elected on the Convention floor.
- 3) You must complete the Quorum Report mailed to you with the Conference Material. A copy of one is included on the next page for your reference

**Other than the election of District President, and Delegate and Alternate to National Convention, No Other Business shall be conducted at the District Constitutional Conference.**

**Constitutional Conference**

**Quorum Report**

Each District must establish it had a quorum at its conference and report such to Department Headquarters immediately following the close of the conference using this form.

District # \_\_\_\_\_

Number of Units in the District \_\_\_\_\_

Number of Units Registered at the Conference \_\_\_\_\_

Attach the registration forms turned in during the registration period prior to the opening of the conference to this form and mail to Department Headquarters along with the results of the District President election.

\_\_\_\_\_  
Signature of District President

**Department Office Use Only**

Quorum was met	Yes	No
Election Valid	Yes	No
Did District Elect a President	Yes	No
Did District Elect a Delegate	Yes	No
Does District Require a Caucus	Yes	No

## **DISTRICT CAUCUS OUTLINE**

This caucus of the \_\_\_\_\_ District, Department of Florida will please come to order.

The Parliamentarian for this caucus \_\_\_\_\_ was appointed by the Department President. (Introduce the Parliamentarian)

May I have your consent to appoint \_\_\_\_\_ as Secretary and \_\_\_\_\_ as Chaplain? (Ask these people ahead of time so they can be prepared)

The Chaplain will offer prayer.

The only purpose for this meeting is to elect a District President. There shall be no other business.

“The Chair calls for nominations from the floor.”

Recognize the first person standing.

(She will nominate someone)

“Are there any other nominations?”

If there are more than one person standing you must recognize them.

If no one else stands . . . repeat “are there any other nominations?”

If no other nominations . . . state:

“All in favor of electing \_\_\_\_\_ for the office of District President please say aye, those opposed no”.

Will the newly elected President \_\_\_\_\_ come forward for remarks.

Close with a prayer.

This meeting is now adjourned, thank you for your cooperation.

Complete the Caucus Form by both the District President and the newly elected District President and turn in immediately to the Department Secretary.

**DISTRICT CAUCUS FORM**

**2018-2019**

I, \_\_\_\_\_, District President for District \_\_\_\_\_, do hereby validate that; \_\_\_\_\_, a member in good standing of Unit \_\_\_\_\_ was elected District President at the District Caucus held at the Annual Department Convention.

\_\_\_\_\_

Signature of District President

Having been elected District President for District # \_\_\_\_\_, at the District Caucus, I am willing to serve and will do so to the best of my ability.

\_\_\_\_\_  
Signature of newly elected District President:

**Contact information for the Unit Guide is as follows:**

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_

(Home)

(Cell)

Email Address: \_\_\_\_\_



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## HOW TO BE A GOOD LEADER

### Committee:

Leadership

### Contact Information for Questions:

leadership@ALAforVeterans.org

To some the title “leader” implies a domineering, take-charge, charismatic individual. Leadership isn’t an adjective. You don’t need to be an extrovert or charismatic to be a leader. Most members define leadership as the ability to achieve a position, not the ability to get followers.

Leadership is a mindset in action; it stems from social influence, not authority or power. Leadership has nothing to do with titles. You can be a leader in your workplace, your neighborhood, your family, and/or our organization, all without having a title.

### Step-by-Step Instructions:

Be Knowledgeable – It is not necessary to be an expert on everything, but basic knowledge is essential. Where are your resources?

- Familiarize yourself with documents that govern the operation of your Unit or Committee
  - National Constitution and Bylaws ([www.ALAforVeterans.org](http://www.ALAforVeterans.org))
  - Department Constitution and Bylaws (contact your Department Headquarters or Department Chairman)
  - Sample Constitution and Bylaws ([www.ALAforVeterans.org](http://www.ALAforVeterans.org))
  - Unit Guidebook (sold through American Legion Emblem Sales at <http://emblem.legion.org>)
  - Parliamentary Procedure (sold through American Legion Emblem Sales at <http://emblem.legion.org>)
  - Local bookstores
  - Internet, etc.
- Possess a level of familiarity with programs of the American Legion Auxiliary
  - Finding program helpful hints: ([www.ALAforVeterans.org](http://www.ALAforVeterans.org)) The following Committee tabs will provide additional information: Americanism, Children & Youth, Community Service, Education, ALA Girls Nation, Junior, Legislative, National Security, Poppy, Veterans Affairs and Rehabilitation.
- Strengthen knowledge on Parliamentary Procedure
  - Parliamentary Procedure (“How to Run a Meeting”)
  - Unit Guidebook (How to be a Successful Unit Leader)
  - How to Sheets
- Know the process for the appropriation and control of money. Bad financial practices do not just hurt the organization; they can result in criminal investigations and prosecution.



- [www.ALForVeterans.org](http://www.ALForVeterans.org)
- Finance: How to monitor finances

Be Passionate -A good leader exhibits excitement; and through demonstrated, unswerving commitment to our vision, instills hope and inspiration to other members. A good leader “walks the talk” and in doing so earns the right to lead.

Listen -If you exhibit a proper attitude in listening, really listening, to your members the potential for identifying new opportunities will emerge. Instill in yourself, and others, that listening is an opportunity to grow. In the end, your success as a leader will be predicated upon your ability to listen and understand the viewpoint of others.

Have a Positive Attitude-Leaders should have an upbeat, optimistic attitude that serves as a source of inspiration for others. If leaders seem discouraged or apathetic, members are likely to also become uninspired and demotivated.

- Be a cheerleader. Motivate others by your enthusiasm.
- Follow up with your members to ensure they are achieving the goals, objectives and milestones established.

Lead with Integrity - A good leader must possess unquestionable character and lead with integrity. Integrity gives you so much as a leader; credibility, trust, confidence, influence and more.

Lead by Example - Who says leadership is a one-way relationship? As you work toward developing leadership qualities in yourself, don't forget to look to your fellow members for feedback and inspiration.

- Pay attention to the things that have been effective in the past and always be on the lookout for new ways to inspire, motivate and reward your members.
- Be willing to delegate responsibility – use the talents of others!
- Always instill a climate of goodwill.
- Be respectful. Remember those all-important "shout outs" to deserving members and certainly the two most important words, Thank you.
- Do you care about your members and strive to help build leadership capacity in them?

Be Confident - Be aware of the way and manner which you present yourself. Bearing is everything! Be confident and decisive in your decision-making. Members will pick up on your approach to leadership and find reassurance, clear direction and security when a leader portrays confidence and positive demeanor.

Act Professionally - As a leader, you should be cordial to all your members. You should also recognize the importance of dressing appropriately, showing up for meetings on time, and communicating in a professional manner. Your goals and expectations should be clear from the beginning. Members will be more motivated and less confused. Ask for input. Tell them that their perspective is crucial to your success.





## HOW TO BE A MENTOR

Mentoring is an invaluable service we offer our new members and successors in the American Legion Auxiliary. Mentoring includes teaching, counseling, listening and advising in order to encourage the success of those members who are less experienced in the ways of the Auxiliary.

A mentor is a knowledgeable person who is willing to give her time to explain the policies and procedures of Auxiliary programs, provide encouragement and guidance and is enthusiastic about teaching others. She is patient and understands that a new member or a member taking on a new role may be hesitant and unsure about her role in the Auxiliary.

### How do you mentor a new member or a member wishing to become active in the unit?

- Sit with the member during meetings, get to know her and explain acronyms as they are used during the meeting.
- Offer to carpool to meetings, if feasible.
- Introduce her to other members, particularly committee chairmen of any committees in which she has an interest.
- Encourage her participation in unit activities.



- Answer any questions she may have about procedures.
- Answer any questions she may have about programming.
- Follow up with a phone call or letter if she misses a meeting. Let her know that she was missed and send her any handouts or notes from the meeting.
- Stay in touch. Call her and send cards for occasions such as a birthday, get well, etc.
- Socialize with her.
- Invite her to attend district meetings and department workshops.

### How do you mentor a member for a leadership position?

- Offer advice about the position and the things you wish you would have known as a beginner.
- Provide materials and resources that can help her transition into an officer role.
- Allow the member to take ownership of her position and use her own ideas.
- Support the decisions she makes as a leader.
- Assure her that she may call upon you for advice anytime.

**Above all, share what you know and be a resource to her.  
You could be the reason she renews her membership!**

## **New Unit Process/Checklist**

### **Unit**

- \_\_\_ Obtain Charter Application online at <https://www.alaforveterans.org>
  - \_\_\_ Print off 3 copies of the charter application
  - \_\_\_ Fully complete all 3 copies of the charter application
  - \_\_\_ Have all 3 copies signed by the Post Commander and attested by the Post Adjutant.
  - \_\_\_ Collect all new member applications (both Juniors and Seniors), along with total dues for each.  
*Note:* a minimum of 10 senior members is required to form a new unit
  - \_\_\_ Send the following to your Department Headquarters:
    - 3 signed copies of the fully completed charter application
    - All completed member applications
    - Department and National portion of dues for each member
    - Completed form or letter indicating the Unit's total annual dues amount for each Junior and each Senior
    - Charter application fees
    - Name and number of District and/or County where the unit is located, if applicable.
- Note:* Charter fee is \$10, and roll is \$10 for up to 20 names with an additional \$0.50 for each name over 20.

### **Department**

When Charter application packet is received, make sure it includes:

- \_\_\_ The application, fully completed and signed
- \_\_\_ All new unit member applications
- \_\_\_ Dues payment for each member that includes Department and National portion
- \_\_\_ Payment for charter fees
- \_\_\_ A letter or form that indicates the Unit's total annual dues amount for seniors and juniors

Then:

- \_\_\_ Have the Department President sign the charter application
- \_\_\_ Prepare check for national portion of dues; make check payable to "National Treasurer"  
(As of membership year 2014, national dues are \$9.00 per Senior, \$1.25 per Junior)
- \_\_\_ Send charter application, member applications, charter fees, dues payment and unit dues information to the Membership Division at National Headquarters

### **National Headquarters will:**

- \_\_\_ Verify that Department has submitted 3 copies of fully completed and signed charter application, member applications, unit dues information, payment for national portion of dues, and charter fees payment.
  - \_\_\_ Compare the names of each membership application to the names listed on the charter application
  - \_\_\_ Calculate the total national dues required to make sure dues payment is correct.
  - \_\_\_ Verify that payment for charter application and roll fees is correct.
  - \_\_\_ Check that the charter packet includes information on the Unit's dues amount for both Junior and Senior members
  - \_\_\_ Create the new unit in the database (ALAMIS) and enter all charter members into the new unit
  - \_\_\_ Have the National Secretary sign the new charter
  - \_\_\_ Affix seals to the charter and send to the Department Headquarters
- Note:* new member applications will be returned to the Department along with the Charter and roll.



## **INCLUDING NON-MEMBERS IN THE UNIT: AUXILIARY ADVOCATES**

Auxiliary Advocates are people not eligible for membership who would like to get involved in the Auxiliary. They should be welcomed with open arms because your unit can benefit immensely from their help and support. Husbands of servicewomen are the ideal candidates, because they do not qualify for membership in The Legion Family.



### **Why should they be included?**

- Excellent spokespeople for the Auxiliary in the community.
- Their volunteer hours or donations can be recorded for the Auxiliary to receive credit.
- They could provide a service or talent that your unit needs.
- They know people who could be potential members.

### **How can you recruit and involve Auxiliary Advocates?**

- Encourage members to bring friends to volunteer events, even if they are not eligible.
- Incorporate other young people into your Junior activities.
- Announce volunteer opportunities and events in the community.
- Hold an open house to help them get to know your local unit.
- Provide a newsletter or phone calls to non-members about volunteer opportunities.



## American Legion Auxiliary Unit

Presents

# Volunteer Appreciation Award

To

---

*In recognition and sincere appreciation of outstanding volunteer support by an Auxiliary Advocate. This volunteer demonstrates dedication to the programs, activities, and ideals of the American Legion Auxiliary.*

*Thank you for going "ALL In"!*

---

Unit President

*Ann King-Smith*

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2019-2020 Department President

## What is Servant Leadership

**Servant Leadership** is something we're all going to be hearing a lot about during the 2019-2020 Auxiliary Year. It is my hope that you will read as much as possible about **Servant Leadership** and make every attempt to be this kind of leader.

Servant Leadership is using your authority and responsibility to serve those members who work with you for a common goal or cause. In our case, that common goal would be to fulfill our ALA Mission. Always remember that it's not just about serving your needs as a leader – it's about growing all our members personally and professionally.

When you give members an active role, you give them an opportunity to learn and this learning gives them lifelong information and a great foundation of experience. They can continue to build on this foundation (experience) and hopefully become a leader for our great organization. It is the job of a Servant Leader to serve the needs of our organization by focusing on the needs of the members they lead. Servant Leaders concentrate on the needs of all members while they serve. They help bring out the best in each member and encourage them to be confident.

When new members join the American Legion Auxiliary, you are given an excellent opportunity to discover their talent, expertise, interests and areas that bring out their enthusiasm. Your role as a leader is to unite, motivate and inspire our members to achieve a common goal....working the ALA Mission. It is also your job as a leader to create an atmosphere of harmony where we all work together for the good of our organization.

Avoid the thought that our members are merely here to help you get more accomplished. Give everyone an active role. Avoid just handing out assignments and lists of "dos" and "don'ts." Always remember that our members want to feel a sense of purpose, to be valued and to feel an important part of something bigger than themselves,

Most members join our organization because they are interested, motivated and passionate about what we do for our veterans, active-duty military, children and communities. They want to help improve the lives of others with their dedication, devotion and selfless efforts. A good leader's approach, attitude and dialogue with our members should be very special. It is the job of a Servant Leader to serve our members the way we would like or expect them to serve our organization. The Servant Leader should fulfill their needs, guide them in the right direction, provide them correct information, provide them with all the knowledge available and most important, always make them feel important.

Our members come to us with all levels of expertise in many areas. Some need more guidance and mentoring than others, while some just need simple instructions. Some need minimum training and others require extensive training. If you maintain a great attitude while remembering the meaning of true Servant Leadership, your success is guaranteed.

Remember to always promote and recognize our members because when our membership grows, our ability to fulfill our ALA Mission will grow by leaps and bounds.

Traits of Good Leaders....

1. **They know their team.** Henry Ford once said..."Coming together is a beginning. Keeping together is progress. Working together is a success."

2. They give credit where it's due.
3. Good leaders recognize volunteers; great leaders appreciate them.
4. They inspire others to grow.
5. They care about others.
6. They are transparent in how they communicate.
7. They do not micromanage.

## **DISTRICT PRESIDENT SCORECARD INFORMATION**

As you know, each year at Department Convention, the Department President announces the recipient of the **District President of the Year Award**. In the past, Department Presidents have used various methods to select the recipient of this highly esteemed award.

For the 2019-2020 Auxiliary Year, I have designed a “scorecard” which will be used to track your accomplishments as you work your term as District President. This will be done on a point system and many of the items are things you are required to accomplish as a District President. There are other items that can earn bonus points. These items require you to go the “push a little harder” and work closely with all Units in your District.

**You will keep track of your SCORECARD and be completely honest when recording your points. I will be going over your SCORECARD when I visit with you in your District.**

**All SCORECARDS are to be submitted to me by May 15<sup>th</sup>, 2020. They should be mailed to me at my address in the Unit Guide.** I will calculate the numbers and make my selection for District President of the Year based on the final numbers. In case of a tie, a name will be drawn to determine the winner.

So, you see it isn't me that will select the District President of the Year for 2019-2020. It's in your hands. Each of you have the ability and equal opportunity to win this award and be recognized at Department Convention.

I know you are all FLORIDA STRONG DISTRICT PRESIDENTS ..... so let's get going !!!!

**DISTRICT PRESIDENT SCORECARD**

**NAME:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

<b>TASK</b>	<b>POSSIBLE POINTS</b>	<b>POINTS EARNED</b>
Attend District President's Breakout at Convention	5	
Attend Department Boot Camp	5	
Schedule Department President's Visit by Boot Camp	5	
Schedule District School of Instruction	5	
Schedule District ABC School ***	5	
Submit an Article to "Mail Call" for Your District ***	5	
Design a District Facebook Page	5	
Email a Monthly District Newsletter	5	
Mail a Monthly Newsletter to Each Unit	5	
Attend Department Workshop ***	5	
Hold Quarterly District Meetings ( 3 points per meeting)	12	
Host an Honor Flight Recruitment Dinner in Your District ***	5	
Volunteer at an Honor Flight Event ***	5	
Schedule a Past District President Luncheon	4	
Submit Quarterly Reports to Department President	4	
Plan a District Event at a VA Hospital or Nursing Home ***	5	
Schedule Monthly Conference Calls with Unit Presidents	5	
Hold a District Girls State Orientation	5	
Give Oral District Report at Department Convention	5	

**BONUS POINTS**

<b>BONUS POINT ITEMS</b>	<b>POSSIBLE POINTS</b>	<b>POINTS EARNED</b>
Hold More Than One District ABC School	5	
Submit More Than One (1) "Mail Call" Article	5	
Receive One (1) Bonus Point for Each District Chairman Attending Department Workshop	1 per Chairman	
Points for Each Unit Holding a Dinner/Recruiting Event	5 per event	
Additional Points for Each Unit That Participates in an Honor Flight Event	5 per Unit	
Additional Points for Each VA Hospital or Nursing Home District Event	5	
Additional Points for Each Unit in District that Recruits 2 New Members by Veteran's Day (November 11 <sup>th</sup> )	5 per Unit	

**TOTAL POINTS** \_\_\_\_\_

**NOTES**

