

American Legion Auxiliary

Department of Florida

Department Chairmen's Guide



Securing Our Foundation to

Build a Stronger Future

#Secureourfoundation #BuildingTheHouse

Charlotte Bass

Department President

2024-2025

This year, every member will be **Securing our Foundation by Building a Stronger Future** for our veterans, military families, community, and children & youth!

#BuildingTheHouse!

This hash tag is our commitment to those who served. Each one of us will rededicate ourselves to our **MISSION!** If every member volunteered for one event...and said #Buildingthehouse, think about all the things we could accomplish for our veterans and their families!

The Auxiliary has been in existence for 100 plus years, and it is our commitment to make sure that it goes on for 100 more. Our **“foundation”** is comprised of our members, we just need the right **“tools”** to make sure that we continue to grow.

My color this year is Teal. I chose this color because of its meaning. Teal is often seen as calming, restful, and a rejuvenating color that represents open communication, clarity of thought, and balance.

Because of your knowledge, skill, and dedication, you have been chosen to serve as a Department Chairman. **CONGRATULATIONS!** Your job can be carried out successfully if you are inventive, committed, and enthusiastic! By accepting this appointment, you have made a commitment to all the members of the Department of Florida by saying, **#BuildingtheHouse**, and giving your very best to our programs.

Chairmen it is your responsibility to promote the programs, along with the principles and ideals of the American Legion Auxiliary. I hold you accountable, just as I hold myself accountable. Please remember that a little recognition, a thank you, or simple gesture could make the difference between someone coming back, or leaving this organization.

By **“Securing our Foundation”** and **#BuildingtheHouse** together, we will take Florida to the next step in our journey through the second 100-year chapter of our organization.

We understand a Chairmanship is extremely hard work, but we know you will find it immensely fulfilling and rewarding. We thank you for devoting a year of time and energy to our great organization. If you are unable to perform your duties to the high standards we set for Department of Florida Chairmen, we will relieve you of your obligation.

This Department Chairman's book has been compiled to help you fulfill the duties of your Chairmanship and to answer any questions you may have. It is important for you to know that additional information and assistance is always available to you.

You are a Leader and a very important part of the Department of Florida Team.
Once again, ***Congratulations*** have a wonderful year and ...

Thank you for "**BuildingTheHouse**" with me and "**Securing Our Foundation to Build a Stronger Future**"!

Charlotte Bass

**Department President
2024-2025**

Table of Contents

New This Year	1
Dress Code.....	1
Program	2
Expenses	2
Boot Camp.....	3
Program Engagement Plan.....	4
Workshop	5
Fall Conference.....	6
Book of Reports.....	7
Department Convention	7
Newsletter.....	8
National Committee.....	8
Year - End Reports to National	9
Fund Raisers	9
In Closing	10
The Florida Toolbox Schedule	11

NEW THIS YEAR

They say “what’s old is new again”! So as we enter a new year let us begin by getting back to basics. Teaching the Auxiliary Mission through our programs will be our main focus and presenting the ALA programs to the members will be the main objective. We will concentrate our efforts on mentoring, and supporting our fellow chairmen as we work together towards “**Securing Our Foundation to Build a Stronger Future**”.

The Membership theme is **Membership is the Key to Success**. Each District will be a different tool. Embrace and incorporate the theme into your District and Unit meetings, events, and fundraisers. Be creative and use the theme with a new and imaginative twist.

National President Trish Ward’s Theme is Leading the way. Her special project is the ALA Foundation Veterans Project, to provide **grants to help mission outreach grow for any** Auxiliary unit, district/county, or department that identifies a new, one-time need for your local veterans or active military. The Department President’s Special Project is Operation 300 a registered 501(c)3 not for profit organization that hosts weekend adventure camps for children who have lost their parent as a result of military service, pairing each child a father aged mentor who spends the weekend doing things with the children that they might have done with their parent.

DRESS CODE

The American Legion Auxiliary does not have an official uniform; however, it is important to look your very best! As a Department Chairman you ARE representing the Department of Florida.

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 during the meetings.**

PROGRAM

Start with the idea that your program will be outstanding under your guidance. Seek out advice from past Chairmen and Unit members. In all programs, Unit participation is the key to success. We have found that the membership responds well to a call for an item that they can purchase and/or collect and bring to an event or meeting. If you wish to put out a call for something, you must get the approval of the Department President. We cannot have too many requests at one time so plan early. You are **encouraged** to travel to promote your Chairmanship and attend Schools of Instruction, Homecoming, Banquets, and Constitutional Conferences. You should speak on any new information and materials you receive from the National Organization.

Throughout your term you will be asked questions, some of which you may not be able to answer. Be sure of your answers! If you are in doubt, do not hesitate to admit it. Research the question and reply as soon as possible!

At any and all occasions when you have the opportunity to speak, express the Department President's thanks to the Unit members, who truly shoulder the commitment in making our programs work.

EXPENSES

As a Department Chairman you will receive compensation for certain things. The Department Finance Committee will make recommendations to the membership for approval in the annual budget. Check the budget to see what is allowed for your Chairmanship. All programs have an allocation for program expense, awards and some have allocations for travel. The form for program reimbursement is located on

our website under forms and resources, “Dept Chairman Expense/Award Reimbursement” submit online with appropriate receipts. This form must be submitted within 30 days of purchase. Any submission after 30 days will result in the denial of reimbursement.

When authorized by the Department President to attend a meeting (a call in) you will need to go to www.alafi.org under forms and resource and complete a Department Expense Reimbursement form along with hotel receipt in your name and proof of mileage from printed map source.

Compensation is based on mileage and lodging (if traveling from out of State your allowed mileage would be from your Post home location to the site of the meeting) as stated in the annual budget. If you do not drive to the site, you may not request travel reimbursement.

If you rode with another member, the member is to list you on their worksheet as a passenger. If the passenger in your car or roommate receives reimbursement from any Unit, Post, Squadron, Department or other, you must disclose this on your form.

NO DOUBLE- DIPPING! You MUST answer roll call at **ALL** sessions and should be in attendance to answer questions from the membership throughout the entire session when possible.

BOOT CAMP

The first meeting for you will be Boot Camp. This is where you will receive valuable information on what is expected of you as a Chairman. This year’s boot camp will be held July 4 – July 7, 2024 at the Hilton Orlando/Altamonte Springs. The address is 350 S. Northlake Blvd, Altamonte Springs, Florida 32701.

The first meeting at boot camp is at 7:00 PM Thursday night and we should end around noon on Sunday. Your room will be paid for; however, Department will not pay for travel. Department will make all room reservations and all rooms will be booked two to a room, non-smoking doubles.

Please bring a rough draft of your Program Engagement Plan on a flash drive. We encourage you to bring your laptop. Printers will be provided for your use during boot camp.

PROGRAM ENGAGEMENT PLAN

You are required to prepare a Program Engagement Plan. This Plan consists of an outline of your program. Your responsibility is to research National's Plans and compile the information you would like to present to the Units. The outline is to include points of emphasis from National and Department and any topics **YOU** would like to highlight. Include pamphlets and any related material available, suggested contributions and hints on promoting the program.

Many of the Programs crossover, sometimes so much that it is hard to distinguish between them. Talk with the other Chairmen work together and form your Program Engagement Plan accordingly. Try to incorporate the Department President's theme when planning your program. The awards page should include a list of all Department revolving trophies and any additional awards you wish to present. **Department only provides the awards listed in the Unit Guide. All other awards are your responsibility.** All awards, before being announced, must be submitted to and approved by the Department President.

When preparing your Program Engagement Plan, you are to use Times New Roman, or Arial Font number eleven (11) or twelve (12) with one (1) inch margins on both sides of paper. You are to submit an electronic copy of your plan either via email or

flash drive in Adobe pdf. **Headquarters staff is here to assist you. not to do your work for you.** You will find them extremely dedicated, hardworking and helpful. You will need to respect and appreciate them at all times.

Please review your program on the National website and make any appropriate changes to your Program Action Plan. Be sure Department has your final version to post on the website by the date determined at Boot camp. Remember to encourage Units to apply for Department and National Awards. Before formulating your questions for the Year-End Report and /or Narrative make sure the questions you have asked will allow you to respond to National's questions completely.

A District Master Year-End Report and /or Narrative Form must be prepared for the District Chairman. Simply revise the Unit Year-End Report form to enable the District Chairman to compile and summarize the Unit answers. The entire Program Engagement Plan, including the District Master Year-End Report Form is to be included in your Program Engagement Plan submitted to Department Headquarters.
We will discuss more on Reporting at Boot Camp!

WORKSHOP

The Department Workshop will be held at the Hilton Orlando/Altamonte Springs at 350 S. Northlake Blvd, Altomonte Springs, Florida 32701 on July 19-20, 2024. At this workshop, you will present the concept you wish to develop for the year. The files of the previous Chairman may be helpful to you, and you should study them thoroughly involve your Committee Members – use visuals and charts. Presentation boards will be distributed at Bootcamp. If your presentation requires audio/visual equipment other than Power Point, you must notify Department Headquarters at least fifteen (15) days prior to Workshop.

Each Department Chairman should introduce the committee members in the beginning of the presentation and involve them in your presentation. End by asking

questions on the program. Remember, these members are THE Committee not MY Committee. We encourage enthusiasm, new ideas, and fresh approaches. Remember people support what they help create!

In your presentations, know what your program encompasses. The goal for the Workshop is to prepare and train the District Chairmen to put on the District School of Instruction.

FALL CONFERENCE

Not all programs are emphasized at Fall Conference. The Department President will notify you if your Chairmanship will be featured. Only those Chairmen who will be platform or breakout session presenters will be allowed mileage and lodging reimbursement, upon submission of a of a complete a Department Expense Reimbursement form t as per the approved budget.

If your Chairmanship is to be highlighted, you will be notified of the time limit. For the Conference to run smoothly, you must adhere to this limit. Make the presentation interesting, informative, and stimulating. There is no allowance in the budget to pay for guest speakers or special equipment. Contact the Department Secretary well in advance to see if equipment needed is available. Use your committee members to greet and escort speakers, help with presentations, and distribute handouts.

The name and title of any guest speakers must be sent to Department Headquarters thirty days (30) so the information can be included on the program. **ALL** Guests speakers must be approved by the Department President.

ALL Chairmen are required to submit a written report double spaced to the Department Secretary. This report is **NOT** a copy of the presentation you make at the conference, but information on how you are promoting your program, new material from National and goals for the remainder of the year. If your program is not

highlighted you are still required to submit a written report. All Chairmen are asked to prepare something for the District packets to include changes or updates on your program. Seventeen (17) sets should be prepared ahead and brought to the conference to go into the District packets. If you need assistance with making copies contact Department Headquarters thirty (30) days in advance.

BOOK OF REPORTS

You are required to submit a report for the Book of Reports at the end of the year. You will receive notice from Department what date this report is due by. This report enables you to give a much more complete report of activities and accomplishments of the Units in your district, than the 3-minute oral report given at Convention. Per Finance Rules, this report is required to receive payment for attending Convention.

DEPARTMENT CONVENTION

Reports will be given on the Convention floor starting Friday. Following your narrative, you must submit a double-spaced, typed report, including awards, to the Department Secretary. All awards will be presented with the assistance of your committee members immediately following your report. You are encouraged to recognize Units and/or members who do exceptional work with at least a citation.

Certificates of participation will not be announced from the podium. If a resolution pertaining to your Chairmanship has been presented, the Resolutions Chairman will read it immediately after your awards have been presented. **NOTE: Only the revolving trophy award plaques are purchased by Department Headquarters.** You are to contact the Department Secretary by the deadline with the names of the award winners. These plaques will be on the podium for you to present at the time of your presentation.

You are required to turn-in your Chairman's Binder given to you at the beginning of the year. Failure to do so will result in you not receiving payment for attending Convention.

NEWSLETTER

All newsletter articles must be submitted to the Department Secretary no later than the 15th of the month prior to the month you are assigned. The articles will be published in the Department Newsletter as well as on the website. You are encouraged to submit an article each month on your program.

Please submit articles for the Newsletter via Newsletter Submission Form located at www.alaf.org under Newsletter. Pictures should be submitted separately from article. **Articles should be proofread and print ready!**

If you have a specific graphic you would like to appear on your page, send it to us, and room permitting, it will appear on your page. Please note the schedule of programs in the Unit Guide is different from the schedule included in this Guide Book. The Unit Guide schedule is for Program planning purposes for the Units. Your article is placed in the Newsletter earlier. Remember, you can place articles in the Newsletter more often than your assigned month. If it is not your month, and there is no room for your message, it will be held until the following month. Department office staff will handle all formatting of the page.

The Newsletter article schedule is on a separate piece of paper so you may remove it from this guide and place it where it will help you remember your assigned month. The programs are important to the well-being of the organization so please showcase your program.

NATIONAL COMMITTEE

In the beginning of the year, write to both the National Chairman and Southern

Division Chairman. Introduce yourself - her name and address will be in the National Red Book at alaforveterans.org. Tell her about your program plans for the year. Send her updates such as a copy of the Program Engagement Plan, your bulletins and any outstanding activities reported by Units or Districts under your program.

YEAR - END REPORTS TO NATIONAL

We will make every effort for Florida to be **100% IN YEAR - END REPORTS**. Call District Presidents, District Chairmen, and Unit Presidents try whatever it takes to obtain that 100%. The District Chairmen receive a copy of the Unit report from the Unit she will forward this to you along with her District report. Make sure you get all reports, and review each Unit report. Quite often you will find a special project or unique idea from a Unit that you may want to use in your report to the Department and/or to National.

When the National report is complete, you are to send the Department President a copy, indicating the date it was emailed to the National Chairman or Southern Divisional Chairman as required. Make absolutely certain you are emailing it to the proper person. You may wish to copy the Department President.

Check the National website for deadlines to send the winning Unit narratives, and your Department narrative. A copy of **ALL** narratives sent to National should be forwarded to the Department President.

FUND RAISERS

There shall be no fundraising, nor any project involving raising of funds by any Department Chairman without prior approval of the Department President.

IN CLOSING

Throughout your term you will be asked questions, some of which you may not be able to answer. Be sure of your answers! If you are in doubt, do not hesitate to admit it. Research the question and reply as soon as possible!

The achievements of an organization are the result of the combined efforts of each individual. Successful teams build on the strengths of individual members. Our future will be a reflection of our teamwork as we work together “**Securing Our Foundation to Build a Stronger Future**”!

THE FLORIDA TOOLBOX SCHEDULE

Remember, you can submit an article additional month.

AUGUST	Education Constitution and Bylaws
SEPTEMBER	Veterans Affairs and Rehabilitation Public Relations Children & Youth Past Presidents Parley
OCTOBER	National Security Legislative
NOVEMBER	Americanism Auxiliary Emergency Fund
DECEMBER	Community Service Leadership Girls State
JANUARY	Children & Youth Veterans Affairs and Rehabilitation Junior Activities
FEBRUARY	Children and Youth Poppy
MARCH	Cavalcade of Memories Americanism
APRIL	Legislative Girls State
MAY	Juniors Activities Children & Youth