

**DEPARTMENT OF FLORIDA**

**POPPY PROGRAM ACTION PLAN**

**2017-2018**

**Department Poppy Chairman:** **Poppy Committee:**

Linda Knoblach-Harkness Pat Carpenter

8903 Tarrytown Road 850-496-3206

Milton, FL. 32583 **Pearl McIntyre**

484-264-7890 954-232-3978

[poppy@alafl.org](mailto:poppy@alafl.org)

**REPORTS:**

**Mid-Year Report:**

Unit Chairman should submit a **NARRATIVE and** **IMPACT** Report to their District Poppy Chairman, by November 15,2017.

District Chairman should submit a **NARRATIVE** **and** **IMPACT** Report to Department Poppy Chairman by December 1, 2017.

**NOTE CHANGES IN YEAR-END REPORTING (per National HQ)**

**End of the year report:**

Unit Chairman should submit a **NARRATIVE** report to their District Poppy Chairman, Department Poppy Chairman, Southern Division Poppy Chairman and National Poppy Chairman by April 1,2018.

Submit the **IMPACT** Report to the District Chairman only

District Chairman should submit a **NARRATIVE** report as well as all individual unit **narratives** to Department Poppy Chairman, Southern Division Poppy Chairman and National Poppy Chairman by April 15, 2018.

Submit the **IMPACT** Report to the Department Chairman only

**Poppy**

Using the image and story of the Flanders Field poppy to educate people about the sacrifices of

our military service members helps us raise awareness of The Legion Family and link us to our

mission in the eyes of the public.

**Committee Contact Information**

poppy@ALAforVeterans.org

**What can you do?**

**1. Promote the Poppy program and increase poppy revenue.**

**Ideas:**

**Member**

Contact local businesses for permission to distribute poppies on their premises. Make

sure you have permission for liability purposes; in some instances, permits are required.

Send a thank you to businesses that allow distribution. Consider using the Poppy Poster

thank you cards, available through Emblem Sales, for your communication.

Help local schools organize poppy drives. Make the drive competitive. Give a citation to

the class raising the most money during their poppy drive.

Wear a poppy to promote conversation and interest.

**Unit**

Educate your community about how funds collected help veterans.

Contact local legislative offices to announce poppy distribution days, and request

proclamations declaring Poppy Days in your community.

Deliver poppies to local media outlets (television, newspaper and radio) along with facts

about where and when poppies will be distributed in your community. Even if they are

not visible “on air,” these people tend to be influencers in the community.

**Department**

Distribute material and make it available to members. Poppy tools are available at

www.ALAforVeterans.org.

Organize a department poppy drive with The American Legion Family. Encourage The

American Legion, Sons of The American Legion, Riders, and Junior members to make

poppy distribution rules that are available at your department headquarters for members.

Publish material for units in your department to send to organizations and businesses to

foster positive relationships and encourage their owners to promote the poppy.

Have your department leaders promote the Poppy program by writing letters to

community leaders and hold a Poppy Making Day. Teach your leaders about the poppy’s

**Department Award:**

**Poppy Poster Contest**

Units shall sponsor contests in local schools. Other youth groups (Girls/Boy Scouts,

Girls/Boys Club) and do not forget about our Junior members and Sons of The American Legion - may participate under direct supervision of the Unit.

The contest has seven classes for poster entries:

Class 1: Grades 2 and 3

Class 2: Grades 4 and 5

Class 3: Grades 6 and 7

Class 4: Grades 8 and 9

Class 5: Grades 10 and 11

Class 6: Grades 12

Class 7: Students with special needs (Please see Unit Guide definition of special needs.)

symbolism and how the poppy can build positive relationships. Consider using the Poppy

Poster thank you cards, available through Emblem Sales, for your communication.

**2. Increase the number of poppy makers in your department.**

**Ideas:**

**Member**

Set up meetings with recreational and occupational therapists at local Department of

Veterans Affairs medical centers (VAMCs), Community Based Outpatient Clinics

(CBOCs) or community hospitals to incorporate poppy-making into their therapy

programs.

**Unit**

Distribute “How to Recruit New Poppy Makers” promotion information. See resource

section in this program Plan for information.

Partner with The American Legion to recruit poppy makers within their post homes and

departments.

Post information on “How Veterans Can Make Money by Making Poppies” in local VA

homes, medical centers, clinics, nursing homes and other community organizations that

house and care for veterans.

**Department**

Inform veterans that those enrolled in department poppy production will be paid for each

poppy completed, as outlined in department agreement with the facility (if applicable).

**3. Celebrate National Poppy Day and educate your community on the meaning and the**

**history of the poppy.**

**Ideas:**

**Member**

Search Pinterest.com for ideas of items you could distribute alongside red crepe paper

poppies, like Spritz cookies.

Send a bouquet of poppies and bookmarks to school with your child.

Make a poppy wreath for the door of your home, office, or school.

Collect donations at your workplace/hair salon/doctor’s office to donate to the Poppy

program.

Tell your story on Facebook of who your poppy represents or remembers on National

Poppy Day. Don’t forget to tag with #PoppyDay #LegionFamily.

**Unit**

Talk to leaders of nearby post and units to make sure key areas in your community are

covered, and organize a poppy distribution at local Memorial Day ceremonies. Make sure

to wear your Auxiliary branded apparel.

Invite a local dignitary to lay a poppy wreath at a memorial in your community and invite

unit members to be present. Consider singing patriotic songs or other ways to involve

your unit members.

**Poppy Contest and Awards Deadlines and Submission Requirements:**

**A. I. Poppy Poster Contest**

Units shall sponsor contests in local schools. When schools do not conduct

activities, other youth groups, including Junior members, may participate

under direct supervision of the unit.

The contest shall have seven classes:

o Class I: Grades 2 and 3

o Class II: Grades 4 and 5

o Class III: Grades 6 and 7

o Class IV: Grades 8 and 9

o Class V: Grades 10 and 11

o Class VI: Grade 12

o Class VII: Students with special needs defined as:

§ Those in special education classes

§ A student recommended for special education classes but who

has not been admitted due to a waiting list or various other

factors.

§ A child identified as having a disability, but not in a special

education class due to lack of facilities. Identification

contingent upon discretion of school officials.

Poppy Poster Requirements:

o Each poster shall have a fitting slogan not to exceed 10 words. Articles

– “a,” “and,” “an,” “the” – are not to be counted as words. The words

“buddy” and “buy” cannot be used.

o The words “American Legion Auxiliary” must be used in the design of

the poster and will not be counted in the 10-word count.

o Each poster must include a picture of the red Flanders Field poppy.

o The department shall determine the closing date for the unit contest.

The poster shall be on 11x14” poster board. (Drawing paper will not

be accepted).

o The United States flag may be used as long as there are no infractions

of the flag code.

o Posters will be judged using the following criteria:

§ 50% - poster appeal (layout, message, originality)

§ 40% - artistic ability (design and color)

§ 10% - neatness

o Media used shall be watercolors, crayons, powder or oil paint,

handmade paper cutouts, ink or textures, acrylics, pencils and markers.

o Written in ink on the back of the poster (not attached) shall be the class

in which the entry is submitted, the name, address, age and grade of

the contestant and the name of the department.

o Submissions become property of the American Legion Auxiliary.

Through submission of artwork, contestants and their legal guardians’

grant non-exclusive reproduction and publication rights to the works

submitted and agree to have their names and artwork published for

commercial use without additional compensation or permission.

o The poster shall be the work of only one individual.

o The label “In Memoriam” from the veteran-made poppy may not be used

A certificate will be given for the best poster in each class. **All entries are due to the Department Chairman by April 15th, 2018. Please refer to the Unit Guide and follow each rule completely.**

**All entries are due to the Department Chairman by April 15th, 2018.**

**Department Poppy Chairman:**

Linda Knoblach-Harkness

8903 Tarrytown Road

Milton, FL. 32583

484-264-7890

**poppy@alafl.org**

**National Miss Poppy Contest:** Little Miss Poppy (Ages 6-12)

Participant must be between six and 12 years of age and be a Junior member

in good standing of the American Legion Auxiliary.

Promotional activity of the Poppy story must occur through the American

Legion, the American Legion Auxiliary and the community.

Selection of Little Miss Poppy is at the discretion of the unit.

For National Little Miss Poppy consideration, participant must submit a Little

Miss Poppy scrapbook (8½” x11”) containing photographs and clippings

illustrating how she promoted the American Legion Auxiliary poppy in her

department. Only those scrapbooks that contain a self-addressed envelope

with postage will be returned. Although every effort will be made to return the

scrapbook, accidents do happen, so all entrants must allow for that risk.

Criteria for judging Little Miss Poppy Scrapbook entries:

o Costume (there is no specific dress code or particular dress color for

Miss Poppy).

o Promotion of the Poppy program: What did you share and do?

o Publicity of poppy activities (newspapers, radio/TV, etc.).

o Narrative report on “What I Have Learned Being Little Miss Poppy.”

o Essay on “Memorial Poppy” not to exceed 100 words.

o The memorial poppy must be visible in all promotion and publicity

submitted.

o Neatness and creativity.

o Cover page to include member name, unit name, state, age division

and year.

o Judging scale should be 1 through 10 for each area of judging for

entire entry.

The Little Miss Poppy (age 6-12) winner will be invited to appear at the ALA

National Convention, immediately following her selection, and if she so

chooses, will travel at her own expense.

o Winners of the National Little Miss Poppy contest each will receive a

citation plaque.

Please follow department guidelines for submitting entries.

o If the Poppy scrapbook is to be returned, members must include a self-addressed,

stamped envelope. Although every effort will be made to

return the scrapbook, accidents do happen so all entrants must allow

for that risk.

Taking the time to share a favorite story about the positive impact you or someone you know

has had on our mission is worth doing! It helps us tell the world who we are, what we do,

and why we matter. Just three simple steps to add your part to our national success story:

1) Please follow instructions as you fill out the National Report and Awards Cover Sheet

found in the awards section of the Programs Action Plan.

2) Provide details/examples about the activity as outlined in the award’s materials and

guidelines section.

3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and Poppy committee contact

information may be found on the Poppy committee page on the national

website, [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

**All entries are due to the Department Chairman by April 15th, 2018.**

**Department Poppy Chairman:**

Linda Knoblach-Harkness

8903 Tarrytown Road

Milton, FL. 32583

484-264-7890

**poppy@alafl.org**

**C. Unit Awards:** Most Outstanding Unit Poppy Program

Award: Citation Plaque

Presented to: One unit in each division (5) announced by the national Poppy

committee at the pre-convention meeting.

Materials and guidelines:

o The entry must be typewritten in narrative format not to exceed 1,000

words.

o The report should cover all areas of emphasis and any relevant

information involving program activity and describing your use of the

poppy throughout the year.

**D. Department Award:** Best Department Poppy Program

Award: Citation

Presented to: One department in each division (5) announced by the national

Poppy committee at the pre-convention meeting.

Materials and guidelines:

o The entry must be typewritten in narrative format, not to exceed 1,000

words.

o The report should cover all areas of emphasis and any relevant

information involving program activity and describing your use of the

poppy throughout the year.

**AWARDS**

**Additional Resources You Can Use**

1. *ALA Poppy Program Guide: Expanded Ways to Use the Poppy Symbol to Raise Funds*

*and Awareness* (available for download at www.ALAforVeterans.org). Related materials

and information can be found on the Poppy page of

www.alaforveterans.org/Programs/Poppy/ under Poppy Toolkit

2. Poppy Poster thank you cards, available through Emblem Sales

*3. American Legion Auxiliary Unit Guide Book*

4. Poppy seed packets for Poppies Across America can be purchased at America Meadows,

www.AmericanMeadows.com, (877) 309-7333, or at a local garden shop.

5. For the following how to sheets, visit www.alaforveterans.org/Programs/Poppy/ :

How to Recruit New Poppy Makers

How to Increase Unit Poppy Revenues

How to be an ALA Poppy Production Manager

How to Promote Membership Through Poppy

How to Maximize Poppy Contributions

6. The national Poppy Facebook group, search “ALA Poppy”

7. Your national Poppy committee members (see Poppy program page on the national

website or Annual Supplement for contact information)

**National Committee Contact Information**

poppy@ALAforVeterans.org

**National Vice Chairman**

Jane McKnight, Department of Kentucky

305 Good Hope Cemetery Road

Oak Grove, KY 42262

(270) 498-9692

undrtkr3@aol.com

**Committee Member**

Sue Hembrook, Department of Wisconsin

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(262) 843-4791

genesuehem@wi.rr.com

**Central Division Chairman**

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**Eastern Division Chairman**

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(570) 288-1879

barbramiller27@verizon.net

**Northwestern Division Chairman**

Barbara Washburn, Department of Nebraska

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(402) 944-7762

bwashburn827@gmail.com

**Southern Division Chairman**

Charlene Marshall, Department of Oklahoma

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**Western Division Chairman**

Carolyn Stromness, Department of Utah

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**National Headquarters Program Coordinator**

Chrystal Daulton

8945 N. Meridian St. Suite 200

Indianapolis, IN 46260

(317) 569-4500

cdaulton@ALAforVeterans.org

\*\* For the most up-to-date contact information,

please visit the Poppy Committee page at

www.ALAforVeterans.org.

**National Chairman**

Carol T. Robinson, Department of Ohio

8483 Woodgrove Drive Centerville, OH 45458

937-436-1983

abernia@aol.com

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**American Legion Auxiliary**

**Unit Mid-Year Impact Poppy Report**

**2017-2018**

Unit Name & Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District\_\_\_\_\_\_\_\_\_\_\_Chairman’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours Volunteered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars spent: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Poppies purchased for distribution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars raised from the Poppies distributed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your Unit increase Poppy order over last year? Yes\_\_\_\_ No\_\_\_\_

How did you increase Poppy revenue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did the unit promote the Poppy Program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your Unit sponsor a Poppy Poster Contest? Yes\_\_\_ No\_\_\_\_

How Many Posters was submitted? \_\_\_\_\_\_\_\_\_\_

How did the Unit promote the Poppy Posters Contest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your Unit send a Poppy to Elected Officials? Yes\_\_\_ No\_\_\_\_

Did your Unit select a Little Miss Poppy 6-12? Yes\_\_\_ No\_\_\_\_

Did your Unit select a Miss Poppy 13-18? Yes\_\_\_ No\_\_\_\_

How many young girls participated in Little Miss and Miss Poppy? \_\_\_\_\_\_\_\_\_

How did you promote Little Miss and Miss Poppy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number of Poppies distributed by your Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Use a separate sheet for narrative**

**Mid-Year Report:**

Unit Chairman should submit a **NARRATIVE and** **IMPACT** Report to their District Poppy Chairman, by November 15,2017.

**Department Poppy Chairman:**

Linda Knoblach-Harkness

8903 Tarrytown Road

Milton, FL. 32583

484-264-7890

[poppy@alafl.org](mailto:poppy@alafl.org)

**American Legion Auxiliary**

**Unit Year End Impact Poppy Report**

**2017-2018**

Unit Name & Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District\_\_\_\_\_\_\_\_\_\_\_Chairman’sName\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours Volunteered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars spent: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Poppies purchased for distribution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars raised from the Poppies distributed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your Unit increase Poppy order over last year? Yes\_\_\_\_ No\_\_\_\_

How did you increase Poppy revenue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did the unit promote the Poppy Program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your Unit sponsor a Poppy Poster Contest? Yes\_\_\_ No\_\_\_\_

How Many Posters was submitted? \_\_\_\_\_\_\_\_\_\_

How did the Unit promote the Poppy Posters Contest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your Unit send a Poppy to Elected Officials? Yes\_\_\_ No\_\_\_\_

Did your Unit select a Little Miss Poppy 6-12? Yes\_\_\_ No\_\_\_\_

Did your Unit select a Miss Poppy 13-18? Yes\_\_\_ No\_\_\_\_

How many young girls participated in Little Miss and Miss Poppy? \_\_\_\_\_\_\_\_\_

How did you promote Little Miss and Miss Poppy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number of Poppies distributed by your Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE CHANGES IN YEAR-END REPORTING (per National HQ)**

**Please use a separate sheet for you narrative**

**Unit Chairman should submit a narrative report to their District Poppy Chairman, Department Poppy Chairman, Southern Division Poppy Chairman and National Chairman by April 1,2018. You MUST include the American Legion Auxiliary National Report and Award Cover Sheet**

**Submit the IMPACT Report to the District Chairman only by April 1, 2018**

**Department Poppy Chairman:**

Linda Knoblach-Harkness

8903 Tarrytown Road

Milton, FL. 32583

484-264-7890

[poppy@alafl.org](mailto:poppy@alafl.org)



**American Legion Auxiliary**

**2017-2018 National Award Cover Sheet**

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

Award certificates will be completed using the information given on this sheet, so please write carefully. All awards will be mailed to the department office after national convention. Department presidents may wish to recognize award recipients by presenting them at a department function.

National committee sponsoring award: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Award: Department Unit Member

Name of the award you are applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

Chairman’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following if you are applying for a unit award.** Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

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

Unit president/chairman (circle one) name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following if you are applying for a member award.** Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

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

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

Nominating Member (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Phone number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**\*\*\*\*This Page is for District Chairman’s use only. Units are to use Unit Report Page to send to District Chairman. \*\*\*\*\***

**District Mid-Year Impact Poppy Report**

**2017-2018**

District Number\_\_\_\_\_\_\_\_\_Number of Units Reporting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours Volunteered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars spent: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Poppies purchased for distribution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars raised from the Poppies distributed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Units increase Poppy orders over last year? Yes\_\_\_\_ No\_\_\_ How many Units? \_\_\_\_\_\_\_

How did Units increase Poppy revenue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did Units promote the Poppy Program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the Units sponsor a Poppy Poster Contest? Yes\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_\_

How Many Posters was submitted? \_\_\_\_\_\_\_\_\_\_

How did the Units promote the Poppy Posters Contest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Units send a Poppy to Elected Officials? Yes\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_\_\_\_

Did Units select a Little Miss Poppy 6-12? Yes\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_\_\_\_\_\_

Did Units select a Miss Poppy 13-18? Yes\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many young girls participated in Little Miss and Miss Poppy? \_\_\_\_\_\_\_\_\_

How did the Units promote Little Miss and Miss Poppy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Poppies distributed by the Units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Chairman should submit a **NARRATIVE and** **IMPACT** Report to their District Poppy Chairman, by November 15,2017.

District Chairman should submit a **NARRATIVE** **and** **IMPACT** Report to Department Poppy Chairman by December 1, 2017.

**Department Poppy Chairman:**

Linda Knoblach-Harkness

8903 Tarrytown Road

Milton, FL. 32583

484-264-7890

[poppy@alafl.org](mailto:poppy@alafl.org)

**\*\*\*\*This Page is for District Chairman’s use only. Units are to use Unit Report Page to send to District Chairman. \*\*\*\*\***

**American Legion Auxiliary**

**District Year End Impact Poppy Report**

**2017-2018**

District Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Units\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours Volunteered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars spent: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Poppies purchased for distribution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars raised from the Poppies distributed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the Units increase Poppy order over last year? Yes\_\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_

How did Units increase Poppy revenue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did Units promote the Poppy Program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Units sponsor a Poppy Poster Contest? Yes\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_

How Many Posters were submitted? \_\_\_\_\_\_\_\_\_\_

How did Units promote the Poppy Posters Contest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Units send a Poppy to Elected Officials? Yes\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_

Did Units select a Little Miss Poppy 6-12? Yes\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_

Did Units select a Miss Poppy 13-18? Yes\_\_\_ No\_\_\_\_ How many Units? \_\_\_\_\_

How many young girls participated in Little Miss and Miss Poppy? \_\_\_\_\_\_\_\_\_

How did Units promote Little Miss and Miss Poppy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Poppies distributed by the Units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount spent for poppies during the year; including amounts submitted to Department?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District Chairman: Please sum up all reports and write a brief narrative concerning what the District did for Poppies this year.**

**District Chairman should submit a narrative report as well as all individual unit narratives to Department Poppy Chairman, Southern Division Poppy Chairman and National Poppy Chairman by April 15, 2018.**

**Submit the IMPACT Report to the District Chairman only April 15, 2018**

**Department Poppy Chairman:**

Linda Knoblach-Harkness

8903 Tarrytown Road

Milton, FL. 32583

484-264-7890

[poppy@alafl.org](mailto:poppy@alafl.org)



**American Legion Auxiliary**

**2017-2018 National Award Cover Sheet**

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

Award certificates will be completed using the information given on this sheet, so please write carefully. All awards will be mailed to the department office after national convention. Department presidents may wish to recognize award recipients by presenting them at a department function.

National committee sponsoring award: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Award: Department Unit Member

Name of the award you are applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

Chairman’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following if you are applying for a unit award.** Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

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

Unit president/chairman (circle one) name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following if you are applying for a member award.** Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

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

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

Nominating Member (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Phone number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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