



# AMERICAN LEGION AUXILIARY OF FLORIDA

2025-2026 UNIT GUIDE

*A Passion For Veterans*



## **UNIT GUIDE**

*The American Legion Auxiliary Unit Guide, Department of Florida, provides information and guidance to unit members.*

*The contents of this book are not to be used for commercial purposes of any type. This unit guide is published only for the conducting of American Legion Auxiliary business and its programs.*

### **THE AMERICAN LEGION AUXILIARY EMBLEM**

The emblem of the American Legion Auxiliary is your badge of distinction and honor. It stands for God and Country and the highest rights of man. It consists of several parts, and each part has a meaning. The rays of the sun that form the background stand for the principles of the American Legion Auxiliary, for Loyalty, Justice, Freedom and Democracy; dispelling the darkness of violence, strife and evil. Unity and Loyalty are represented by the unbroken circle of blue. The field of white exemplifies the hope of Freedom. The star of blue is the emblem of service in war; it is no less the emblem of service in time of peace. “The emblem of the American Legion Auxiliary is the emblem of Americanism. As members of the American Legion Auxiliary, we must preach and teach principles of Americanism. Let us not forget that to each generation comes its patriotic duty and that upon your willingness to sacrifice and endure as those before you have sacrificed and endured, rests the hope of the nation.”

### **MISSION STATEMENT**

In the spirit of service, not self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

## **PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION AUXILIARY**

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.



## FORWARD

Welcome to 2025 – 2026 American Legion Auxiliary Department of Florida!

This year, our theme is “A PASSION FOR VETERANS”! If you read the preceding page, you will find that our mission is to honor, support and enhance the lives of Veterans, their families, children and our communities. The color this year is “RED”, the symbol of passion. I hope you are as passionate about helping Veterans, caregivers and families as I am. No matter how close or far from home you reach, there’s a Veteran who can use our help. Whether it’s as simple as bringing in your neighbor’s mail or trash can, baking a cake for a Post event or calling bingo at a local Veteran’s nursing home, we can all do it and help make someone’s life just a little less lonely and a bit more comfortable and enjoyable.

Please join me this year with our fellow unit members and do what we can for those who need our help.

If you have not volunteered before or would like some direction on where to start, please contact your Unit President for opportunities and direction. But please, VOLUNTEER! It’ll make you feel good!

*Robin Burke*  
Department President  
2025-2026

## TABLE OF CONTENTS

Preamble to the Constitution .....	4
Department Officers .....	7
District Presidents .....	8
Department Chairmen & Committee Members .....	10
Special Appointments .....	14
Medical Center Representatives .....	15
State Veteran's Nursing Homes .....	17
Past Conventions .....	18
Past Department Presidents .....	25
Constitution of the American Legion Auxiliary .....	27
Bylaws .....	34
Standing Rules .....	48
I. Department Organization .....	48
II. Department President .....	49
III. Department Headquarters Staff .....	50
IV. National Executive Committee Person .....	52
V. General Rules for Department Officers and Chairmen .....	52
VI. Department Vice Presidents .....	54
VII. District Presidents .....	54
VIII. Units .....	58
IX. Instructions to Unit Presidents .....	60
X. Instructions to Unit Secretaries .....	61
XI. Membership Dues and Instruction .....	61
XII. Instructions to Unit Treasurers .....	62
XIII. Instructions to Unit Historians .....	63
XIV. Instructions to Unit Chaplains .....	63
XV. Instructions for Sgt. At Arms .....	64
XVI. Department Employees .....	66
XVII. Representation of Units at Department Convention .....	67
XVIII. Programs .....	68
XIX. Standing Rule Changes .....	76
Department Honorary Awards, Scholarships and Contest .....	76
Department Honorary Awards Guidelines .....	93
Calendar of Activities .....	94
Articles Sold by Dept. Headquarters .....	94
Approved Finance Committee Rules .....	95
Risk Management .....	96
Financial Controls .....	97
Membership Goals .....	99
Membership Groups .....	99
Quotas .....	104
Quick Reference .....	111
Department Honorary Awards .....	114

# OFFICER'S LIST 2025 -2026

## **Department President**

### **Alternate National Executive Committee Person:**

Robin Burk

9 Vista de Laguna, Ft. Pierce, FL 34951

772-307-7149

president@alafl.org

## **1<sup>st</sup> Vice President:**

Linda Knoblach-Harkness

5916 Starlite Lane, Milton, FL 32570

484-264-7890

1stvicepresident@alafl.org

## **2<sup>nd</sup> Vice President (see VA&R):**

Lisa Hoyland

1115 61<sup>st</sup> Street So., Gulfport, FL 33707

727-482-0873

veteransaffairs@alafl.org

## **3<sup>rd</sup> Vice President:**

Dara Oliver

17776 SE 158th Court, Loves Landing Cmty, Weirsdale, FL 32195

321-543-1069

childrenyouth@alafl.org

## **Chaplain:**

Karen Marks

904-903-9552

chaplain@alafl.org

## **Historian:**

Robin Waltrous

86145 Sand Hickory Trail, Yulee, FL 32097

740-253-3436

historian@alafl.org

## **Secretary:**

TK Wildrick

612 Prairie Lake Dr., Fern Park, FL 32730

407-462-0173

secretary@alafl.org

## **Treasurer:**

Brandi Seeber

Office: 407-293-7411

treasurer@alafl.org

**National Executive Committee Person:**

Charlotte Bass

3014 Diamond Lane, St. Cloud, FL 34772

407-738-3356

NEC@alafl.org

**Sergeant-at-Arms:**

Dawn Burgess

616 Altamira St NW, Palm Bay, FL 32907

561-201-7086

dburgessfl@gmail.com

**Parliamentarian:**

Ann King-Smith

1935 Tyler Ave., Melbourne, FL 32935

321-312-5788

palrliamentarian@alafl.org

**DEPARTMENT STAFF****Membership Processing:**

Patsy Sewell

Office: 1912 Lee Rd. Suite A, Orlando, FL 32810

407-293-7411

membership@alafl.org

**Secretary:**

TK Wildrick

612 Prairie Lake Dr., Fern Park, FL 32730

407-462-0173

secretary@alafl.org

**Treasurer/ Financial Director**

Brandi Seeber

Office: 1912 Lee Rd. Suite A, Orlando, FL 32810

407-293-7411

treasurer@alafl.org

**Creative Solutions Specialist**

Kellie Cowan

creativeservices@alafl.org

**DISTRICT PRESIDENTS 2025-2026****First:**

Sam Touchton

2241 Bergren Rd., Gulf Breeze, FL 32563

850-313-1390

district1president@alafl.org

**Second:**

Debra Mann

2214 Mulberry Blvd, Tallahassee, FL 32303

850-272-6170

district2president@alafl.org

**Third:** Lisa Dye  
921 Lower Springs Rd., Lake City, FL 32155  
386-466-2851 district3president@alafl.org

**Fourth:** Jeanette "Nettie" Goggans  
780 S. Suncoast Blvd Lot #37A, Homasassa, FL 34448  
352-601-1661 district4president@alafl.org

**Fifth:** Candace Mabry  
4033 America Ave., Jacksonville, FL 32250  
904-708-2445 district5president@alafl.org

**Sixth:** Carole Pirone-Udell  
2030 Carnation Court, The Villages, FL 32162  
914-373-9947 district6president@alafl.org

**Seventh:** Janice Chumney  
Auburndale, FL  
863-289-6773 district7president@alafl.org

**Eighth:** Shelby Taylor  
5122 Bond St., North Port, FL 34288  
703-955-2502 district8president@alafl.org

**Ninth:** Dawn Krasnick  
4900 Lincoln St, Hollywood, FL 33021  
954-325-3446 district9president@alafl.org

**Eleventh:** Kayley Miller  
447 Pine Dr., West Palm Beach, FL 33409  
561-777-3239 district11president@alafl.org

**Twelfth:** Mary Fish  
312 E Central Blvd., Cape Canaveral, FL 32920  
321-783-1737 district12president@alafl.org

**Thirteenth:** Evelyn Kancock Gowdy  
316 Harold Ave., So Lehigh Acres, FL 33973  
239-823-1231 district13president@alafl.org

**Fourteenth:** Nancy Casquarelli  
17651 NW 54 Ave., Miami, FL 33055  
305-343-7692 district14president@alafl.org

# **DEPARTMENT CHAIRMEN AND COMMITTEE MEMBERS 2025-2026**

## Americanism:

Joni Taylor  
9350 Carlton Rd, Port St Lucie, FL 34987  
772-216-2725 americanism@alafl.org  
Committee Member:  
Lynn Walter

## Auxiliary Emergency Fund:

Aurora J. Sanks  
10 Mackey Lane, St Augustine, FL 32084  
803-295-9159 emergencyfund@alafl.org  
Committee Members:  
Karen Humann  
Dolores (Dee) Touhey

## **Children & Youth:**

Dara Oliver  
17778 SE 158<sup>th</sup> Court, Weirsdale, FL 32195  
321-543-1069 childrenyouth@alafl.org  
Committee Members:  
Monica Hoyland  
Patricia Ann Motzer

## Community Service:

## Constitution & Bylaws:

Rhonna Barber  
1218 NE Cherry Lake Cir., Madison, FL 32340  
910-224-9744 [ByLaws@alafl.org](mailto:ByLaws@alafl.org)  
Committee Members:  
Audra Anderson  
Kathy Deihl

## Education:

Jenny Arguinzoni  
5220 SW 90<sup>th</sup> Way #4, Cooper City, FL 33328  
954-593-4010 [education@alafl.org](mailto:education@alafl.org)  
Committee Members:  
Linda McHugh  
Tricia Winegar

## Finance:

Julie Bair - Chairman 2 yrs remaining  
948 Jolly Rd., North Fort Myers, FL 33903  
239-600-0392 finance@alafl.org  
Committee Members:  
Cheryl Yoder - 1 yr remaining  
Diane Wood - 3 yrs remaining  
Charlotte Bass - Immediate Past President  
Robin Burk - President  
Linda Knoblauch-Harkness - 1<sup>st</sup> Vice President  
Lisa Hoyland - 2<sup>nd</sup> Vice President  
Dara Oliver - 3<sup>rd</sup> Vice President  
TK Wildrick - Department Secretary  
Brandi Seever - Department Treasurer

## Girls State:

## **Girls State Cont.**

### Juniors:

## Leadership:

### Legislative:

Linda Allen  
11340 Silverwood Ct. Spring Hill, FL 34609  
352-600-9204 legislative@alafl.org  
Committee Member:  
Yvette Moore  
Suella M. Reynolds

## Membership:

Dawn Davis  
7306 S Germer St. Tampa, FL 33616  
786-475-6781 membershipchairman@alafl.org  
Committee Members:  
Northern - Janet Woods Janet.Woods4321@gmail.com  
Western - Tracy Bragg tracy-bragg@outlookcom  
Central - Eileen Wilson EBWilson@tampabay.rr.com  
Eastern - Char Kinlen kinlenj@bellsouth.net  
Southwestern - Jan Farrington jpfarrington117@gmail.com  
Southern - Shirley Rearick rearickshirley@gmail.com

## National Security:

Poppy:

## Public Relations:

## Risk & Compliance:

Ruth Burgess - Chairman 3 yrs remaining  
5023 Bridgeport Dr., Safety Harbor, FL 34695  
727-744-3672 RiskComp@alafl.org  
Committee Member:  
Irma Wehrli, 1 yr remaining

## Veterans Affairs & Rehabilitation:

## **SPECIAL APPOINTMENTS 2025-2026**

## **Assistant Sergeant-at-Arms:**

Tammi O'Donnell  
1309 Borden Ct., Valrico, FL 33594  
813-391-5166 asst.sergeant-at-arms@alafl.org

### **Chairman of Pages:**

Jeanne Nadeau  
11336 SW Lemon Ave., Arcadia, FL 34269  
239-289-6569 pagechairman@alafl.org

### **Vice - Chairman of Pages:**

Sherry Shupp  
317 Ohio Rd., Lehigh Acres, FL 33936  
239-634-6066 shdcs@aol.com

Pages:

Winnie Mechem  
Susan Wells

## **Distinguished Guest Committee:**

### **Resolution Committee:**

Pat Devine  
1213 Inverness Dr., Dunedin, FL 34698  
727-736-8248 devine1pat@gmail.com  
Committee Member:  
Diane Rousseau

## **Unit Development and Revitalization:**

Janet Woods  
3506 S. Apopka Ave., Inverness, FL 34452  
727-710-0943 Janet.Woods4321@gmail.com  
Committee Members:  
Based on need

## President's Personal Page:

Julie Gebhardt 585-721-5659

## HOSPITAL REPRESENTATIVES

### **Northeast Florida State Hospital (MacClenny):**

Irma Wehrli  
P.O. Box 1846, Lake City, FL 32056  
386-397-6966 [iwehrli@bellsouth.net](mailto:iwehrli@bellsouth.net)

### **Florida State Hospital (Chattahoochee):**

Kathee Coughlin  
2117 Harriet Drive, Tallahassee, FL 32303  
850-766-2521 [katheec@yahoo.com](mailto:katheec@yahoo.com)

### **All Children's Hospital (St Petersburg)**

Dee Bell  
326 72<sup>nd</sup> Ave, St Pete Beach, FL 33706  
727-360-1423 [deebell0201@gmail.com](mailto:deebell0201@gmail.com)

### **New Horizons of NW Florida (Pensacola)**

Martha S. McLaughlin  
1431 Wishbone Rd, Cantonment, FL 32533-8104  
850-968-2257 [charmar3@bellsouth.net](mailto:charmar3@bellsouth.net)

## MEDICAL CENTER REPRESENTATIVES

### **Bay Pines C.W. Bill Young VAMC:**

Gina Kizer, Representative  
5418 Parkside Villas Dr. W., St. Petersburg, FL 33709  
727-278-4476 [gkizer31@gmail.com](mailto:gkizer31@gmail.com)

Rhonda Brailey- Mauer, Deputy  
5272 77 Street N., St Petersburg, FL 33709  
603-455-3868 [rjbm@hotmail.com](mailto:rjbm@hotmail.com)

### **Gainesville: Malcom Randall VA:**

Janal Goodwin, Representative  
P.O. Box 97., Hawthorne, FL 32640  
352-278-3099 [goodwinjm@bellsouth.net](mailto:goodwinjm@bellsouth.net)

### **Lake City: VA Medical Center**

***OPEN***

### **Orlando:**

Paula Fox  
325 Rosedale Ave, Lot 43, Saint Cloud, FL 34769  
407-747-0725 [foxinails1282@aol.com](mailto:foxinails1282@aol.com)

### **Miami:**

***OPEN***

**Tampa James E. Haley VA Hospital:**

Barbara Bird, Representative

4836 Balsam Dr, Land O' Lakes, FL 34639

206-735-0597

bhenson615@gmail.com

**West Palm Beach:**

Sandy Swafford, Representative

201 7<sup>th</sup> St., Juptier, FL 33458

561-574-3596

srswafford@gmail.com

Renee Cunnningham, Deputy

176 Easthampton H., West Palm Beach, FL 33417

678-558-9581

reneecunningham@bellsouth.net

**VETERANS OUTPATIENT CLINICS****Broward William “Bill” Kling VA Clinic:**

*OPEN*

**Daytona VA Outpatient Clinic:**

Elanor Amato

892 Catfish Ave, New Smyrna Beach, FL 32169

386-427-1168

amatoellie@aol.com

**Lee County Veterans VA Outpatient Clinic:**

Sandie Eck, Deputy

10040 Bayshore Rd, North Fort Myers, FL 33917

239-218-9912

sanran38@aol.com

**Jacksonville VA Outpatient Clinic:**

Sandra Kass, Deputy

7909 Eaton Avenue, Jacksonville, FL 32211

904-396-7175

sandi.kass66@yahoo.com

**Sgt. Ernest I “Boots” Thomas (Tallahassee) VA Outpatient Clinic:**

Ive Nell Hewitt

4443 Argyle Lane, Tallahassee, FL 32309

850-766-1906

ivenellhewitt@gmail.com

**Viera VA Outpatient Clinic:**

Carol Axelrod, Deputy

3197 Cortona Dr., Melbourne, FL 32940

321-722-2272

axelrod@axnw.com

## STATE VETERANS' NURSING HOMES

### **Alexander Sandy Nininger, Pembroke Pines**

Gail Dupuis

3041 SW 13<sup>th</sup> Court, Ft. Lauderdale, FL 33312

954-830-8903

gaildupuis5662@comcast.net

### **Baldomero Lopez, Land O' Lakes**

Barbara Bird

4836 Balsam Dr, Land O' Lakes, FL 34639

(206) 735-0597

bhenson615@gmail.com

### **Clifford Chester Sims, Springfield**

Karen Azzaro

1228 Plantation Dr. Panama City, FL 32404-8637

850-532-9697

ksazzaro@gmail.com

### **Clyde E. Lassen, St. Augustine**

Bridgette Greene

474 Porta Rosa Circle, St Augustine, FL 32092

240-412-1420

bridgette-g@hotmail.com

### **Douglas T. Jacobson, Port Charlotte**

*OPEN*

### **Emory L. Bennett, Daytona Beach**

Cheryl Readett

99 Crooked Pine Rd., Port Orange, FL 32128

706-830-0814

cheryl127b6@yahoo.com

### **Robert H. Jenkins Veterans' Domiciliary (Lake City)**

*OPEN*

## **DEPARTMENT OF FLORIDA**

### **The American Legion Commander**

Jessica Moore

commander@floridalegion.org

### **Sons of the American Legion Detachment Commander**

Michael Nigbor

commander@floridasons.org

### **Riders Chairman**

Jim Wineland

legionriders@legionmail.org

**HONORARY  
PAST DEPARTMENT PRESIDENTS**

Mrs. Thelma H. Starks\*

**PAST NATIONAL PRESIDENTS**

Mrs. A. J. Ryan, Sr., (Genevieve)\*

1966-67

Mrs. Helen (Adams) Gardner \*

1984-85

**PAST DEPARTMENT SECRETARIES**

Mrs. Pearle Adams\*

Mrs. Edith Montgomery\*

Mrs. Ruth McElya\*

Mrs. A. J. Ryan, Sr.\*

Mrs. Ruby Reed\*

Mrs. Roberson W. (Ollie) Hughes\*

Mrs. Vivian Stratton\*

Marie Mahoney\*

Robin Briere

Kimberly Sullivan

Patricia MacDonald

Mary Kelly Perkins

*\*Deceased*

**DEPARTMENT COMMANDER  
DEPARTMENT PRESIDENT**

**CONVENTION DATE  
AND PLACE**

Robert A. Gray\*

1929-30

Mrs. G. C. Bartholomew (Dorothy)\*

West Palm Beach

Ed. R. Bentley\*

1930-31

Mrs. Ira C. Hopper (Suzann)\*

Tampa

Emmet Safay\*

1931-32

Mrs. U. D. Roberts\*

Miami Beach

Gordon B. Knowles\*

1932-33

Mrs. Rupert Smith (Katherine T.)\*

Havana, Cuba

Jos. E. Clark\*

1933-34

Mrs. Moseley Collins (Gladys H.)\*

Gainesville

W. E. Whitlock\*

1934-35

Mrs. S. S. McCahill (Alva)\*

Daytona Beach

Arthur R. Boring\*

1935-36

Mrs. F. E. Weiser (Flossie)\*

Sarasota

Harry Johnston\*

1936-37

Mrs. M. G. Gibbs (Elva)\*

Lakeland

**DEPARTMENT COMMANDER  
DEPARTMENT PRESIDENT**

**CONVENTION DATE  
AND PLACE**

A. D. Harkins*	1937-38
Sophia Lutz Pinder*	Jacksonville
Wm. T. Comer*	1938-39
Mrs. Gillen McClure (Betty)*	Ft. Lauderdale
Wm. C. Brooker*	1939-40
Mrs. Hal R. Whitehead (Daisy)*	St. Petersburg
Lisle W. Smith*	1940-41
Mrs. A. L. Buzzell (Zoe)*	Key West
Rupert Caviness*	1941-42
Mrs. M. L. Montgomery (Edith)*	Orlando
Sam S. McCahill*	1942-43
Mrs. Frank Bradley (Eunice)*	Jacksonville
Jess. G. Davis*	1943-44
Mrs. E. F. Westfall (Helen)*	Jacksonville
Joe Frank*	1944-45
Mrs. E. F. Westfall (Helen)*	Orlando
E. Meade Wilson*	1945-46
Mrs. John Henry (Polly)*	West Palm Beach
H. Frost Bailey*	1946-47
Mrs. A. J. Ryan, Sr. (Gen)*	Miami
Frank H. Caton*	1947-48
Mrs. Jane Fleetwood*	Panama City
Paschal C. Reese*	1948-49
Mrs. A. J. McDonald (Nellie M.)*	Sarasota
Maxwell W. Wells*	1949-50
Mrs. Sally Pelot Mitchell*	Fort Lauderdale
Mrs. Alex Woods (Helen)*	
Donald K. Carroll*	1950-51
Mrs. Murray J. Crandall (Erma)*	Tampa
Frank J. Falsone*	1951-52
Mrs. A. G. Shand (Polly)*	Tallahassee

**DEPARTMENT COMMANDER  
DEPARTMENT PRESIDENT**

**CONVENTION DATE  
AND PLACE**

Frank Brigham*	1952-53
A. P. Drummond*	Orlando
Mrs. E. F. Humer (Audrey)*	
Joe E. Boyd, Jr.*	1953-54
Mrs. L. S. Marshall (Mary)*	St. Petersburg
Joe C. Jenkins*	1954-55
Mrs. Jessie Wright*	Sarasota
A. J. Thomas, Jr.*	1955-56
Mrs. E. E. Adams (Emma)*	Daytona Beach
Billy Anderson*	1956-57
Mrs. Earl W. Toole (Marianne)*	Ft. Lauderdale
Elmo Hood*	1957-58
Mrs. A. P. Drummond (Marguerite)*	Lakeland
E. J. Cooper*	1958-59
Mrs. Valentine Delles (Margaret)*	Jacksonville
Lawrence E. Hoffman*	1959-60
Mrs. Wm. Middleton (Lorraine)*	Tampa
John Lochrie*	1960-61
Mrs. Gaynell Andersen*	Cocoa
Sam McCollum*	1961-62
Mrs. Neal Wellman (Winifred)*	Miami
Arthur MacCarthy*	1962-63
Mrs. Leif Braksve (Esthera)*	Clearwater
John J. Adams*	1963-64
Mrs. John P. Arnold (Mamie)*	Jacksonville
W. M. Edwards*	1964-65
Mrs. E. A. Roberts (Carrie Mae)*	Tampa
C. Lamar Cannon*	1965-66
Mrs. George D. Sprague (Alice)*	Daytona Beach
Frank Scholtz*	1966-67
Mrs. John H. Lawlor (Harriet)*	Miami

**DEPARTMENT COMMANDER  
DEPARTMENT PRESIDENT**

**CONVENTION DATE  
AND PLACE**

Charles Kilgore*	1967-68
Helen Adams Gardner*	Clearwater
John Feeney*	1968-69
Mrs. J. W. Kuhn (Elouise)*	Fort Lauderdale
J. W. Dickson*	1969-70
Jan Croft *	Jacksonville
Frank Reyes*	1970-71
Mrs. Wm. I. Eisele (Myrtle)*	Miami
Johnson E. Davis*	1971-72
Doris Hahn*	St. Petersburg
R. A. Matiasek*	1972-73
Mrs. Raymond V Mahoney (Jean)*	Jacksonville
Nolie C. Deas, Sr.*	1973-74
Mrs. Reah Burton Feldman*	Hollywood
Henry Powell*	1974-75
Kay Kurtz*	Tampa
Lee H. Tate*	1975-76
Mrs. Vance Banks (Millie)*	Kissimmee
Anthony Ulchar*	1976-77
Mrs. Lee R. Terrell (Olga)*	Jacksonville
George L. Derrick*	1977-78
Mrs. James C. Malone (May)*	Hollywood
Robert F. Bechard*	1978-79
Mrs. Sidney C. Maguire (Addie)*	Orlando
Ed Bahret*	1979-80
Doris C. McKinna*	Tampa
Ray Mattox*	1980-81
Mrs. John D. George (Rita) *	Hollywood
Robert W. Sowerby*	1981-82
Mrs. Frank Fauth (Doris)*	Orlando

**DEPARTMENT COMMANDER  
DEPARTMENT PRESIDENT**

**CONVENTION DATE  
AND PLACE**

James A. Preece*	1982-83
Mrs. Alberdia Floyd*	Tampa
Harry F. McDowell *	1983-84
Marie Mahoney*	Tampa
Rheuben M. Hair, Jr.*	1984-85
Mrs. William Lauton (Mary)*	Orlando
Paul E. Rugers*	1985-86
Mrs. James D. Carlton (Fran)	Daytona
Robert J. Jackson*	1986-87
Mrs. Norman Deethardt (Helen)*	Orlando
Robert Proctor*	1987-88
Mary Ellen Hearn*	Tampa
Frank Reese *	1988-89
Mrs. Gene Bosben (Ruth)*	Tampa
Larry Sheets*	1989-90
Mrs. Harry McDowell (Kitty)*	Hollywood
Ray Daniels	1990-91
Mrs. Charles E. Bell (Ruby J.)*	Hollywood
Dennis Boland	1991-92
Beverly Evans*	Tampa
Charles Moreland*	1992-93
Mrs. Joseph F. Nalley (Mae)*	Orlando
Alan P. Hall*	1993-94
Alma L. Zeller*	Haines City
Wilson R. Timmons*	1994-95
Elizabeth Peluso*	Orlando
Dave DeLong*	1995-96
Shirley Fraser	Orlando
Ray Weaver*	1996-97
Patricia M. Donohue	Orlando

**DEPARTMENT COMMANDER  
DEPARTMENT PRESIDENT**

**CONVENTION DATE  
AND PLACE**

William Seemann*	1997-98
Eleanore Kernaghan*	Kissimmee
Lawrence Strainge*	1998-99
Mary M. Heenan*	Kissimmee
Roy R. Mahoney	1999-2000
Ruth Proctor*	Kissimmee
Omer E. Smith	2000-2001
Kathy Rich	Haines City
Kenneth Powell*	2001-2002
Pat E. Humphreys*	Kissimmee
Clarence Hill	2002-2003
Doris Rash*	Orlando
Reggie Beverly	2003-2004
Betty Y. Barber *	Orlando
Tom Seitzinger	2004-2005
Maureen Costello	Orlando
Larry White	2005-2006
Edie Herrington	Orlando
George Wehrli	2006-2007
Linda McKeon*	Orlando
H. Warren Post	2007-2008
Linda Teasley	Orlando
Paul Martel	2008-2009
Kathee Coughlin	Orlando
Phil Hearlson*	2009-2010
Mary Kelly-Perkins	Orlando
Al Porter	2010-2011
Irma Wehrli	Orlando
Fletcher Williams Jr.	2011-2012
Diane Rousseau	Orlando

**DEPARTMENT COMMANDER  
DEPARTMENT PRESIDENT**

**CONVENTION DATE  
AND PLACE**

Al “Gunner” Dudley	2012-2013
Peggy Hearlson	Orlando
Art Schwabe	2013-2014
Gerrie Bailey*	Orlando
Jay Conti	2014-2015
Erna Schwabe*	Orlando
Jim Ramos	2015-2016
Pearl McIntrye	Orlando
Joe Magee	2016-2017
Kelli Coppla (Becraft)	Orlando
Steve Shuga	2017-2018
Treva Kay “TK” Wildrick	Orlando
Dianne Boland	2018-2019
Michele DeGennaro	Orlando
William “Rick” Johnson	2019-2021 **
Ann King Smith	Orlando
Jerry Brandt	2021-2022
Wanda Brandt	Orlando
Eunice Butts	2022-2023
Jane Hardacre	Orlando
Michael “Gambler” Raymond	2023-2024
Dee Bell	Orlando
Chris Hamrick	2024 - 2025
Charlotte Bass	Orlando

*\*Deceased*

*\*\* COVID 19 Pandemic*

## **PAST DEPARTMENT PRESIDENTS**

Birthday, Address & Phone #

Charlotte Bass 3014 Diamond Lane St. Cloud, FL 34772	407-738-3356 1/27 <a href="mailto:cmariebass27@outlook.com">cmariebass27@outlook.com</a>
Dee Bell 326 72 <sup>nd</sup> Ave St. Pete Beach, FL 33706	727-804-2385 2/1 <a href="mailto:deebell0201@gmail.com">deebell0201@gmail.com</a>
Wanda Brandt 4344 Tideview Drive Jacksonville Beach, FL 32250	904-612-7687 3/16 <a href="mailto:wandabrandt@comcast.net">wandabrandt@comcast.net</a>
Mrs. James D. Carlton (Fran) 8432 Waterway Drive Lake Clarke Shores, FL 33406	561-967-1815 9/30 <a href="mailto:ladyusa@bellsouth.net">ladyusa@bellsouth.net</a>
Kelli Coppla 342 Buena Vista Dr. S. Dunedin, FL 34698	727-560-2201 2/8 <a href="mailto:kbecraft2869@gmail.com">kbecraft2869@gmail.com</a>
Maureen Costello 1208 Tidewater Ave Rio Grande, NJ 08242	954-429-9226 11/18 <a href="mailto:missmaur@bellsouth.net">missmaur@bellsouth.net</a>
Kathee Coughlin 2117 Harriet Drive Tallahassee, FL 32303	850-766-2521 9/23 <a href="mailto:katheec@yahoo.com">katheec@yahoo.com</a>
Michele DeGennaro 9401 Sunshine Blvd New Port Richey, FL 34654	727-457-8172 05/13 <a href="mailto:boxermom513@aol.com">boxermom513@aol.com</a>
Patricia M. Donohue 1659 NE 23 <sup>rd</sup> Terrace Jensen Beach, FL 34957	772-215-2188 9/27 <a href="mailto:patmarkovic@yahoo.com">patmarkovic@yahoo.com</a>
Shirley Fraser 3460 Saddlebrook Ct. Port Orange, FL 32129	386-295-2371 11/6 <a href="mailto:sassyf17@gmail.com">sassyf17@gmail.com</a>

Peggy Hearlson 14050 SE 53 <sup>rd</sup> Ave Summerfield, FL 34491	352-875-4454 10/18 phearlson@aol.com
Edie Herrington 5647 Muldoon Road Pensacola, FL 32526	850-456-8026 1/01 edyswty@bellsouth.net
Jane Hardacre 7571 NW 166 <sup>th</sup> Street Trenton, FL 32693	850-814-4663 3/18 janiehardacre@yahoo.com
Mary Kelly-Perkins 9401 Sunshine Blvd. #A New Port Richey, FL 34654	813-508-3822 7/14 aladeptpres0910@yahoo.com
Ann King -Smith 1935 Tyler Ave Melbourne, FL 32935	321-312-5788 10/30 anninflorida@gmail.com
Pearl McIntyre 6800 NW 39 <sup>th</sup> Ave. #362 Coconut Creek, FL 33073	954-232-3978 8/28 hobobill3@hotmail.com
Kathy "Kat" Rich 8311 Jackson Springs Rd Tampa, FL 33615	813-546-1461 7/30 Kat3rich@aol.com
Diane Rousseau 5250 Byron Road Fruitland Park, FL 34731-6101	352-360-0016 11/15 flfrogs@aol.com
Linda Teasley 97 Hardee Street LaBelle, FL 33935	863-675-2086 5/1 clteasley@embargmail.com
Irma Wehrli P.O. Box 1846 Lake City, FL 32056-1846	386-755-3814 7/16 iwehrli@bellsouth.net
Treva Kay "TK" Wildrick 612 Prairie Lake Drive Fern Park, FL 32730	407-462-0173 10/28 tkwildrick612@gmail.com

**CONSTITUTION of the  
AMERICAN LEGION AUXILIARY  
Department of Florida**

**PREAMBLE**

For God and Country, we associate ourselves together for the following purposes:

“To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.”

**ARTICLE I**

Sec.1 The name of this organization shall be American Legion Auxiliary, Department of Florida.

**ARTICLE II  
NATURE**

Sec.1 The American Legion Auxiliary is a civilian, patriotic service, organization that supports the mission of The American Legion.

Sec.2 The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

**ARTICLE III  
ELIGIBILITY**

Sec.1 Eligibility for membership in the American Legion auxiliary is determined by the American Legion.

Membership in the American Legion Auxiliary shall be limited to the:

- (1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (4) and to those women who of their own right are eligible for membership in The American Legion

Sec.2 There shall be two classes of membership, senior and junior:

Sec.2a Senior membership shall be composed of members age eighteen (18) and older; provided however, a member eligible under Sec. 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.

Sec.2b Junior membership shall be comprised of members under the age of eighteen years, whose activities shall be supervised by the senior membership. Upon reaching the age of eighteen years, junior members shall automatically be admitted into senior membership with full privileges.

Sec.2c Dues of both classes shall be paid annually or for life.

## **ARTICLE IV ORGANIZATION**

Sec.1 The American Legion Auxiliary, Department of Florida, shall be composed of duly constituted Units which shall be organized into Districts according to the Districts of The American Legion, Department of Florida.

## **ARTICLE V** **DISTRICTS**

Sec.1 The Department shall be divided into Districts with boundaries and designations in accord with those provided for by The American Legion, Department of Florida.

Sec.2 The Department President and the District Presidents within their Districts shall have the power to call conferences of Units.

Sec.3 With the exception of the elections of a District President, Delegate and an Alternate Delegate to the next National Convention, no District Conference shall have the right to take any legislative action or to bind the Department, District or Units, and any action taken shall be considered advisory.

Sec.3a No Districts shall have their own Constitution and Bylaws.

Sec.3b The District President will be the keeper of all funds of the District and a Financial Report must be given at the Constitutional Conference. (See Standing Rule VII, 5)

Sec.4 District Conferences shall be composed of members from each chartered Unit in the District, except the District Constitutional Conference, which shall require delegates and alternates provided by Section 5.

Sec.5 In addition to any other conference that may be held in the Districts of the Department, there shall be held in each District, a District Constitutional Conference. This conference shall be composed of delegates and alternates. Each chartered Unit shall be entitled to two delegates and two alternates. It shall be entitled to one additional delegate and one additional alternate for each fifty (50) members or major fraction thereof. Each Unit shall have as many votes as it is entitled to elected delegates. The vote of any delegate absent and not represented by an alternate delegate shall be cast by the majority of the delegates present from their Unit. The President of the District shall have a vote as presiding officer. The membership of the Units is to be taken from the membership bulletin last issued by the Department Headquarters.

Sec.6 Thirty (30) percent of Units in a District, represented at such conference by duly designated delegates, shall Constitute a quorum.

## **ARTICLE VI**

### **DEPARTMENT CONVENTION**

Sec.1 The governing body of the American Legion Auxiliary, Department of Florida, shall meet at Department Convention to be held annually. If ample facilities are not provided, this need not be in conjunction with the convention of The American Legion, Department of Florida. Executive Committee approval is necessary for time and place of said Auxiliary Department Convention.

Sec.2 All resolutions sent to the Department Convention shall be drawn in proper form so as to provide that the resolution was adopted by the American Legion Auxiliary, Department of Florida, in Convention assembled, and that any such resolution not drawn in such form shall be returned by the Department Headquarters to the sponsor for correction. All resolutions shall be presented to the Department Headquarters at least six weeks prior to the Department Convention. The Convention may, however, by a two-thirds vote of the delegates present, waive the time requirement in the case of an emergency resolution. An emergency resolution shall be presented by the Chairman of three Unit delegations. Resolutions adopted by a Department Convention shall be bulletined to the Department Officers, the Unit Presidents, and incoming Department Constitution and Bylaws Chairman immediately following the close of said Convention.

Sec.3 Each chartered Unit shall be entitled to two delegates and two alternates. It shall also be entitled to one additional delegate and additional alternate for each fifty members or major fraction thereof whose current Department and National dues have been received by the Department Secretary thirty (30) days prior to the holding of the Department Convention. Each Unit shall have as many votes as it is entitled to registered delegates. All Department Officers and Past Department Presidents whose dues have been received by the Department Secretary thirty (30) days prior to holding the Department Convention shall be entitled to their own vote in the Department Convention. The vote of any delegate absent and not represented by an alternate delegate

shall be cast by the majority of the delegates present from their Unit. The votes shall be equal to the Department Officers and Past Department Presidents in good standing and attending the Convention and the delegates or alternates properly certified.

Sec.4 Department Officers and Past Department Presidents as provided in Section 3, shall be Delegates-at-Large to the Department Convention with vote to be exercised with their respective Units.

Sec.5 A quorum shall exist at the Department Convention when thirty percent of the Units of the Department are represented, as provided above.

## **ARTICLE VII** **DEPARTMENT OFFICERS**

Sec.1 Department Officers shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Chaplain, Historian, Parliamentarian, District Presidents (one from each District), Secretary, Treasurer, Sergeant-At-Arms, National Executive Committee Person and Alternate National Executive Committee Person.

Sec.2 The Department Executive Committee at its first meeting following the Department Convention shall confirm a volunteer Department Secretary. They will also confirm a Department Treasurer who has been recommended by the Department Finance Committee. Both shall be appointed by the Department President.

This Department Secretary and Department Treasurer may serve an unlimited number of terms and shall be confirmed annually by the Department Executive Committee. The Department Treasurer may be removed for cause by a majority vote of the Department Executive Committee. The Department Secretary and Department Treasurer shall be a member of the Department Executive Committee, and, when the position positions are held by an employee of the Department Headquarters, the Department Secretary and Department

Treasurer shall serve with all rights except the right to vote. When a vacancy occurs, the Department Treasurer shall be selected by the Department Finance Committee from duly qualified applicants and recommended to the Department President for appointment.

Sec.3 The Department Sergeant-at-Arms and the Department Parliamentarian shall be appointed by the Department President and approved by the Department Executive Committee.

Sec.4 All elected officers, except District Presidents, shall be elected at each Annual Convention and shall hold office until the next Annual Convention. The officers of this Department shall be installed at the annual Department Convention.

Sec.5 No person shall be eligible for re-election to the office of Department President, Department 1<sup>st</sup> Vice-President, Department 2<sup>nd</sup> Vice-President, and Department 3<sup>rd</sup> Vice-President. District Presidents shall not be eligible for the same office for more than two (2) terms in succession. No unit shall endorse a candidate for the office of Department President, Department 1<sup>st</sup> Vice-President, Department 2<sup>nd</sup> Vice-President, Department 3<sup>rd</sup> Vice-President, or District President who has not served at least one (1) year as President of a Unit in Florida. A candidate who is not eligible for endorsement may not campaign in advance of the day of election. District Presidents may campaign the day of Constitutional Conference. Department President, Department 1<sup>st</sup> Vice President, Department 2<sup>nd</sup> Vice-President and Department 3<sup>rd</sup> Vice-President may campaign the day of election at Department Convention.

Sec.5a The Department Chaplain and the Department Historian shall serve a one year term and shall be eligible for reelection.

Sec.6 Unless otherwise provided for, vacancies in elected offices occurring between annual conventions shall be filled by the Department President and ratified by a majority vote of the Department Executive Committee.

Sec.7 In the event of the resignation, death, or inability to serve of the National Executive Committee Person, a new National Executive Committee Person shall be appointed by the Department President and ratified by a majority vote of the Department Executive Committee. This member shall be a Past Department President due to the past experience in this position. (See Standing Rules, Article II, Section 1).

## **ARTICLE VIII DEPARTMENT EXECUTIVE COMMITTEE**

Sec.1 There shall be a Department Executive Committee comprised of the Department of Florida Officers, (as set forth in the Constitution, Article VII, Officers, Sec 1), and all Florida Past Department Presidents who are in good standing in their local Units.

## **ARTICLE IX FISCAL YEAR**

Sec.1 The fiscal year of the Department of Florida shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **ARTICLE X AMENDMENTS**

Sec.1 This constitution may be amended at any Department Convention by a vote of two-thirds of the total authorized representation thereat, provided that the proposed amendments shall have been submitted through the Department Headquarters to the Units, and members of the Department Executive Committee by mailing same to them at least thirty (30) days prior to the convening of the next Department Convention; provided further, it may be amended by unanimous vote at any Convention without notice; and provided further, that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.

Sec.2 This Constitution shall be automatically amended to conform to the National Constitution and Bylaws and Standing Rules of the American Legion Auxiliary. All changes must be presented as housekeeping changes to the convention body prior to changes being made.

# **BYLAWS**

## **ARTICLE I**

### **ELECTION OF DEPARTMENT OFFICERS**

Sec.1 Election of officers shall be by ballot, a majority of votes cast shall be necessary to elect. When there are more than two candidates for an office and one candidate does not receive a majority, the two candidates getting the most votes shall be placed on a second ballot. When there is but one candidate for an office, the ballot may be dispensed with and the nominee declared elected.

Sec.2 Candidates for Department office shall be nominated from the floor of Department Convention twenty-four (24) hours before election. See Standing Rule Item VIII, Section 5.

Sec.3 All Department Officers, members of the Department Executive Committee and all standing committees shall be in good standing in their local Units.

## **ARTICLE II**

### **DUTIES OF DEPARTMENT OFFICERS**

Sec.1a Department President: It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled and the Department Executive Committee and to appoint standing committees and to create such other committees and appoint members thereon as the President deems advisable, and to appoint all Officers, representatives to non-VA medical facilities and VA medical facilities (appointments of VA medical facility representatives shall be made upon the recommendation of the Department Finance Committee) not otherwise provided for, with the approval of the Department Executive Committee. The Department President shall be an ex-officio member of all Committees and shall perform such other duties as are usually incident to the Office.

The Department President shall be charged with the responsibility of executing the mandates of the Department

Convention and the Executive Committee. The Department President shall not waive their rights to the Department Secretary or any other person permitting the signing of her name to applications for Charters issued by the National Headquarters or any other legal document pertaining to the Department.

In case of the resignation, death, suspension or removal from office of the Department President, the Department 1<sup>st</sup> Vice President shall immediately take office and assume all the duties of the President until the close of the next Department Convention.

Sec.1b In case of inability of the Department Secretary to perform the assigned duties, the Department President shall appoint a replacement for the remainder of the term and who shall be ratified by the Department Executive Committee. No current or past employee may serve as a volunteer secretary.

Two signatures are required for withdrawal of funds or entry into any lock boxes or depository of Auxiliary properties.

Sec.1c In case of inability of the Department Treasurer to perform the assigned duties, the Department President, Chairman of the Finance Committee or Department 1<sup>st</sup> Vice President may perform the duties in an emergency.

Sec.2 The Department 1<sup>st</sup> Vice-President shall perform such services as may be required by the Department President and as may be outlined in the Standing Rules of the Department of Florida, and shall represent the Department President when requested to do so by the Department President. It shall be the duty of the Department 1<sup>st</sup> Vice President to immediately assume the duties of the office of President upon the resignation, death, suspension, or removal from office of the Department President. When assuming the Presidency under these circumstances, The Department 1<sup>st</sup> Vice President is eligible to become a candidate for a full term as Department President.

Sec.2a The duties of the Department 2<sup>nd</sup> Vice-President shall be to serve as the Department Veterans Affairs and Rehabilitation Chairman and to visit all VA Hospitals, two (2) State Veterans Nursing Homes and two (2) VA Outpatient Clinics.

Sec.2b The duties of the Department 3<sup>rd</sup> Vice-President shall be to serve as the Department Children and Youth Chairman and to visit all children's facilities sponsored by the Department.

Sec.3 The Department Secretary shall conduct all official correspondence under the direction of the Department President. The Department Secretary shall keep a record of the proceedings of the Department Convention and the Department Executive Committee meetings. The Department Secretary shall handle all secretarial and clerical duties incumbent upon the office. The Department Secretary shall sign all checks under \$4,000.00. (Per # 8 of financial controls)

The Finance Committee will be responsible for hiring and terminating office staff and the Department Treasurer will maintain all employment records. All payroll must stay within the approved budget. The Department Secretary shall perform all other duties incidental to the office. The Department Secretary works with the Department Treasurer and Finance Committee in preparing the annual budget.

Sec.4 The Department Treasurer shall receive and keep a record of all monies received from the Units and other sources. The Department Treasurer shall be the custodian of the funds of the Department organization and shall account for same. The Department Treasurer shall disburse funds, as prescribed by the Department, and prepare quarterly Budget Variance reports and email copies to the Department President and Department Finance Committee. The Department Treasurer shall inform the Department President and or Finance Chairman regarding problems, irregularities, issues and concerns. The Department Treasurer works with the Department Finance Committee in preparing the annual budget. The accounts shall be audited annually by a Certified Accountant, and all findings reviewed by the Risk & Compliance Committee. The Department Treasurer shall perform all other duties incidental to the office.

Sec.5 The Department Chaplain shall officiate as such at the Department Conventions, and shall perform such other duties ordinarily incident to the office .

Sec.6 The Department Historian shall compile the historical records of the Department organization and make a report to the National Historian.

Sec.7 District Presidents shall be in charge of the affairs of the American Legion Auxiliary Units in their Districts under the direction of the Department President. It shall be the duty of the District Presidents to encourage and promote in every way, the growth, welfare and accomplishments of the Units, they shall be charged with the responsibility of coordinating the activities of the Units and assisting in the organization of new Units in their Districts. The District Presidents shall preside at all District meetings during the year.

### **ARTICLE III**

#### **DUTIES OF DEPARTMENT EXECUTIVE COMMITTEE**

Sec.1 The administrative and executive powers shall be vested in the Department Executive Committee. The Department Executive Committee shall have the power and authority in case of emergency to call a Department Convention, provided that notice of at least thirty (30) days prior thereto be given to all Units, and the reason stated for calling such Convention. Place of the meeting upon such occasion shall be designated by the Department Executive Committee. The Department Executive Committee shall have the power to appoint subcommittees on such matters delegated to it. The Department Executive Committee shall have authority to remove Department paid personnel for cause.

Sec.2 The Department Executive Committee shall meet within twenty-four hours preceding the Department Convention's first general session and within twenty-four hours after new officers have been installed and thereafter at the call of the Department President, providing that notice of at least two weeks prior thereto shall be given to all members of the Committee.

Sec.3 A quorum for the Department Executive Committee shall be a majority of the membership of the Department Executive Committee.

## **ARTICLE IV** **DEPARTMENT COMMITTEES**

Sec.1 The Department President shall appoint chairmen of standing committees which are named by the National President and such other committees as Department President shall deem necessary or advisable; said Chairmen to be ratified by the elected members of the Department Executive Committee and the Past Department Presidents.

Sec.2 There shall be a standing Finance Committee that shall consist of Ten (10) members. The Committee shall be composed of the Department President, Department 1<sup>st</sup> Vice-President, Department 2<sup>nd</sup> Vice (with a voice, but no vote), Department 3<sup>rd</sup> Vice (with a voice, but no vote), Department Secretary (with a voice, but no vote), Department Treasurer (with a voice, but no vote), Immediate Past Department President and three members. The Department President shall appoint a Committee member to serve a three (3) year term and said appointee to be experienced in financial matters. No appointee shall serve successive terms. The Finance Committee shall meet at the call of Committee Chairman, with the approval of the Department President, or at the call of the Department President.

The Department Finance Committee shall oversee the general financial policy of the Department organization, subject to the approval of the Department Executive Committee. It shall be charged with the preparation of the yearly budget which shall be voted on by the Convention assembled; shall supervise the expenditure of funds under the budget; and shall receive resignations and applications for all headquarters staff. (See constitution, Article VII, Officers, Section 2.)

Sec.3 There shall be a standing Veterans Affairs and Rehabilitation Committee of two (2) members to consist of a Service

to Veterans member and one other member. Each member shall be appointed for a one-year term. The Chairman shall be responsible for all monthly activity reports from the representatives of the seven (7) VA Medical Centers and the representatives of the Outpatient Clinics. The Service to Veterans committee member shall receive all activity reports for the six (6) State Veterans Nursing Homes. The Service to Veterans committee member shall receive report forms from Unit members with Service to Veterans hours. The VA&R Committee's budget and recommendations shall be submitted to the Chairman of the Department Finance Committee for the Committee's approval and inclusion in the Department's overall Budget, at least forty-five (45) days prior to the Department Convention.

Sec.4 There shall be a Children and Youth Committee of three (3) members to include a Chairman and two (2) committee members. The children's medical facility representatives are responsible to the Chairman of this committee.

Sec.5 There shall be a standing Girls State Committee of five (5) members to include a Chairman, two (2) committee members, Director and Assistant Director. The Chairman and two (2) committee members will serve staggered three (3) year terms, one (1) member appointed each year by the Department President. No Committee appointee shall serve successive terms. The Girls State Director and Assistant Director shall be appointed by the Department President for a one (1) year term subject to ratification by the Department Executive Committee. In the event a vacancy occurs on the committee, the Department President shall fill the vacancy for the remainder of the term vacated. The Girls State Chairman, Director and Assistant Director shall prepare and submit a committee budget (to include the Girls State session) to the Chairman of the Department Finance Committee for the committee's approval and inclusion in the Department's overall budget, at least forty-five (45) days prior to Department Convention.

Sec.6 There shall be a Public Relations Committee of three (3) members to include a Chairman and two (2) committee members.

Sec.7 There shall be an Education Committee of three (3) members to include a Chairman and two (2) committee members. The Education Committee shall submit to the Chairman of the Department Finance Committee its recommendations for all Scholarship Awards, and its proposed Budget, at least forty five (45) days prior to Department Convention.

Sec.8 There shall be a National Security Committee of three (3) members to include a Chairman and two (2) committee members.

Sec.9 There shall be a standing Unit Development and Revitalization Committee of three (3) members to include a Chairman and two (2) committee members. The Chairman and two (2) committee members will be appointed each year by the Department President. At the request of Units and/or District President, and approved by the Department President, the UD&R committee will assist with the following: Revitalizing Existing Units, New Charters, Unit Conflicts and Unit Audits or any other issues as determined by the Department President.

Sec.10. a. There shall be a Risk & Compliance committee composed of three (3) members,. The Department President shall appoint one Committee member to serve a three (3) year term and said appointee to be experienced in financial matters. No appointee shall serve successive terms. This Committee shall be considered a Special Committee.

Sec.10b The Risk Compliance Committee responsibilities are to:

1. Review the integrity of financial statements and financial disclosures;
2. Ensure compliance with legal and regulatory requirements;
3. Engage the independent auditor and review and approve the annual financial audit and IRS Form 990;
4. Oversee the organization's internal controls and risk-management procedures;
5. Meet periodically with management and auditors to gain an understanding of the potential significant risks and exposures facing the organization; and propose needed internal controls to reduce risks.

The Committee Shall be ratified at each Post Convention Executive Committee meeting.

Sec. 11 There shall be a Junior Activities Committee of four (4) members to include a Chairman and three (3) committee members.

## **ARTICLE V** **UNIT ORGANIZATION**

Sec.1 Units shall be chartered by the National President and National Secretary upon receipt of the charter application properly executed, and accompanied by the per capita dues and individual membership record forms. Application for Unit Charters shall be signed by the Department President, the Commander and Adjutant of The American Legion Post to which the Unit is attached and, said charter shall be closed thirty days after same has been signed by the Post Commander.

Sec. 2 The minimum membership of a Unit shall be ten senior members.

Sec.3 Units shall be given the name and number of The American Legion Post to which they are attached.

Sec.4 Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to restrictions of the Constitution and Bylaws except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force, violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

Sec.5 The National Executive Committee may suspend or revoke the Charter of a Unit, which violates the National Constitution and Bylaws, or any specified action of the National Convention, or of the National Executive Committee.

Sec.6 All officers of the Units, with the exception of the Secretary, who may be appointed by the President, shall be elected annually not more than ninety (90) days nor less than fifteen (15) days prior to the Department Convention. Said officers

shall be certified to the Department Headquarters not less than ten (10) days prior to the Department Convention, certification to be made on forms furnished by the Department Headquarters. If possible installation shall be at a time coincident with The American Legion Post to which it is attached. In the event of a vacancy caused by death, resignation or removal from office, the name of the successors shall be promptly reported to the Department Headquarters within one week after the vacancy is filled.

Sec. 7 All Units shall adopt a Constitution and Bylaws conforming to the Department and National Constitution and Bylaws of the American Legion Auxiliary. Send one (1) original signed by the Unit President and Unit Secretary, showing date of Unit's approval to Department of Florida every ten (10) years.

Sec. 7a When changing only the Standing Rules include cover note stating that only Standing Rules are being changed.

Sec. 8 A new Unit shall adopt a Constitution and Bylaws and Standing Rules and submit one (1) copy to the Department of Florida not later than sixty (60) days after receiving their permanent charter.

Sec. 9 All Units shall be incorporated under the laws of the State of Florida. Copy of approved articles to be on file at Department Headquarters.

Sec. 10 All Units are required to file an annual (990, 990EZ, or 990N) report with the IRS. Copy of annual report to be on file at Department Headquarters.

Sec. 11 Electronic meetings and voting may be held in an emergency situation or at any time a Unit's officers deem necessary. Notification of an electronic meeting and /or voting must be sent to each member of the Unit via email or regular mail if no email address is available and shall contain an agenda and any documents that participants will need to reference in advance so that participants can follow the flow of the meeting and /or voting procedure. Minutes of the electronic meeting must be created as well as recording the motions and votes.

## **ARTICLE VI** **DEPARTMENT FINANCE**

Sec.1 The revenue of the Department shall be derived from the annual dues of members and by such other means as may be determined by the Department Executive Committee. Each annual Department Convention shall determine the amount of Department dues for each succeeding fiscal year.

Sec.2 The annual National dues as determined by the National Convention each year shall be collected by the Unit and paid through the Department Headquarters to the National Treasurer whenever the same becomes due and payable.

Sec.3 Annual dues shall be payable annually for the succeeding calendar year. A member failing to pay such annual dues by January 31<sup>st</sup> shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31<sup>st</sup> of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution of the Unit requires a vote on application for membership and the payment of all past dues, or by reestablishing eligibility and making application as a new member.

Sec.4 Each Unit shall be required to remit all Department and National dues collected and reported to Department Headquarters at least once each month.

Sec.5 All monies of the Department for any and all purposes whatsoever shall be received and disbursed by the Department Treasurer.

## **ARTICLE VII** **SUBSIDIARY ORGANIZATIONS**

Sec.1 All Department Subsidiary Organizations of the American Legion Auxiliary shall be subject to regulations of the action of the Department Executive Committee.

Sec.2 All Department Subsidiary Organizations shall have Department dues no higher than the Department Auxiliary dues, and said subsidiary organization shall be required to file a complete financial statement of receipts and expenditures with the Department President and the Department Finance Committee before each Department Convention.

Sec.3 All Department Subsidiary Organizations' Proposed Budget and Financial Statements or receipts and expenditures shall be submitted to the Chairman of the Department Finance Committee, for the Committee's approval, forty-five (45) days prior to the Department Convention. Pursuant to Section 2, Article VII, of the Department Bylaws, the required financial statement or receipts and expenditures shall be submitted prior to the Department Convention.

## **ARTICLE VIII**

### **REVOCATION, CANCELLATION OR SUSPENSION OF CHARTER**

Sec.1 The Department Executive Committee by a two-thirds vote may order the suspension of a Unit Charter for a period not to extend beyond the closing of the next succeeding Department Convention, as a disciplinary measure, or pending action relative to a final revocation. A cancellation shall be in order where two or more Units merge, where a Unit voluntarily ceases to function, or under such other conditions as might make such action necessary.

Sec.2 Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or ruling of the Convention or Executive Committee, or ceasing to function from one Department Convention to another as an American Legion Auxiliary Unit, or refusing to pay the per capita tax due Department and National Organizations, shall upon order of the Department President, surrender the Charter. Upon failure to surrender such charter, immediate steps may be taken for its revocation. When any Unit Charter has been revoked or cancelled or when any Unit ceases to function in accordance with this Section, all Unit records and funds shall immediately be forwarded to Department Headquarters.

Upon revocation, cancellation or suspension of the charter of a Unit in the Department of Florida, said Unit shall immediately cease operations and upon revocation, cancellation or suspension shall turn over its charter to the Department President or Department Executive Committee, and the Department Executive Committee is authorized, empowered and directed by and through its duly authorized agent to take possession, custody and control of all records, property funds and any other assets of said Unit, provided, however, that nothing herein shall be construed as requiring the Department to take over and assume any financial responsibility as to such property. Said Department Executive Committee may provide for the transfer of the members in said Unit to other Units of their choice, subject to the approval of such other Unit.

Sec.3 American Legion Auxiliary Units suffering the revocation of their charters may appeal the decision of the Department Executive Committee to the National Executive Committee.

Sec.4 Any Unit whose charter has been revoked for misconduct shall be prohibited from applying for a charter in the American Legion Auxiliary for a period of five (5) years from the initial date of the revocation of said charter.

## **ARTICLE IX**

### **DELEGATES TO NATIONAL CONVENTION**

Sec.1 Each District shall be entitled to one Delegate and one Alternate Delegate.

Sec.2 The Department President, Immediate Past Department President and Department Secretary shall be elected delegates by reason of their office. Their Alternate Delegates shall be elected from the membership at large at the Department Convention.

Sec.3 When increased membership entitles the Department of Florida to additional Delegates and Alternate Delegates, such extra Delegates and Alternate Delegates shall be elected from the membership at large at the Department Convention.

Sec.4 Delegates and Alternate Delegates shall be elected in accordance with the plurality of the votes cast, that is, those receiving the most votes shall be declared elected Delegates, and those receiving the next highest votes shall be declared elected Alternate Delegates.

Sec.5 The Immediate Past Department President shall be designated as Chairman of the delegation at the National Convention and the Immediate Past Department Secretary shall be designated as the Secretary of the delegation. In the event the Department Secretary is unable to attend the Convention, the Immediate Past Department President shall appoint a Convention Secretary to serve as Secretary of the delegation. The expense of the appointed Secretary shall be paid in accordance with the approved budget.

Sec.6 The Chairman of the delegation at the time of the National Convention shall designate elected alternates to fill any vacancies in the delegation.

Sec. 7 The National Executive Committee Person, National Officers and National Chairmen from the Department of Florida shall be delegates-at-large to the National Convention. Vote to be exercised with their department.

## **ARTICLE X TRANSFER OF MEMBERSHIP**

Sec.1 Any member in good standing in a Unit shall be entitled to transfer to another Unit.

Sec.2 Any member in good standing wishing to transfer to another Unit must present to the new Unit with their current membership card. Upon acceptance of the transfer applicant by the new Unit, the Unit Secretary will complete the Member Data Form. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

## **ARTICLE XI DISCIPLINE OF MEMBER**

Sec.1 For any violation of the Department or National Constitution, or for conduct improper or prejudicial to the welfare of the Auxiliary

or of The American Legion, any member may be expelled from membership or any officer removed from office by two thirds vote at a Unit meeting duly called for that purpose. Said expulsion or removal shall be binding only in the event said member or officer shall have been given fifteen (15) days' notice in writing by the Unit Executive Committee, of the charges and the hearing thereon. Either party may have the right to appeal to the Department Executive Committee and its action hereon shall be final. The expense of such appeal shall be borne by the appellant.

- Sec.2 No person who has been expelled by a Unit shall be admitted to membership in another Unit without the consent of the expelling Unit, except that where such consent has been asked for and denied by such Unit. Said person may then appeal to the Executive Committee of the Department of the expelling Unit for permission to be admitted to membership in another Unit, and shall be ineligible for membership until such permission is granted.
- Sec.3 No member or group of members shall subject the Department to liability without authorization of this Department.
- Sec.4 In dealing with the Department Judge Advocate, the American Legion Auxiliary shall adopt and follow the provisions set forth in Article V, Section 8 of the Bylaws of The American Legion, Department of Florida, to the same extent and as fully as if the same had been incorporated in and made a part of its own Constitution and Bylaws.

## **ARTICLE XII** **CONSTITUTIONAL AUTHORITY**

- Sec.1 The authority under which all Units of the Department of Florida, American Legion Auxiliary shall function is vested in the Department of Florida's Constitution and Bylaws and in such Standing Rules as may have been duly adopted and set forth in the Unit Guide of the Department of Florida. Any provision of any Unit Constitution and Bylaws or Standing Rules in conflict with the foregoing authority shall be void.

## **ARTICLE XIII** **PARLIAMENTARY AUTHORITY**

- Sec.1 The Department organization shall be governed by "Roberts Rules of Order, Newly Revised," on all points not covered by the Constitution and Bylaws.

## **ARTICLE XIV**

### **AMENDMENTS TO THE BYLAWS**

Sec.1 These Bylaws may be amended at any Department Convention by a vote of two-thirds of the total authorized representation there at, provided that the proposed amendment shall have been submitted through Headquarters to the Units and members of the Department Executive Committee by mailing to them a least thirty (30) days prior to the convening of the next Department Convention; provided further, that it may be amended by unanimous vote at any Convention, without notice; and provided further, that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.

Sec.2 These Bylaws shall be automatically amended to conform to the National Constitution and Bylaws and Standing Rules of the American Legion Auxiliary. All changes must be presented as housekeeping changes to the Convention body prior to changes being made.

## **STANDING RULES**

### **DEPARTMENT OF FLORIDA**

#### **I**

#### **DEPARTMENT ORGANIZATION**

Sec.1 The Department will maintain headquarters at Orlando, Florida.

Sec.2 No Department, District or Unit Officer, or Chairman, or Unit member shall make available a membership list to any prospective candidate for public office.

Sec.3 In the event of the death of a current Department Officer or a current Department Chairman, elective or appointive, or a Past Department President, the Department President shall be empowered to appoint a member to attend the funeral services at Department expense (if travel is necessary). Department shall provide a tribute of fifty dollars (\$50.00) to the Department

Memorial Scholarship Fund in memory of the deceased . In the case of a Past Department President, all Past Department Presidents shall be notified by the Department Headquarters at the expense of the Department.

## **II** **DEPARTMENT PRESIDENT**

- Sec.1 The Department President may send requests for ratification of appointment of chairmen of standing committees, appointments to fill vacancies in office, other appointments not otherwise provided for, as well as requests for referendum votes on urgent matters, by mail or by electronic means to members of the Department Executive Committee. Votes should be cast and returned to Department Headquarters within fifteen (15) days.
- Sec.2 Within ninety (90) days of installation the Department President shall visit and inspect the facilities for Department Convention. If facilities do not meet the needs of the Auxiliary, the Department President will arrange for a suitable site to meet our needs.
- Sec.3 The Department President shall schedule a Workshop for Department Officers and Chairmen within forty-five (45) days after the close of the Convention providing accommodations are available.
- Sec.4 The Department President shall visit in every District as early as possible in the administrative year, dates to be given to District Presidents at the Department Workshop.
- Sec.5 The Department President shall have authority to appoint the Chairman and Co-Chairman of Department Conferences and the Department Convention during their administration. The Department President shall give approval for all functions and plans pertaining to the Department Convention.
- Sec.6 When a National President or Southern Division National Vice President is the official guest of the Department of Florida, suitable lodging shall be available for them during their visit. If the headquarters hotel does not provide complimentary lodging, it shall be paid from Department funds.

### **III** **DEPARTMENT HEADQUARTERS STAFF**

Sec.1 The Department Secretary shall conduct all official correspondence under the direction of the Department President. The Department Secretary shall keep a record of the proceedings of the Department Convention and the Department Executive Committee meetings. The Department Secretary shall handle all secretarial and clerical duties incumbent upon the office. The Department Secretary shall sign all checks under \$4,000.00. (Per # 8 of financial controls)

The Finance Committee will be responsible for hiring and terminating office staff and the Department Treasurer will maintain all employment records. All payroll must stay within the approved budget. The Department Secretary shall perform all other duties incidental to the office. The Department Secretary works with the Department Treasurer and Finance Committee in preparing the annual budget.

Sec.1a The Department Treasurer shall receive and keep a record of all monies received from the Units and /or other sources. The Department Treasurer shall be the custodian of the funds of the Department organization and shall account for same. The Department Treasurer shall disburse funds prescribed by the Department and make reports upon the condition of the Department treasury to the Department President and the Department Finance Committee. The Department accounts shall be audited annually by a Certified Accountant, and quarterly by the Department Audit Committee. The Department Treasurer shall turn over to their successor all money, vouchers, books, and papers belonging to the Department. The Department Treasurer shall keep all records and perform all other duties incident to the office.

Sec.2 A form, used in reporting names and addresses of Unit Officers to Department Headquarters and to District Presidents, will be available on the Department website. Completed forms are to be sent to Department headquarters immediately following elections.

Sec.3 The proposed budget for the Department shall be made available

to the Chairman of each Unit delegation, to each Past Department President in attendance, and to each elected Department Officer present at Department Convention.

- Sec.4 Department Chairmen's Program – To be no more than three (3) pages. Outline (front and back sides of 8 ½" x 11" paper) with Awards printed front and back side of 2<sup>nd</sup> sheet. Unit annual report on front and back side of 3<sup>rd</sup> sheet. Unit and District Annual Report must be copy ready. Department Chairmen's Program must be completed and turned into the Department President by end of Bootcamp.
- Sec.5 Call to Fall Conference and Department Convention shall be sent to all Department Officers and Chairmen, Past Department Presidents and Unit Presidents.
- Sec.6 Monthly Contribution Sheets shall be posted online monthly.
- Sec.7 Prior to the Constitutional Conference, Department Headquarters shall send to each Unit President a form for certifying elected delegates to the Constitutional Conference. The completed form will be presented to the District Secretary at the conference.
- Sec.8 The Department Headquarters is responsible only for the housing of official delegates at the National Convention by certifying a list which is forwarded to the Department Adjutant for completion. Any member (not a delegate) wishing to attend the National Convention should make reservations through the Department Adjutant of The American Legion.
- Sec.9 The Department Secretary shall furnish the Department Convention Chairman a complete and comprehensive outline of the duties. This outline will include the duties of the various committees functioning under the Department Convention Chairman.
- Sec.9a At the close of the Convention a statement of expenses with receipts shall be submitted by the Convention Chairman to the Department Treasurer for reimbursement according to the Department Budget.

## IV

### NATIONAL EXECUTIVE COMMITTEE AND CANDIDATE(S) FOR NATIONAL OFFICE(S)

Sec.1 The National Executive Committee Person functions as a National Officer representing the state. It is recommended that the Immediate Past Department President shall be elected National Executive Committee Person. Due to their vast experience as a Department President, the NEC will attend at the expense of the National Organization, the National Executive Committee meetings and the National Convention and is given all the courtesies at meetings and social events, accorded to a National Officer.

Sec.2 It is also recommended that the incoming Department President be elected to serve as the Alternate National Executive Committee Person, during the term of their office. The Alternate National Executive Committee Person functions only if the National Executive Committee Person becomes unable to carry out their duties, until a new National Executive Committee Person is appointed and ratified. (See Standing Rules, Article II, Section 1).

Sec.3 Any member aspiring to a National Office should have a recommended endorsement from their Unit brought to the floor of the Department Convention for confirmation and, if office is not for the succeeding year, the confirmation shall be read at each succeeding Convention of their candidacy.

## V

### GENERAL RULES FOR DEPARTMENT OFFICERS AND CHAIMEN

Sec.1 All elections of the following officers of the American Legion Auxiliary, Department of Florida, namely: President; 1<sup>st</sup> Vice President; 2<sup>nd</sup> Vice-President; 3<sup>rd</sup> Vice- President, Chaplain and Historian plus National Executive Committee Person and Alternate shall be held on the second day of Convention and all nominations for such officers shall be made twenty-four (24) hours prior to the election. See Article 1 Department Bylaws.

Sec.2 Each Department Committee, standing or special, shall have a chairman. Such chairman and committee shall be appointed by the Department President in such numbers as the Department President shall deem proper, with the exception of those committees

specifically named and described as provided in the Constitution and Bylaws. Only the Department President shall be ex-officio member of all committees. Officers and other members of the Department may be invited to meet with such committees to give specific information but they shall not constitute a part of the committee and shall have no vote in any decision of the committee meeting.

- Sec.3 All Department Officers and Chairmen are to submit reports when requested by the Department President. After reading report at Department Convention, one (1) copy shall be turned over to the Department Secretary. Department Chairmen will submit to their respective National Chairmen a report by a date specified by their respective National Chairman.
- Sec.4 No officer shall serve as Chairman of a Department Committee while in office, except the Department Vice Presidents.
- Sec.5 Each Department Officer and Chairman is requested to keep a file containing a record of the activities of the Committee during the year. Said file shall be turned over to the incoming Department Officer or Chairman for their information.
- Sec.6 Invitations received by any Department Officer from other organizations for representation of the Department shall be forwarded to the Department President for their attention and action.
- Sec.7 All Department Officers and Chairmen shall attend all meetings of the Department Executive Committee. Expenses shall be allowed in accordance with the budget adopted at Department Convention. There is no expense allowance for the Post Convention Department Executive Committee meeting.
- Sec.8 Department Chairmen shall attend Department Workshop. Expense shall be allowed in accordance with the budget adopted at Department Convention.
- Sec.9 It shall be the duty of the incoming Membership Chairman to set goals for the following year upon receipt of the Department Membership bulletin at the close of books thirty (30) days prior to

annual convention, and present same to the Post-Convention Department Executive Committee meeting for adoption.

Sec.10 A mandatory meeting will be offered for incoming District Presidents and will be conducted at the time and place of the Department Convention.

In addition, there will be mandatory breakout sessions offered for the following incoming Unit Officers, Presidents, Secretaries, Treasurers, Chaplains, Historians, and Sergeant-at-Arms. A Membership Processing class will also be held.

The Department 1<sup>st</sup> Vice President will be responsible for making arrangements for said meetings with final approval by the President.

Sec.11 All citations and/or awards MUST HAVE THE APPROVAL of the Department President BEFORE being announced to THE UNITS.

## **VI DEPARTMENT VICE PRESIDENTS**

Sec.1 The duties of the Department 1<sup>st</sup> Vice-President are set forth and described in Article II, Sec. 2, of the Bylaws.

Sec.2 The duties of the Department 2<sup>nd</sup> Vice-President are set forth and described in Article II, Sec. 2a, of the Bylaws.

Sec.3 The duties of the Department 3<sup>rd</sup> Vice-President are set forth and described in Article II, Sec. 2b, of the Bylaws.

## **VII DISTRICT PRESIDENTS**

Sec.1 The District President is the official Installing Officer for Units within their District. See Article IX, Sec. 8 of Standing Rules.

Sec.2 The District President shall familiarize their self with the installation ceremony in the Manual of Ceremonies and give thorough instruction to the Sergeant-at-Arms prior to the installation. The District President's message should never exceed the time allotted by the Unit.

Sec.3 The District President shall appoint District Officers and

Chairmen of Committees corresponding with those named and functioning in the Department. Distribute positions among as many Units as possible. Forward names and addresses of appointees to the Department Headquarters on the form provided immediately upon appointment. The District President is responsible for any vacancies not filled in their District. No Department funds are available for expenses of those District Officers and Chairmen.

- Sec.4 The District Presidents shall sign for all packets, in turn each Unit President shall sign for theirs, and these signatures shall be returned to Headquarters. If packets are not delivered within forty-five (45) days, they shall be returned to Headquarters. If this procedure is not followed, the cost of the packets shall be deducted from the District Presidents' quarterly allowance. Packets are valued at \$40.00.
- Sec.5 District dues, payable to President, shall not exceed thirty dollars (\$30.00) per Unit and are to be used for operating expenses (i.e. bulletins, postage, etc. ) not for personal use of any Officer or Chairman. The District President shall keep all funds of the District and a Financial Report must be given at the Constitutional Conference.
- Sec.6 District Presidents shall keep the individual Unit records posted and up to date. The monthly contribution sheets are available online or a paper copy will be mailed upon request.
- Sec.7 District Presidents shall send written reports to the Department President of their activities within their District. These reports are due September 1; December 1; March 1 and June 1. These reports are to be emailed or postmarked no later than 10 days in month due. An expense voucher shall accompany these reports.
- Sec.7a In addition one (1) copy of written report shall be compiled for Fall Conference and Department Convention on the activities of the Units in their District. Said copies to be turned into Department Secretary at time of report.
- Sec.7b District presidents to submit electronically final report for the Book of Reports. Report submitted to Department Secretary no later than 15 days prior to convention.
- Sec.8 District President shall be responsible for District Chairmen

submitting Unit annual reports to their respective Department Chairmen by the date specified in the Program Engagement Plan.

Sec.9 The District President must hold a School of Instruction for Unit Officers, Chairmen and members. To be of the most value to Units it should be held within 30 days after Department Workshop, but not necessarily in conjunction with holding a similar school by the American Legion. All District Officers and Chairmen should attend. If the Department President is in attendance, a time to speak early on in the program should be given . The Department allows no expenses for Department Chairmen and Committee members to attend District meetings.

Sec.10 The District Constitutional Conference shall be held annually but not necessarily in conjunction with the Constitutional Conference of The American Legion; not more than 60 days prior nor less than 10 days prior to Department Convention. The Units should be notified as early as possible of this Conference, giving them all necessary information regarding procedure for endorsement of candidates for District President.

Sec.10a In the event that a District has failed to elect a District President, or the District President-elect is unable to assume the duties for the upcoming year, a District Caucus shall be called at Department convention for the purpose of electing a District President. The immediate Past District President shall preside at said Caucus and a Parliamentarian shall be appointed by the Department President. Any District President elected in this manner must meet with the newly elected Department President immediately after close of Convention for instructions and/or training.

Sec.10b Any new District revolving trophy shall have the approval of the delegates at the Constitutional Conference. Once approved, the trophy shall become the property of the District. When the trophy is no longer usable, the delegates at the next Constitutional Conference shall vote as to the disposition of said trophy.

Sec.11 It is customary for the newly elected District President to be introduced before the Legion District Conference if time permits.

Sec.12 District Secretaries shall notify all Unit Presidents of District

Meetings and Conferences; also notify all Department Officers, Department Chairmen and Past Department Presidents living in their District. District Secretaries shall distribute Department bulletins to respective District Chairman within three (3) days of receipt.

Sec.13 The District President is the organizer of new units in their District. Organization procedures start after a Post has received its permanent charter and has voted favorably on formation of a Unit. The District President attends the organization meeting, taking with them all material and application forms sent upon request from the Department Secretary. It is helpful to have other District Officers and Chairmen at the meeting to assist in explaining the purposes and programs of the American Legion Auxiliary and to assist in filling out application forms. If the new Unit desires, election and installation of officers can take place at the organization meeting and members initiated. Study the booklet "How to Organize a Unit" and all pertinent information in the National Unit Guidebook. A separate typewritten name list must accompany application.

**Fees for chartering a New UNIT are:**

**Charter Fee \$10.00**

**Roll \$10.00 (Including up to 20 names) .50 for each  
additional name added to Roll**

**Senior Dues \$30.00**

**Junior Dues \$ 4.25**

**Bond \$ 6.00**

The minimum membership of a Unit shall be ten (10) Senior members. Keep in close touch with new Units, for assistance given them in their first year may well decide their course in future years.

Sec.14 The Department President will consult with the District Presidents at Workshop of the dates of the Presidents visit. The District Presidents shall immediately contact the Units and make arrangements for the visit. If the Department President is traveling with a companion, housing arrangements shall be at Department President own expense. If traveling alone, the District President shall arrange housing. The Department President

shares a portion of the transportation expense. At the meeting the District President makes their remarks brief. The speech of the Department President should climax the meeting. The President of the hostess Unit should preside.

Sec.15 Each Unit in the District should be visited at least once during the year, other than installation and the visit of the Department President. At those events the District President has little opportunity to bring their program and message to a Unit.

Sec.16 If the Unit so desires a gift may be presented to the District President at the time of installation of the Unit Officers. The Unit is not expected to give presents to other District Officers and/or Installing Team, and should not be encouraged. A Unit may be visited without advance notice, just as a friendly call. Be prepared to answer questions concerning all phases of the Auxiliary Program, its Constitution, Bylaws, duties of Officers and Committees, Parliamentary Procedures, etc. Do not interfere with the business of a Unit meeting unless called upon by the President or questioned by members. A District President has authority to settle disputes with Units only upon written invitation of two or more members of the Unit Executive Committee. If it is deemed inadvisable to render a decision, after investigation of the facts, refer the matter to the Department President with copies of the letter to Department Headquarters and Department Parliamentarian.

## VIII UNITS

Sec.1 All inquiries or requests for rulings shall be sent to the Department President, with copies to Department Headquarters and to the Department Parliamentarian. The Department President may request an opinion from the Department Parliamentarian and following the receipt of such opinion, the Department President will make the ruling.

Sec.2 Current membership of at least ten (10) Senior members shall be paid by Units in addition to the Rehabilitation, Education and Girls State Quotas before Poppy orders or Girls State registration can be accepted by the Department Secretary at Department Headquarters.

Sec.3 Units shall maintain a separate accounting of their Poppy Funds.

The entire proceeds of Poppy distribution (after expenses allowed are deducted) shall be used for Rehabilitation of Veterans honorably discharged from the United States Armed Forces after April 6, 1917; the welfare of the families of veterans of the above named period; for the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals; the welfare of veterans, active duty military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident; for the purpose of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the Poppy Fund.

- Sec.4 Units shall send to Department Headquarters twenty-five (25) percent (%) of their net proceeds no later than thirty (30) days after Poppy Distribution. If the Unit orders poppies for purposes other than distribution, they should state this on their Poppy proceeds report.
- Sec.5 Any member in good standing may run for office. While not required, candidates for elective office may be endorsed as a show of support at a regular meeting of the Unit of which they are members. All letters of endorsement for Department Officers, including District Presidents, shall be signed by the Unit President and Unit Secretary and forwarded to the Department Headquarters by certified mail, return receipt requested, giving the date of regular Unit meeting at which the endorsement was made. Each endorsement shall contain a statement signed by the candidate, indicating their willingness to serve. Said letters of endorsement to be received at Department Headquarters ten (10) days before nominations are made. Copy of this letter to be sent to Department President. See Bylaws, Article I, Section 2, and Standing Rules Item VII, Section 10.a.
- Sec.5a Copies of such letters of endorsement for the office of District President shall be sent to the corresponding Officer in the District. Copies of such endorsements shall have been received by the District President ten (10) days before nominations are made.
- Sec.5b Candidates for Department Office whose endorsements have been received by the Department Secretary prior to Fall Conference will be announced at the Conference. An announcement by Units of Candidates for Department Officers shall not be mailed to Units and Department Officers prior to the Fall Conference.

## **IX**

### **INSTRUCTIONS TO UNIT PRESIDENTS**

- Sec.1** A careful study of the National Unit Guide Book will answer your questions. The Manual of Ceremonies is a guide for the conduct of Unit meetings and ceremonies. The Department Unit Guide will give you information regarding duties of Officers and Chairmen, also rules for trophies and awards on the Department level. Encourage the Unit Officers and Chairmen to read The National Magazine and use the information it contains in planning Unit Programs and activities. Well planned meetings that move along harmoniously will do much to guarantee a successful administration.
- Sec.2** In the beginning of your administration appoint a Committee and draw up a BUDGET. Budget is to be approved by the membership at a regular meeting.
- Sec.3** Be sure your Unit Constitution and Bylaws are up to date, in harmony with those of the Department and National, and that one (1) copy has been submitted to Department of Florida every ten (10) years.
- Sec.4** Attend all District and Department meetings and encourage your Officers, Chairmen and Unit members to attend.
- Sec.5** Every Officer and Chairman should have a copy of the National Unit Guidebook and Department Unit Guide, along with their respective bulletins from Department Headquarters.
- Sec.6** As soon as Unit Chairmen have been appointed and ratified, send a list to the District President.
- Sec.7** It is the duty of the Unit President to make a report annually at the District Constitutional Conference, with a copy going to the District President. The Unit President shall also see that each Committee Chairman submits the Unit annual report (using forms provided by Department Headquarters) to the respective District Chairman within deadlines stated on the form. A copy of the report should be given to the Unit President and kept on file for future reference. If a committee is inactive the Unit President or Secretary should send the form to the respective District Chairman stating "No Activity".

Sec.8 The outgoing Unit President shall be responsible for installation plans. In the event the District President is unable to officiate, the incoming President should be consulted as to the preference of Installing Officer.

Sec.9 At the close of your administration, see that all Officers and Chairmen turn their files and material over to their successors.

Sec.10 Unit disputes should be settled within the Unit if possible. If this is not possible, the District President has authority to settle such disputes upon written invitation by two (2) or more members of the Unit Executive Committee. If the District President deems it inadvisable to make a decision, the District President shall refer the matter to the Department President.

## **X** **INSTRUCTIONS TO UNIT SECRETARIES**

Sec.1 **BULLETINS.** Upon receipt of the Department bulletin the Unit Secretary shall either mail or hand to the respective Unit Chairman the bulletin within three days. The Unit President should keep the set of bulletins for reference.

## **XI** **MEMBERSHIP DUES AND INSTRUCTIONS**

Sec.1 Dues shall be payable annually for the succeeding calendar year. If a member has permitted their dues to lapse, they must either pay all back dues or re-establish their eligibility by completely filling out a new application. A member failing to pay such annual dues by January 31<sup>st</sup> shall be classed as delinquent and shall be suspended from all membership privileges.

Sec.2 REMITTANCE SHEETS should be handled as follows: Use recap sheets secured from Department Headquarters. Accompany membership recap sheet with a check or money order at \$4.25 per Junior and \$30.00 per Senior. Do not mail cash. Use same procedure for back dues, indicating year being paid on recap sheet.

Sec.2a Breakdown of Senior Dues: National \$18.00-Department \$12.00

Sec.2b Breakdown of Junior Dues: National \$2.50 -Department \$1.75

Sec.3 INDIVIDUAL APPLICATIONS. Use regular application blanks. National requires that these forms be completely and legibly filled out. Type or use black ink. Be sure the Unit file contains a copy for every member.

Sec.4 PROOF OF ELIGIBILITY. When a person is applying for membership through relationship to a deceased veteran, it is considered that satisfactory proof of the veteran's service shall have been established when the Post Adjutant certifies that they have examined the records and documentary evidences of the deceased veteran, and based upon this examination declares it to be his opinion that the applicant is eligible.

Sec.5 CHANGE OF ADDRESS. Change of address for Unit Officers and Chairmen should be sent to Department Headquarters and District President without delay. Change of a Unit member's address should be noted in Unit files, and with a Member Data Form sent to Department Headquarters for each member immediately.

Sec.6 MEMBERSHIP CARDS. Membership cards for renewal of all members will be received from the NATIONAL HEADQUARTERS. Additional cards for new members may be obtained by a request to Department Headquarters.

Sec.7 HONORARY LIFE MEMBERSHIP. It is the responsibility of the Unit to pay Department and National Dues annually for the lifetime of the member. Instructions for handling these memberships may be obtained from Department Headquarters.

Sec.8 TRANSFERS. Methods of transferring of membership from one Unit to another will be found in the National Unit Guide Book. Be sure to use proper forms secured from Department Headquarters. A member transferring to a new Unit must pay current year dues to either their current Unit or to the Unit into which the member wishes to transfer.

## **XII** **INSTRUCTIONS TO UNIT TREASURERS**

Sec.1 All funds of the Unit derived from dues, money making projects, awards, or any other source, belong in the Unit Treasury, not in custody of any other person.

- Sec.2 Keep a separate account on books for money derived from Poppy Day distributions. See Item VIII, Section 3, of Standing Rules.
- Sec.3 Keep accurate, detailed records of every financial transaction. Make payments only on proper authorization by the Unit Treasurer's books containing regular income and disbursement sheets may be secured.
- Sec.4 If Treasurer handles remittance sheets, read carefully instructions for Secretaries.
- Sec.5 Send all money for dues, contributions and obligations (unless otherwise directed) to Department Headquarters, and make all checks payable to the American Legion Auxiliary, Department of Florida. Department obligations should be sent to Department Headquarters as early in the administrative year as possible.
- Sec.6 No Unit with past due accounts owing to the Department and unsettled before convening of the Annual Department Convention shall be entitled to seat their Unit delegation in the Convention. These accounts are defined as Membership dues collected, all Quotas, bonding fee, and Poppy proceeds.
- Sec.7 Keep a copy of the Unit budget with you, and if funds are proposed to be expended in excess of the budget items, call this to the attention of the Unit President before the Unit takes any action.
- Sec.8 BOND: Unit bonding fee of \$6.00, included with Unit quota invoice, to be paid by January 31<sup>st</sup>. Convicted felons are not covered by Unit Bond.

### **XIII** **INSTRUCTIONS TO UNIT HISTORIANS**

Unit Historians shall write a Unit History to be entered into Department contest. Begin to compile information early, check Department Chairman's Program and Bulletins for additions or further information.

### **XIV** **INSTRUCTIONS TO UNIT CHAPLAINS**

The Unit Chaplain will express, by word and action, our founding principle of service to God and Country. The Unit Chaplain will encourage the Unit

to celebrate the diversity amongst its members and their faiths. The Unit Chaplain will provide spiritual and emotional guidance to members, or their families, as needed or requested and with respect; always maintain confidentiality.

The Unit Chaplain is responsible for pronouncing the invocation and the benediction at Auxiliary meetings, as well as performing such other acts as would fall within the realm of the office as the spiritual leader of the Unit including, but not limited to: installation, initiation of new members, dedication of halls, monuments or colors, Four Chaplain Services, POW/MIA recognition programs and the memorial service of a member, always lending dignity and respect to the occasion.

The Chaplain should stay in close contact with the President and other officers of the Unit and should attend all meetings of the Unit and the Unit Executive Committee. The Chaplain also sends names of deceased members to Department Chaplain & District Chaplains as soon as possible. It is recommended that Unit Chaplains be designated to send cards to ill members and letters or cards to members of their families in the event of death.

## **XV** **INSTRUCTIONS FOR SERGEANT AT ARMS**

### **A. PROPER DRESS**

- Sec.1 Appropriate attire for parades and Unit formality for Sgt-at-Arms: No jewelry is to be worn, except a watch, ring and Auxiliary pin, while acting in the capacity of Sgt-at-Arms.
- Sec.2 The Auxiliary pin and/or Officers Badge should be worn over the heart. At no time should the Auxiliary pin be used to fasten a scarf, tie, etc.

### **B. PRIOR TO MEETING**

- Sec.1 The Sgt-at-Arms and Ass't Sgt-at-Arms should arrive at least thirty (30) minutes prior to the meeting time.
- Sec.2 It is their duty to see that all materials, i.e. gavel, bell, Bible, table flags, etc., are in their proper place. They should prepare the flags for the advancement and see that there is sufficient seating available both on the floor and the rostrum.
- Sec.3 Unless otherwise instructed by the President it is their duty to greet members and guests as they arrive, and also to attend to the guest book and introduce all to the President.

## **C. ADVANCEMENT OF COLORS**

- Sec.1 When advancing the colors, see that the EAGLES ARE FORWARD and the American flag is slightly higher than the banner.
- Sec.2 The flags should be allowed to flow freely when being advanced and posted. Hold the flags at an angle that does not permit them to touch the floor. The only time the flags should be held back is in a crowded room or aisle. DO NOT WRAP THE FLAG AROUND THE STAFF — Hold it by the tip.

## **D. POSTING THE COLORS**

- Sec.1 The American flag and the banner should be posted simultaneously, being sure that the eagles are facing the audience when the colors are posted.
- Sec.2 After posting the colors, the Sgt-at-Arms and the Ass't. Sgt-at-Arms should then step back, face the American flag and render a right hand salute. Hands should be absolutely empty at all times when saluting the flag.
- Sec.3 Once posted, NO ONE should pass between the colors. All notes, etc. should be brought to the side of the rostrum.

## **E. DUTIES DURING THE MEETING**

- Sec.1 The Sgt-at-Arms and the Asst. should remain at the door of the hall during the meetings and be ever alert to the needs of the presiding officer and members in attendance.
- Sec.2 It is a MUST that order be kept during the meeting. If there is excessive talking, POLITELY remind the offender that there is a meeting in progress.
- Sec.3 The meeting room doors should be closed during the meeting. Late comers should be advised that there is a meeting in progress and allowed to enter ONLY after the speaker has finished. Either the Sgt-at-Arms or the Asst. should be at the door and assist the late arrivals in locating a seat.
- Sec.4 When escorting guests, offer your right arm and conduct them down the center aisle, advancing the guest to the rostrum either on the flag side or banner side, (whichever is the custom in your area), but preferably on the banner side.
- Sec.5 It is not necessary for Auxiliary members to salute the flag either on approaching or returning from the rostrum.

- Sec.6 Be ever alert to the call of the Presiding Officer when asked for the Sgt-at-Arms to return a guest to their seat.
- Sec.7 Guests are returned to their seats in the same manner in which they were advanced. The Sgt-at-Arms offers their right arm and returns them to their proper seat in the audience.

## **F. RETIREMENT OF THE COLORS**

- Sec.1 Sgt-at-Arms and Asst. Sgt-at-Arms should advance, stop, face the American flag and render a right hand salute.
- Sec.2 The American flag and banner should be retrieved simultaneously. The American flag is retrieved either directly from the front or from the left side.
- Sec.3 When retiring the flags, see that the eagles are facing forward and that the American flag is higher than the banner and allowed to fall freely. When the Sgt-at- Arms and Asst. reach the rear of the meeting room, hold the colors erect and do not stand them on the floor until the meeting is declared adjourned.

## **G. FOLLOWING THE CLOSE OF THE MEETING**

- Sec.1 The Sgt-at-Arms and the Asst. should see that the colors are properly folded and put away. Do not wrap the flags around the flag staff, but fold them against the staff.
- Sec.2 It is also the responsibility of the Sgt-at-Arms and Asst. for the returning of all materials, i.e. gavel, bell, Bible (if one is used) etc., to their proper place.

## **REMINDERS:**

Please remember that we all make mistakes. If, during the course of the meeting, someone makes a mistake and does not salute the flag properly, passes something between the colors, etc., DO NOT DO ANYTHING ABOUT IT AT THAT TIME TO EMBARRASS THEM. When the meeting is over, politely inform them of their error and explain the correct procedure.

## **XVI** **DEPARTMENT EMPLOYEES**

See Article VII, Sec. 2, Constitution, See Article IV, Sec. 2, Bylaws

**XVII**  
**REPRESENTATION OF UNITS AT**  
**DEPARTMENT CONVENTION**  
 (Department Constitution Article VI, Sec.3)

Membership	Delegates	Membership	Delegates	Membership	Delegates
1-25	2	1276-1325	28	2576-2625	54
26-75	3	1326-1376	29	2626-2675	55
76-125	4	1376-1425	30	2676-2725	56
126-175	5	1426-1475	31	2726-2775	57
176-225	6	1476-1525	32	2776-2825	58
226-275	7	1526-1575	33	2826-2875	59
276-325	8	1576-1625	34	2876-2925	60
326-375	9	1626-1675	35	2926-2975	61
376-425	10	1676-1725	36	3076-3125	62
426-475	11	1726-1775	37	3126-3175	63
476-525	12	1776-1825	38	3176-3225	64
526-575	13	1826-1875	39	3226-3275	65
576-625	14	1876-1925	40	3276-3325	66
626-675	15	1926-1975	41	3326-3375	67
676-725	16	1976-2025	42	3376-3425	68
726-775	17	2026-2075	43	3426-3475	69
776-825	18	2076-2125	44	3476-3525	70
826-875	19	2126-2175	45	3526-3575	71
876-925	20	2176-2225	46	3576-3625	72
926-975	21	2226-2275	47	3626-3675	73
976-1025	22	2276-2325	48	3676-3725	74
1026-1075	23	2326-2375	49	3726-3775	75
1076-1125	24	2376-2425	50	3776-3825	76
1126-1175	25	2426-2475	51	3826-3875	77
1176-1225	26	2476-2525	52	3876-3925	78
1226-1275	27	2526-2575	53	3926-3975	79

## **XVIII PROGRAMS**

### **AMERICANISM**

The Americanism program promotes patriotism and responsible citizenship.

#### **AUXILIARY EMERGENCY FUND - DEPARTMENT**

Grants of up to \$1,200.00. Eligibility required: Minimum of three (3) years of membership in the American Legion Auxiliary, with current membership dues paid. Department of Florida Auxiliary Emergency Fund Application, requested from Headquarters, must be completed and submitted to Department Headquarters for approval of the Finance Committee.

#### **CHILDREN AND YOUTH**

The All Children's Hospital, St. Petersburg; American Legion Child Welfare Foundation; Camp Boggy Creek; Children's Miracle Network; and Special Olympics; are sponsored projects.

#### **EDUCATION COMMITTEE**

Units shall contribute annually a minimum of fifty-five cents (55¢) per Senior Member to the Department Scholarship Fund, which can be paid from the Unit's Welfare Fund. Poppy funds may not be used as contributions to the Memorial Scholarship Fund.

Units can purchase Poppy Seals (\$.50 per 100) from American Legion Emblem Sales for sale at profit to members for use on correspondence. All profits from sale of Poppy Seals may be used for Scholarships, Children and Youth, and Veterans Affairs and Rehabilitation. Spirit of Youth Scholarship Fund is a sponsored project.

#### **GIRLS STATE**

Units shall contribute annually a quota of one dollar (\$1.00) per senior member, based on membership at close of books thirty (30) days prior to Department Convention, to the Girls State Fund to assist in funding the annual Girls State program.

For Units to qualify to send girls to the Florida Girls State session they must pay their financial obligations to include but not limited to, Rehabilitation,

Socks, Education, Girls State, Poppy distribution proceeds and ALAMIS access, to Department headquarters by January 31<sup>st</sup>. Each Unit shall be entitled to one additional Girls State Citizen for each 100 paid-up members into Department Headquarters by January 31<sup>st</sup>. Newly organized Units shall be allowed one (1) girl for their charter. Contributions for the quotas shall be based on their charter membership. Units with 100% membership into Department Headquarters by January 31<sup>st</sup> are eligible to request “Over Quota” delegate. Priority for “Over Quota” delegates will be according to the date registration monies are received into Department Headquarters. Send separate check for “Over Quota” delegates at time of registration. Check for “Over Quota” will be returned if delegates are not granted.

Each Girls State Session will be capped at three hundred (300) delegates. In the event the program is not at three hundred (300) delegates, fourteen (14) days after the close of registration, the remaining slots will be made available on a first come, first served basis, to any Unit whose financial obligations are paid, until cap is reached. Units shall be responsible for the final decision on how their delegates will be transported to Girls State with the approval of the Department Girls State Chairman.

Only Department Officers of the American Legion Auxiliary, Department of Florida, shall have courtesy rooms in the dormitory. All other observers are responsible for their own off campus housing and food costs. Bus Chaperones needing housing shall be allowed one night’s housing at no cost.

**Director:** The Director shall contact Florida State University to arrange the dates for the session, housing and other facilities as may be necessary, and ascertain projected costs. All contracts to be signed by the Department President and/or the Department Secretary. The Director and Assistant Director shall establish the program for the Girls State session and submit such program to the Girls State Committee for approval by March 15<sup>th</sup> each year. The Girls State Director shall direct the program during the session of Girls State.

**Staff:** All personnel involved in the conduct of the Girls State session shall be classified as staff members. All members of the staff of Girls State shall be members in good standing of the American Legion Auxiliary. When necessary, additional staff may be selected from previous delegates of Girls State who have exhausted all efforts to meet the eligibility requirements, however, have the desire to serve the program as a staff member. The program allows for persons assigned by Florida State University, Tallahassee Community College and employees of the State of Florida to assist in the operation of the Girls State Program, under the direction of the Girls State Committee. Members of the American

Legion Auxiliary and past delegates of Girls State who have a desire to serve on staff of Girls State shall submit an application to Department Headquarters. The Girls State Committee shall screen all applications and make necessary staff selections. Applications shall be accepted each year. Applications shall be retained on file in Department Headquarters for a period of five (5) years. At the end of the five (5) year period a new application shall be required.

**Junior Staff:** Each staff member is entitled to recommend one delegate to be invited back in two years as a Junior Staff member. The Girls State Committee can select up to six (6) Junior Staff members to serve one (1) year. Additional years will require Auxiliary membership.

The use of drugs, alcohol or tobacco is strictly prohibited while serving as a Staff member. Staff members are required to participate in all scheduled activities including meals unless their assigned duties prevent such attendance. Staff members shall utilize transportation provided by the program. Staff members shall wear black skirt, slacks or capris and uniform shirt of the day for all official photos. Interviews for scholarships, Girls Nation delegates and Maxine Bentley recipient to be conducted by the Girls State Committee.

## **GIRLS STATE ELIGIBILITY METHOD OF SELECTION FOR GIRLS STATE CANDIDATES**

1. Only girls selected by American Legion Auxiliary Units shall be eligible to attend Girls State. If a Unit wishes to call upon a school for recommendations, this is their prerogative. However, a Unit or the Girls State Committee of the Unit is required to hold a meeting to which the candidates are invited, are interviewed and selected. Once a girl has been interviewed and selected by a Unit, she may not be interviewed by another Unit. If she has been selected as an alternate, she may be sent by another Unit with permission of the interviewing Unit.
2. The selection of Girls State Citizens is not to be made until the numbered application card has been received from Department Office Headquarters.
3. Prior to the Unit interview, verify willingness to salute our flag and take the oath of office on a Bible, or the book of their faith.

4. Candidates may appear before the Unit or Unit Girls State Committee in person, or by means of electronic communications such as Zoom, Skype, Facetime, etc. for the purpose of an interview. The candidate must be visible at all times during the electronic interview. Codes of Conduct, including but not limited to confidentiality, by the Unit or Unit Committee must be adhered to at all times during the interview. Selection of Candidate/ Candidates interviewed electronically will be advised via electronic means or phone call of the results of said interview.
5. If feasible, interview candidates individually, out of hearing of other candidates. For greater impartiality, call on each candidate by a number rather than a name.
6. Through questioning, determine the candidate's serious intent to make a commitment to a week of government study.
7. Qualifications for selection in the order of importance are:
  - a. Interest in the study of government
  - b. Leadership
  - c. Character and honesty
  - d. Scholastic standing
  - e. Cooperativeness
  - f. Community participation and service
  - g. Physical fitness
8. Girls State by nature is strenuous both physically and emotionally. Therefore, the ability to cope adequately with these conditions must be seriously considered in the selection of candidates.
9. Any delegate requiring special accommodations due to handicap, injury or physical limitation requires a female chaperone, eighteen (18) years or older to accompany delegate. Registration fee for the chaperone and any equipment required; i.e. wheelchair, must be provided by the delegate's family.

## **GIRLS STATE ELIGIBILITY**

1. All candidates for admission to Girls State must be residents of the State of Florida.
2. Only girls who have never been married shall be eligible.
3. For health and safety reasons, no candidate who is pregnant or has given birth is eligible for Girls State.

4. All candidates must be in the Junior or 3<sup>rd</sup> year of high school, returning to high school for their Senior year regardless of whether that year ends in June or February. FULL TIME early admission college students are not eligible.
5. All candidates for admission shall not have participated in a previous session of Girls State as a citizen.
6. A candidate must agree to participate fully in all patriotic programs, including flag ceremonies.
7. She must agree, if elected to an office, to take the oath of office on a Bible, or the book of their faith.
8. Girls State is a nondenominational study of government. No special arrangements will be made to accommodate individual religious beliefs. A non-denominational program is designed and performed by the delegates on Sunday morning. Delegates are required to attend all scheduled activities and programs.
9. Citizenship may not be a requirement for attending Girls State.
10. The Director of Girls State or the Department Chairman of the Girls State Committee may accept or reject any application for citizenship in Girls State. They also have the prerogative of rejecting delegates who do not meet requirements for Girls State citizenship.

## **JUNIORS**

Junior Activities Program is intended for female American Legion Auxiliary Members from birth to 18 years old. The Junior members will be directed by the Junior Activities Chairman and the committee and the "Junior Activities Handbook" gives complete information directing the Junior Activities Committee and the Honorary Department Junior Auxiliary President can be over 18 years old if her birthday falls before her term is over. If she serves in all capacities respectfully of her full-term she will receive a citation and her name will be placed on a plaque to be displayed for one year in her Unit's home Post .

## **NATIONAL SECURITY**

The National Security Program promotes a strong national defense by supporting service members and their families.

## **POPPY**

Poppy Orders: \$100.00 per 1,000 (minimum order 250). Units must send their Poppy orders to Department ninety (90) days prior to Poppy

Distribution. All orders will be filled based on availability.

All Poppies for the Department of Florida must be ordered through Department Headquarters. Units may not resell Poppies to any organization outside of The American Legion Auxiliary.

All Poppy orders will be subject to a process and shipping fee as shown on the most recent Poppy Order Form, available from Headquarters. Poppy Distribution in the Department of Florida shall be limited to three (3) times during the Auxiliary year. The National Poppy Day, Memorial Day and Veteran's Day distribution is deemed to be the normal Poppy Distribution time; however, if another distribution date (whether temporary or permanent) is desired, permission must be granted by the Department President. Once a permanent distribution date is approved by the Department President, it stands as being approved until such time as another new distribution date is requested.

American Legion Posts with no affiliated Auxiliary Unit may order Poppies from the American Legion Auxiliary, Department Headquarters, at a cost of \$200.00 per thousand.

**Poppy Proceeds:** Twenty-five (25) percent of the net proceeds of the Units' Poppy distributions are to be sent to Department Headquarters on the Poppy Proceeds Form by November 30<sup>th</sup> and prior to convention. Poppy Seals may be purchased from American Legion Emblem Sales for \$6.00 per thousand.

## **USE OF FUNDS DERIVED FROM POPPY DAYS:**

Be it resolved, that funds derived from the distribution of the American Legion Auxiliary Poppy shall be used for the following purposes:

1. For the rehabilitation of Veterans honorably discharged from the United States Armed Forces after April 6, 1917.
2. For the welfare of the families of veterans honorably discharged of the above named period.
3. For the rehabilitation of hospitalized military service personnel returning home and waiting discharge who require treatment in service hospitals.
4. For the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident.
5. The purchase of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the poppy fund.

## **VETERANS AFFAIRS AND REHABILITATION**

### **REHABILITATION QUOTAS**

The Department Committee has established a quota for each Unit, based on one dollar and fifty five cents (\$1.55) per Senior Member at close of books thirty (30) days prior to Department Convention. These quotas are established to enable us to meet our budget. Please make your contribution early in the administrative year. These contributions to be used for activities in the Hospital as deemed necessary by the Hospital Representative for the good of the patients. Exact amount of quota is listed on chart on last pages of this Guide.

### **COMFORT ARTICLES**

Valuation: Kit bags \$5.00 each; Lap Robes, cloth \$25.00 each, hand-knit or crocheted \$55.00 and up each, hand-knit or crocheted Adult Booties (pair) or Caps \$10.00 each.

#### **Mailing Instructions:**

Enclose (1) itemized list with value. (2) Name, address of Rehabilitation Chairman. (3) Unit name, number, address. (4) District number. Send by parcel post, prepaid express, United Parcel. DO NOT SEND BY BUS. Name and address of Hospital representatives, are listed in the front of this Unit Guide.

#### **Sewing Instructions: Kit bags:**

Bright cotton print cut 27 x 13 inch. Fold material in half, sew  $\frac{1}{2}$  in. side seams. Sew 1-inch hem at top. Leave opening each side for drawstrings. **MUST BE TWO DRAWSTRINGS.** Each drawstring must go completely around top of bag, starting and ending at same opening. Twill tape or sewn bias tape is best material for drawstrings. Complete bag measures 12" x 12". DO NOT SEND WITHOUT TESTING DOUBLE DRAWSTRINGS.

#### **Lap Robes:**

Bright, colorful flannel, or cotton washable material. Absolutely no slippery material. One side print, one side plain. May be pieced, patchwork, knitted or crocheted. Completed robes should measure 36 x 48 inches. DO NOT USE BATTING OR HAND TIED KNOTS.

#### **Name Tapes:**

No charge. Please order exact number needed from Department Headquarters. Sew name tape on each article. (Do not sew on hand knit socks.)

**Socks:**

Amount assessed to each Unit is included with Quota Invoice.

Amounts per membership grouping are as follows:

Group 1-\$6.00	Group 4-\$10.00
Group 2-\$7.00	Group 5-\$20.00
Group 3-\$8.00	Group 6-\$25.00

**BEST ALL AROUND UNIT REPORT**

To be awarded annually to the Unit submitting a typewritten entry in narrative form, 8½" x 11" paper secured in folder. First page to contain Unit name, number, location and approximate population, membership grouping, and signatures of Unit President and Secretary.

Entry must be sent to Department President (who shall name judges) by thirty (30) days prior to Department Convention. Judging will be based on Unit's efforts and determination to participate in all phases of the Auxiliary programs, and not the volume of work accomplished.

The following must be attained and incorporated in entry:

1. 100% in Department Rehabilitation contributions, direct aid to a veteran's family, and if possible, at least one active Volunteer Hospital Worker.
2. Conduct Poppy Days and remit required proceeds to Department, purchase Poppy Seals, and use resale profits for Education, Children and Youth, and VA&R.
3. Contribute to Department sponsored children's hospitals, American Legion Child Welfare Foundation, and all other special Children and Youth projects; observe April Children and Youth month with program; aid community drives for benefit of children in general, and assist in endeavors for their welfare.
4. A community service project shall be initiated (or continued) during the year.
5. At least one girl shall be sponsored at Girls State and report to a Unit in person..
6. Junior members must participate in Unit activities whether organized as a group or not.

7. The Unit must cooperate with its Post at all times, especially with patriotic and veterans' events.
8. The "Calendar of Activities" shall be followed with special programs when possible.
9. The Unit's Constitution and Bylaws must be kept current and approved.

## **XIX** **STANDING RULE CHANGES**

Standing Rules can be adopted by a majority vote at any Department Convention without previous notice.

### **GENERAL INFORMATION**

#### **DEPARTMENT HONORARY AWARDS, SCHOLARSHIPS AND CONTESTS**

#### **AMERICANISM**

##### **AMERICANISM ESSAY CONTEST**

**Essay Title for 2025– 2026:**

**"Celebrating America's 250th Birthday and the  
Veterans Who Fought for our Freedom"**

Essay Classes: Class	Grade	Level Word Requirement
I	3&4	150 - 250
II	5&6	250 - 300
III	7&8	350 - 400
IV	9&10	450 - 500
V	11&12	450 - 500
VI	Students with special needs word count will correspond with student's grade level.	

**RULES FOR ESSAYS:** Handwritten or typed, signature of student at end. Essays will be judged on material, originality and neatness. First place winner in each category will receive a certificate and medal.

Entries must include National cover sheet completed. **Units to send entries to Department Americanism Chairman by April 1<sup>st</sup>.**

## **DORIS E. HAHN AWARD**

(Note: expires in 2026)

Sponsored by North Miami Beach #257

Awarded annually to the Unit that reports the “Best All Around” Americanism Activities. Sponsored by North Miami Unit 257 (Unit Charter Surrendered).

Entry to be typed, 8½” x 11” paper, double spaced, narrative form, not to exceed 1,000 words, submitted in a loose leaf folder. May include pictures, newspaper clippings inserted in back of entry only. Must be submitted to the Department Americanism Chairman by thirty (30) days prior to Department Convention. Unit must have sponsored at least one girl to Girls State. Report to include Americanism Activities only. Title page to include name and number of Unit, location of Unit, Department of Florida, name of Unit President, name and address of Unit Americanism Chairman.

## **CHAPLAIN**

### **MAE NALLEY SENIOR PRAYER BOOK**

(Note: expires in 2029)

Sponsored by Unit 25, Lake Placid

See rules listed below. Entry to reach the Department Chaplain 30 days prior to Convention.

### **BOOK OF PRAYERS AND DEVOTIONAL THOUGHTS RULES**

1. Fly Page (to be centered) must contain:
  - a. Unit name and number
  - b. Location (city and state)
  - c. Name of Chaplain (1<sup>st</sup>) and President (2<sup>nd</sup>)
  - d. Year
  - e. District Membership grouping
2. First Section - Prayers
  - a. All prayers are to be centered, including “Author”, “Author Unknown”, and Person submitting the Prayer.
3. Second Section - Devotional Thoughts Rules are the same as First Section (Prayers).
4. Last page- List names alphabetically by Last Name the people who have submitted the Prayers and Devotional Thoughts.

5. Appearance
  - a. Cover-notebook, preferably white
  - b. Paper-8 1/2" x 11" white, pink or blue bond, or appropriate computer graphic paper. (ex: Paper with a background that is light and when printed on is readable, Clouds, Rainbows, Praying Hands, etc.)
  - c. Black type
  - d. Prayers must be strictly non-denominational
  - e. Only one Prayer or Devotional Thought per page (no matter how long or short)
  - f. Decorations-only designs permitted are Praying Hands, Cross and Star of David. NOTE: Wherever a cross appears, there must be a Star of David.
  - g. No decorations on pages with Prayers and Devotional Thoughts.
6. Judging
  - a. Neatness
  - b. Correct spelling
  - c. Strict adherence to all rules.

## **CHILDREN & YOUTH**

### **LOIS MCFALL CHILDREN & YOUTH AWARD**

(Note: expires in 2029 )

Sponsored by Unit 323, Lehigh Acres

1. A narrative of all Children & Youth projects and activities achieved this fiscal year not to exceed 1,000 words must be submitted. This narrative can include any projects done in cooperation with the post or other community service organizations in your area.
2. Narrative
  - a. Margins will be 1" on all sides
  - b. Narrative will be typed on white bond, 8" x 11", Double spaced in upper/lower case type.
3. Entry must include a cover page which first lists the title **NARRATIVE CHILDREN AND YOUTH PROGRAM** (all capitalized). The unit name, unit number, address and district and the chairman and president's name, emails and signatures. This information will be centered on the cover page.
4. The unit should have held a special children and youth meeting during the year and must have given cash contributions through department to:
  - a. John Hopkins All Children's Hospital
  - b. American Legion Child Welfare Foundation
  - c. Camp Boggy Creek

5. The completed statistical year- end report form must be submitted with the narrative.
6. Narrative to be received by the Department Chairman no later than thirty (30) days prior to Department Convention. And will be judged by the Children and Youth Committee or other individuals as deemed appropriate. Judging will be based on compliance with the above rules, neatness, spelling, grammar, punctuation and originality of projects.

## **COMMUNITY SERVICE**

### **JAN CROFT “HOMETOWN AWARD”**

(Note: expires in 2033)

Sponsored by Boynton Beach, Unit 164

To be awarded to the unit reporting multiple projects within the community.

1. Fly Page
  - a. Name of Award
  - b. Unit Name and number
  - c. Location
  - d. Population of town or city
2. Entry to be in narrative form; double spaced, 8½" x 11" paper, not to exceed 1,500 words, bound in a folder.
3. List all activities, hours spent, number of members participated, total value of projects.
4. Newspaper clippings, pictures, posters and flyers may be included at the end of report.
5. Entries must be signed at the end of the narrative by the Unit President and Community Service Chairman.
6. Entry to be received by the Department Chairman no later than thirty (30) days prior to Convention.

## **EDUCATION**

### **ELIZABETH A. NELSON AWARD**

(Note: expires in 2031)

Sponsored by St Cloud, Unit 80

Awarded to the Unit having reported the best year round program through participation in all phases of the education and scholarship program and

in conformity with the current National Program. Entry must reach The Department Education Chairman no later than May 1<sup>st</sup>.

The report for entry in the Department contest shall be type-written in narrative form, not to exceed 1,000 words, double spaced on size 8½" x 11" paper and bound in a folder. A fly-leaf page must state: name and number of Unit; name of Department; Unit's membership, name, address and signature of the Unit President. Newspaper clippings, photographs and other material may be included as part of the report and must be bound into the folder with the narrative report. The winning report, minus newspaper clippings, photographs and other material, shall be sent by the Department Chairman for entry in the National contest.

### **KATHY DeROUIN AWARD**

(Note: expires in 2031)

Sponsored by Orlando Unit 19

Awarded to the Unit which hosts the best educational tutoring program. Grades can include Pre-K through high school or any adult literacy course. Tutoring may take place in schools, libraries, community centers, or after school programs and should conform with the National guidelines.

1. The report for entry in the Department contest shall be type-written in narrative form, not to exceed 1,000 words, double-spaced, on 8½" x 11" paper, and bound in a folder.
2. The cover page must state: Name of award entry, Department name, Unit name and name and address of the Unit Chairman. Newspaper clippings, photographs, and other material, may be included as part of the report and must be bound into the folder with the narrative report.
3. A copy of the Unit's Education yearend report form must accompany the narrative.
4. The report must be received by the Department Education Committee Chairman by thirty (30) days prior to Department Convention.

### **DEPARTMENT AND MEMORIAL SCHOLARSHIP AWARD RULES**

**DEPARTMENT SCHOLARSHIPS** are awarded annually to children of honorably discharged Veterans only. Four-year University grants are not to exceed \$2,000.00 and Junior College and Technical-Vocational school grants are not to exceed \$1,000.00. Department Scholarships shall be all

grant and require students attend an accredited Florida University, College or Technical -Vocational school and be a resident of the State of Florida.

**MEMORIAL SCHOLARSHIPS** are awarded annually to members of the American Legion Auxiliary, their daughters or granddaughters, provided said member has been a member in good standing in a Unit within the Department of Florida and shall have maintained that membership for at least three (3) consecutive years, with current dues paid . Four (4) year University grants are not to exceed \$2,000.00 per year and Junior College and Technical -Vocational school grants are not to exceed \$1,000.00 per year.

All awards are to be made to full time students only, (which is defined as 12 earned credit hours in the semester). Scholarship awards shall be paid directly to the institution, payable in two equal payments, by the Department Treasurer, second payment contingent on meeting credit hour and GPA minimum requirements. The number of scholarships awarded will be determined by the funds available at the time of each screening meeting.

All scholarships will be renewed annually in an undergraduate school provided the student needs further financial assistance and has maintained at least a 2.5 GPA. Renewal contracts to be sent by Department Headquarters to recipients and reviewed by the Department Secretary and Education Committee. Sponsoring Units will be notified of scholarship renewal approvals for students that they have previously sponsored. Cover page of application contains all rules. All scholarship applications are to be submitted to Department Headquarters either directly or via a sponsoring Unit. Applications can be obtained from the Department Headquarters.

**Deadline for receipt of completed applications by the Department Chairman for grants shall be March 1.**

Attached to the completed original application must be:

1. Certified Transcript from high school, college or University last attended by applicant.
2. Personal letter from applicant supplying any data concerning himself or herself, which would be of interest in consideration of application, including extracurricular activities.
3. Three letters of reference from persons who have known applicant at least one year. One of these shall be a faculty member of the school last attended by the applicant.
4. Provide signed complete copies, with all schedules for Form 1040 of the individual income tax returns of all those who will contribute to support.

5. Copy of veteran parent's honorable discharge. Members of the American Legion Auxiliary, Department of Florida, who have maintained their membership for five (5) consecutive years, with current dues paid, are eligible to apply for a grant not to exceed \$2,500.00, for continuing their education in an accredited Master's Degree program. This grant may be renewed once (i.e., total award not to exceed \$5,000.00).

Applications available through Department Headquarters. The deadline for completed application to reach the Department Education Chairman is March 1<sup>st</sup>.

### **NORMA KERKOW FEMALE VETERANS SCHOLARSHIPS** (Department Sponsored)

Norma Kerkow Female Veterans Scholarships are awarded annually to Honorable Discharged Female Veterans residing in Florida.

Four (4) year University grants are not to exceed \$2,000.00 per year and Junior College and Technical Vocational school grants are not to exceed \$1 ,000.00 per year. All awards are to be made to full-time or part-time students, (which is defined as 12 earned credit hours for full-time or 6 earned credit hours for part-time students in a semester). Scholarship awards shall be paid directly to the institution, payable in two equal payments, by the Department Treasurer, second payment contingent on meeting credit hour and GPA minimum requirements. Two scholarships to be awarded annually.

All scholarships will be renewed annually in an undergraduate school provided the student needs further financial assistance and has maintained at least a 2.5 GPA. Renewal contracts to be sent by Department Headquarters to recipients and reviewed by the Department Secretary and Education Committee. Sponsoring Units will be notified of scholarship renewal approvals for students that they have previously sponsored. Cover page of application contains all rules. All scholarship applications are to be submitted to Department Headquarters either directly or via a sponsoring Unit. Applications can be obtained from the Department Headquarters. **Deadline for receipt of completed applications by the Department Chairman for grants shall be March 1.**

### **GIRLS STATE**

### **THERESA MATHEWS BRIGGS TROPHY** (NOTE: expires in 2031) Sponsored by Unit 109

To the Unit that best utilizes their Girls State Citizen in their overall programming during the year following their attendance at Girls State. All

entries must be typed, using double-space, one-inch margins, on 8 1/2" x 11 inch paper.

**Title Page Must Contain:**

1. Number of girls sent to the Session in Tallahassee, Unit Name, Number, Membership, Girls State Chairman's Name and Address. Girls State Quota must be sent to Department.
2. Girls State Citizen must report at a Unit Meeting (this may be joint with the Post) - number of girls reporting.
3. Assist on Poppy Days - number of girls assisting.
4. Visit Nursing Home or V.A. Hospital with Unit Members (number of visits recorded) - number of girls attending visits.
5. Encourage interest in the Girls State Program for female students in the eleventh (11<sup>th</sup>) grade of her school.
  - a. Written report may be circulated to these students.
  - b. Request speaking at an assembly program with other Girls or Boys State Citizens. This can be judged by the amount of knowledge each of the applicants have regarding the program at your next screening meeting.
  - c. This narrative report to be received by the Department Girls State Chairman no later than thirty (30) days prior to Department Convention.

## **HISTORIAN**

### **THE VOORHIS AWARD**

**Named after the 1<sup>st</sup> Department President:**

**Mrs. Harry (Caroline) Voorhis**

Sponsored by: Dara Oliver, Dept. Historian 2023-2024

Best Pictorial Sr. History Book Awarded to the Unit or District Historian that submits the Best Pictorial History Book in the Department of Florida. The Book must be submitted electronically (but will be accepted by snail mail) to the Department Historian on or before May 1<sup>st</sup>.

Photo books, Scrapbooks and Historical Picture Books will be judged by submitting an electronic version of the book or e-mailing separate attachments: or by USPS mailing, between 20 - 25 pages (not the book) to the Department Historian.

The pages sent, can be copies or photos of the entire page and must include from the list below 1.) – 3.) a. – k. (l., m. & n. are optional)

1. The cover of the Book
2. Title Page that includes:

- a. American Legion Auxiliary UNIT / DISTRICT  
Department of Florida History
  - b. ALA Administration year: month/year – month/year
  - c. Name of Historian and List Unit name & Address or District
- 3. Body Content (due to the nature of the book, these pages can be combined together to include additional subject matter)
  - a. Forward or Dedication
  - b. A Prayer
  - c. Pledge of Allegiance to the United States of America
  - d. First Verse of the National Anthem – “Star Spangled Banner”
  - e. Preamble to the Constitution of the American Legion Auxiliary
  - f. Photo of Unit/District President with name listed
  - g. Photo of elected and/or appointed Officers for the current year with names listed
  - h. Photo of Chairman or Committee appointments with names listed
  - i. List or photo of National Officers and appointed Committee Members from your Department for current administrative year
  - j. List of Department or National awards received at the previous convention
  - k. Photos and or Pages of events and activities in chronological order
  - l. Brochures, Pamphlets, Clip art, Graphics, Drawings, Bulletins, illustrations, Programs and extra materials can be added
  - m. Highlighting National ALA Initiatives or Programs
  - n. A copy of the written History can also be added

4. Appearance

- a. Scrapbook type or Photo Book
- b. Paper art, font stickers, computer artwork and embellishments can be used.

5. Any submission should not be more than 25 pages of your book.

Winner will be announced at Department Convention and earn a plaque.

## **JUNIORS**

### **“DEPARTMENT JUNIOR AUXILIARY MEMBER OF THE YEAR”**

Expires -2033

Sponsored by: PHDJP (Past Honorary Dept. Jr. Pres.)  
Delaney Enya & Dara Oliver

Awarded to the Florida American Legion Auxiliary Junior Member who is currently paid and a member in good standing hat shows outstanding participation in one or more programs of the American Legion Auxiliary. Narrative to be typed, submitted and signed by Unit Junior Activities Chairman (or a nominating senior member) not to exceed 750 words. A cover page must include the nominee's name, age, date of birth, Unit name and number, Jr's ALA membership number, e-mail, mailing address and contact #.

The narrative should summarize and include the Juniors accomplishments during the current year. Pictures, clippings, social media posts, scrapbooks, folders, flyers etc. can be included and are not counted against the wordcount.

The submission must be signed by the Unit President. Entries to be received by the Department Junior Activities chairman: post marked before May 1, and the winner will be presented a plaque at the Department Convention.

## **LEADERSHIP**

### **HELEN GARDNER UNIT MEMBER OF THE YEAR AWARD**

The rules are as follows:

1. Only Senior members in good standing are eligible.
2. The eligible member will not have served in a leadership role higher than Unit President, but does not have to have served as President.
3. Selection should be based on the contribution the member had made through a program or project for the current year. What did this member do that was outstanding?
4. Years of membership do not matter. This may be a new member.
5. Only one entry from each Unit is to be submitted.
6. The name and address of the person selected by the Unit, together

with a narrative of not more than 1,000 words describing your nominee's work and achievement or the current year is to be received by the Department President no later than thirty (30) days prior to Department Convention. Unit entry is to be signed by the Unit President and Unit Secretary.

7. Picture evidence
8. Flyers

## **NATIONAL SCHOLARSHIPS**

National President's Scholarship awarded to daughters sons, granddaughters or grandsons of veterans who served in the Armed Forces during eligibility dates for membership in The American Legion. Contact Department Headquarters for application.

Spirit of Youth Scholarship awarded to Junior members. Must have membership for the past three (3) years with current dues paid. Contact Department Headquarters for application.

## **NATIONAL SECURITY**

### **“Back the Badge” Award Cathy Larkin-Richards**

(Note: Expires in 2031)

Sponsored by Madeira Beach Unit 273

This award will be granted to the Unit that had the greatest impact in supporting local law enforcement, National Security Committee, Homeland Security. Entries will be judged on the basis of the program's overall effectiveness. Some suggestions are: Involvement with local law enforcement P.A.L. (Police Athletic League) or other sponsored at-risk youth mentoring, sponsoring high school future police officer initiatives, promoting community police appreciation events, and/or contributions to fallen officer memorials.

1. The unit must submit a cover page stating the name of the award, Unit name and number, location, number of members, population of the town/city, and name of the law enforcement organization chosen for the program.
2. The entry must be written in narrative form, double spaced, and must include all activities, hours spent, names of participating unit members, and activities relating to the event from inception to conclusion.
3. The event/activity must be clearly explained and include the outcome or rationale for winning this award, (what was

accomplished; either as it relates to one individual, event, group or community).

4. The submission must include dollars spent and proceeds: Specifically, what was given by the Unit and date in which it was received by the law enforcement agency or it's designee.
5. Media cover age, photos, flyers or other promotional material should be included at the end of the report.
6. Entries must be signed and dated by the Unit president and national security chairman and received by the Department national security chairman no later than 30 days prior to Convention.

**The Rosemary Hamblin Award for  
Gold Star Mothers Support**  
(Note: Expires in 2034)  
Sponsored by USS Tampa Unit 5

Awarded annually to the Unit that best demonstrates how the unit members worked with and supported the Gold Star Mother (s) and/or the American Gold Star Mothers Chapter.

1. Cover Page must include:
  - a. Unit Name, number, and location
  - b. Membership grouping
  - c. Name of Award
  - d. Auxiliary year (e.g. 2020-2021)
  - e. Name of Unit President
  - f. Name of Unit National Security Chairman, email address and phone number
2. Entry to be written in narrative form, not to exceed 1,000-word count, typewritten on 8 1/2" x 11" white paper, double spaced with one-inch margins.
3. Include dates, project or event, members that participated, money spent or donated, Gold Star Mother (s) that participated or was honored, and volunteer hours contributed.
4. Media cover page, flyers or any other promotional material should be included at the end of the report.
5. Entry must be received by the Department National Security Chairman no later than 30 days prior to Convention.

**MARGARET “PEGGY” CONE AWARD**  
(Note: Award expires in 2030)  
Sponsored by Orlando Memorial Unit 19

Awarded annually to the Unit that reports the “Best All Around” program in National Security activities.

Entry to be written in narrative form, typewritten on 8 1/2" x 11 inch white paper, double spaced with one inch margins, and bound in a folder.

1. Fly Page must include:
  - a. Name, number, and location of Unit.
  - b. Unit Membership grouping
  - c. Name of Award
  - d. Auxiliary Year (e.g. 2018-2019)
  - e. Name of Unit President
  - f. Name and address of Unit National Security Chairman
2. Entry to be submitted by Unit National Security Chairman to Department National Security Chairman no later than thirty (30) days prior to Department Convention, unless Department schedules another date.
3. Unit must have donated to the USO on a Donation Remittance Form to Department Headquarters.
4. Entry must include a copy of the Unit's National Security Annual Report along with the narrative.
5. Newspaper clippings, photographs and other materials may be included, and must be inserted in the back of the entry.
6. Special emphasis in judging will be given as to size of Unit and accomplishments accordingly.
7. The Department Chairman will be assisted in judging by committee members or, at the Department Chairman's discretion, other individuals deemed appropriate.

## **PAST PRESIDENTS PARLEY**

### **“MENTOR AWARD”**

(Note: expires in 2036)

Sponsored by the Past Department Presidents

This Past Presidents Parley “Mentor Award” will be presented annually at the year-end Department Convention to the Auxiliary Member in good standing who made contributions through teaching, sharing knowledge, and providing guidance for the current Auxiliary year. What did this member do that was outstanding to earn this award?

The following eligibility must be met for the nominee:

1. Only Senior members in good standing are eligible.
2. Must be a member of the Department of Florida throughout the whole Auxiliary year.

3. The member will not have served in a leadership role higher than Department 1<sup>st</sup> Vice President.
4. The following rules must be followed for the entry:
  5. Fly page:
    - a. Name of the Award
    - b. Full name and number of the Unit submitting the entry
    - c. Location {full mailing address}
    - d. Name of the person submitting the Mentor for the award
    - e. Must be signed by the Unit President and Unit Secretary.

(Note: If the nominee is the Unit President or Unit Secretary, a Past Unit President or the Unit 1<sup>st</sup> Vice President must sign the Fly Page in the nominee's place.)

Entry to be in narrative form describing the nominee's mentoring and guidance during the current Auxiliary year. Narrative must be double spaced, on 8½" x 11" paper, not to exceed 500 words.

Newspaper clippings, pictures, posters, and flyers may be included at the end of the entry.

Entry must be received by the Department Past Presidents Parley Chairman no later than April 15<sup>th</sup>. Entries are to be submitted as a Word or PDF attachment to an email to [pastpresidentsparley@alafl.org](mailto:pastpresidentsparley@alafl.org).

Narratives will be judged by the Department Past President Parley Chairman and PPP Committee Members. Judging will be based on compliance with all of the above rules as well as neatness, spelling, grammar, punctuation, and originality of the mentorship.

## **POPPY**

### **SHIRLEY HARBOUR AWARD**

(Note: expires in 2030)

Sponsoring by - Pinecastle, Unit 286

Awarded to the unit submitting the best narrative, not more than 1,000 words, on 8 ½" x 11" paper, describing their promotion of the Poppy program. Report should include the number of Unit members recruited (Junior and Senior) to support Poppy Days, the community involvement in our Poppy Program, and the publicity used in the promotion of the Poppy story. Unit must have ordered a minimum of 1,000 Poppies.

Fly page to include name, number and location of the Unit, name of the Unit President and the Unit Poppy Chairman. Entry to reach Department Chairman by thirty (30) days prior to Department convention.

## **RULES FOR THE POPPY POSTER CONTEST**

1. Contests shall be sponsored by Units in schools. However, when this activity is not conducted by the schools, other youths, including Junior American Legion Auxiliary members may participate under the direct supervision of the Unit.  
Class 1: Grades 2 and 3  
Class II: Grades 4 and 5  
Class III: Grades 6 and 7  
Class IV: Grades 8 and 9  
Class V: Grades 10 and 11  
Class VI: Grade 12  
Class VII: Students with Special Needs as Defined:
  - a. Those in Special education classes.
  - b. A student recommended for special education classes, but who has not been admitted due to waiting list or various other casual factors.
  - c. 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.
2. There shall be a National Award for the best poster in each class.
3. Each Department shall establish its own procedure for judging posters. Refer to the Department Chairman Bulletin.
4. Poppy Posters:
  - a. Each poster shall have a fitting slogan not to exceed ten (10) words. Articles "a", "and", "an", "the" are not to be counted as words. The words "buddy" and "buy" cannot be used.
  - b. The words "American Legion Auxiliary" must be used in the design of the poster and will not be counted in the (10) word count.
  - c. Each poster must carry a picture of the Flanders Poppy in the correct Color (four red petals with a center of green and black).
  - d. The poppy shall have four petals and no leaves.
  - e. The Department shall determine the closing date of the Unit Contest. The poster shall be 11 x 14 poster board (effective 2008-2009 Administrative year. (Drawing paper will not be accepted).
  - f. The United States Flag may be used as long as there are no infractions of the flag code.

- g. Posters will be judged using the following criteria:
  - 1. 50% – Poster appeal (layout, message, originality)
  - 2. 40% – Artistic ability (design and color)
  - 3. 10% – Neatness
- h. Media used shall be watercolors, crayons, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils and markers.
- i. 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.
- j. The poster shall be the work of only one individual.
- k. No humorous drawings or slogans shall be used.
- l. The label “In Memoriam” from the veteran-made poppy may not be used.
- m. When the Holy Cross is used, the Star of David shall also be used.

## **PUBLIC RELATIONS**

### **PRESS BOOK RULES**

Fly-leaf to contain: Unit name and number; location; membership group; number of inches of print; number of inches of pictures. (Pictures to be measured by measuring across, then down, then multiplying the two figures.) Book must contain only news clippings and pictures. (No glossy photographs or souvenirs.) Name and date of paper must be above each article. Please save three (3) copies of all clippings. One for Unit press book, one for District press book, and one for Department press book

### **DOROTHY DUKE AWARD PRESS BOOK**

(Note: expires in 2031)

Sponsored by Melbourne, Unit 163

The Press Book Trophy will be presented to the Unit which submitted the Press Book which is judged “Best All Around”.

The winner will be chosen on a percentage basis from a group comprised of the first place winner in each membership grouping. Rules governing its selection will be the same as those used to determine the “Best Press Book.”

# **VETERANS AFFAIRS & REHABILITATION**

## **DOROTHY SMITH AWARD**

(Note: expires in 2026)

Sponsored by Lady Lake, Unit 347

To be awarded annually to the Unit that reports the “Best All Around VA&R Program or Project” that includes the following:

1. Cover page with Name of award, Unit name and number Unit locations, name of the Unit President and name of Unit VA&R Chairman.
2. Cash contributions must be made through Department Headquarters to at least one VA hospital and at least one Fisher House and to The National Creative Arts Festival
3. Unit must participate in and/or donate to a homeless veterans program or project.
4. Entry must be in narrative form, double spaced, 8 ½" x 11" paper, not to exceed 1,000 words and include a cover page and placed in a report cover.
5. Each entry to be received by the Department Chairman no later than thirty (30) days prior to Department Convention.

## **THERESA GILLEO AWARD**

(Note: expires in 2031)

Sponsored by Jim J. Gilleo Unit 283

This award is to be given to the Unit with the most creative Veteran's event. This should be an actual event which involves veterans in some capacity.

To be considered for the award please use a blue or red binder including the following;

### **Title page:**

1. Include full name and number of Unit
2. Name of Unit President
3. Name of VA&R Chairman
4. Names of Unit members involved (include their officer positions if applicable)
5. Name, date and location of the event

**Inside:**

6. A brief narrative (50 – 100 words) describing the event, include the number of veterans involved.
7. Picture evidence
8. Flyers

## **DEPARTMENT HONORARY AWARDS (GUIDELINES TO SUBMIT ENTRY)**

The current Department Honorary Awards are listed in this Unit Guide. Each tells you the program for which the award is given, name of the award, sponsoring Unit or person and expiration date of the award.

The total cost to the Unit or person for sponsoring an honorary award for twelve (12) years is three hundred dollars (\$300.00). This fee covers the purchase of an engraved plaque, approximately 8" x 10", to be presented to the winning Unit or person.

Any Unit or person wishing to sponsor an award in honor of an Auxiliary member (living or deceased) must follow the procedures below.

- After a Unit or person selects the member it wants to honor and the program in which it wants to offer the award, the Unit or person must write the rules for the Honorary Award.
- If an award is sponsored by a Unit, it must then be brought before the Unit membership for approval. Once approved by the Unit, submit the following to Department Headquarters
  - The proposed award.
  - A cover letter signed by the Unit President stating the date of the Unit meeting when the award was approved.
  - A \$300.00 Unit check payable to ALA Department of Florida
- If an award is sponsored by a person, the following must be submitted to Department Headquarters.
  - The proposed award.
  - A \$300.00 Unit check payable to ALA Department of Florida

The proposed award must then be reviewed and approved by the Department Executive Committee. Notice of approval or denial will be sent by Department headquarters to the Unit or person sponsoring the award.

Once a proposed award is approved, it is in effect for twelve (12) years. The selection of the winner for each award is entirely up to the Department Program Chairman for the designated program.

## CALENDAR OF ACTIVITIES

This suggested Department calendar of activities is a guide for monthly meetings. All Units are urged to follow this calendar and schedule some program, talk, round-table discussion or special meeting in keeping with the subject for the month.

July	Girls State
August	Past Presidents Parley
September	Constitution & Bylaws
October	Education
November	Membership
December	Veterans Affairs & Rehabilitation
January	Legislative & National Security
February	Americanism
March	Community Service
April	Children and Youth
May	Poppy
June	Juniors

### ARTICLES SOLD BY DEPARTMENT HEADQUARTERS

See online store for merchandise at [alafl.org/store](http://alafl.org/store)

### AMERICAN LEGION AUXILIARY HEADQUARTERS DEPARTMENT OF FLORIDA

Physical / Mailing Address  
1912A Lee Road, Orlando, 32810

## APPROVED FINANCE COMMITTEE RULES

1.
  - a. There shall be no raising of funds, nor any project involving the raising of funds by any Department Chairman or Hospital Representative without prior approval of the Department Finance Committee.
  - b. Due to IRS regulations, **there shall be no fund raising allowed by a District**. Only Units within a District may initiate Fund Raising Projects.
  - c. There shall be no solicitation of funds at any Department meeting by members of a Unit, District, The American Legion, Sons of The American Legion or any other organization.
  - d. There shall be no solicitation of funds at any Department meeting by a **Department Chairman** without written permission from the Department President 60 days prior to the meeting. Copy of permission is to be sent to Headquarters.
  - e. A Candidate running for Department President shall not fundraise earlier than 18 months prior to taking office.
2. All requests for travel and lodging provided for in the budget shall be submitted to Department Headquarters within thirty (30) days of travel, using the proper worksheet and must include proof of mileage from map source (i.e. MapQuest, Google maps, etc.). For lodging reimbursement, the hotel receipt must accompany the reimbursement form and must show the name of the member requesting lodging reimbursement on the reservation/receipt/room and submitted on the proper worksheet. Any member traveling from out of the State of Florida to receive .25 per mile from location of the Unit where they hold membership to the site of meeting or special event. Final Department Convention expenses to be paid once an oral report is given, a written report is submitted for the Book of Reports, and all files are turned over to successor.
3. Districts are not allowed to have bank accounts.
4. All requests for expense reimbursement by a Department Officer, Chairman or Hospital Representative must be accompanied by valid receipts and worksheet. No payment will be made after 30 days after the event.
5. The incoming Department President should seek approval of the Finance Committee for a special fund raising project, if the incoming Department President elects to support one during her year.

6. Registration fee for the Annual Department Convention shall be that of The American Legion.
7. All checks for dues and contributions sent to Department Office must be made payable to "American Legion Auxiliary, Dept. of FL". Donations to local charities, supported by a Unit, must be sent directly to the charity and reported on the Unit's Annual Year end Report Form.
8. All contributions must be sent to Department Headquarters by April 30<sup>th</sup>. All monies received after April 30<sup>th</sup> will not appear until the July contribution report for award and accounting purposes.
9. District Presidents are required to report at the District Constitutional Conference the income and expenditures of the District for their administration from District dues received and turnover any remaining dues to the incoming District President.
10. Invoices will be issued to all Units for the Rehabilitation, Education, Girls State, Sock/ Undergarment Quotas and Bonding Fee by Department Headquarters and these invoices are payable upon receipt.
11. Any bonding claim submitted by a Unit who has not paid its six dollar (\$6.00) Bonding Fee, and does not have a two (2)-signature account, will not be accepted.
12. Whereas, it may be necessary to make adjustments within the budget during the administrative year, the Finance Committee is authorized to make necessary adjustments within the approved budget.
13. All National delegates and alternates will be charged the registration fee at the time of registration paperwork submission. Upon attendance to National Convention registration fee will be refunded.

## **RISK MANAGEMENT**

The Department Risk & Compliance Committee shall adequately protect and maintain from unnecessary risk the American Legion Auxiliary, Department of Florida's assets. Accordingly, the Department Risk & Compliance Committee shall:

1. Procure and create policies and procedures to insure against theft and casualty losses of tangible personal property to at least 80 percent replacement value and against liability losses to board

members, staff, or the organization itself at no less than minimally acceptable prudent levels.

2. Procure and create policies and procedures to insure sufficient employee dishonesty insurance and directors' and officers' liability insurance for personnel with access to material amounts of funds.
3. Implement policies and procedures to protect the organization, its board, and staff from exposure leading to claims of liability.
4. Implement policies and procedures to protect intellectual property, information, and files from loss or significant damage.
5. Review for accuracy and risk of all financial accounts.
6. Review all contracts prior to signing, and buyouts.
7. Review all insurance policies concerning Department of Florida Headquarters and American Legion Auxiliary Governance.

## **FINANCIAL CONTROLS**

1. Finance Committee Chairman to review bank statements and credit card statements monthly to verify account balances, flag any abnormal expenses, confirm check signatures and confirm checks cut to an account signee are signed by a different signee. Finance Committee to review the Balance Sheet and Profit & Loss Statement semi-annually. Finance Committee to review Budget Variance Account (BVA) quarterly. Finance Committee shall review, on a semi-annual basis, all disbursements in the amount of \$4,000 or more.
2. External Audit, review or compilation to be held annually by a certified outside CPA firm.
3. Department Treasurer will receive, process, or disburse funds under financial controls that meet the external accountant standards.
4. No loan may be made to anyone for any purpose.
5. All accounts shall be maintained in financial institutions that are federally insured, unless approved by the Finance Committee. Accounts should be of an amount lower than the maximum FDIC insured level (currently \$250,000), unless approved by the Finance Committee.
6. The authority to sign is limited to: President, 1<sup>st</sup> Vice President, immediate Past President, Department Secretary, and assigned volunteer for a special account (example: Girls State or VA accounts). Department Treasurer & Finance Chairman shall not be a signee on any account but shall have the only administrator access for the accounts.

7. Department Treasurer shall be the account administrator for the online banking portal and shall assign review-only privilege to the Finance Chairman.
8. Checks less than \$4,000 shall require only the Secretary's signature, or two of any signee's signatures. Checks of \$4,000 or greater require two signatures with the exception of the monthly corporate credit card bill for membership. Any expenditure that is not a budgeted item must have two signatures. Disbursement checks to any individual may not be signed solely by that individual. All cash disbursements require receipts, or other supporting documentation.
9. Electronic drafts and payments shall be handled in the same manner as a check. Email approval from authorized signee's shall be sufficient for approval of payment by Department Treasurer.
10. A Corporate Credit card may be issued to the President for the use of travel related expenses. A Corporate Credit card may be issued to the Office Manager for the use of travel related expenses and office supplies. Two Department credit cards issued to the 1<sup>st</sup> VP and Finance Committee Chairman will be secured in the office safe and these cards will only be used by staff for the processing of membership. All purchases must be evidenced by a receipt and turned in within 2 weeks of a purchase.
11. Blank checks will never be pre-signed, and all blank checks will be secured by the Department Treasurer within the Department Office.
12. Cash shall always be secured in office safe.
13. The key to the Department Treasurer's office shall be secured under lock and key by the Legion's Finance Director. This key shall be accessible only to Department staff or Finance committee chairman or Department President, and only for use if emergency access to the office is needed. In the event the key is accessed, the Legion Finance Director has agreed to notify Treasurer in writing or electronically when and who accessed key for office entry.
14. A staff member unrelated to the depositing process will open the mail and prepare a list of checks received to compare to deposits made.
15. Bank statements shall be reconciled every month by the Department Treasurer for accounts which the Department Treasurer disburses checks and verified by Finance Chairman and reviewed by Risk

and Compliance Chairman. The Department Treasurer will reconcile on a monthly basis, all other accounts from which she does not disburse checks.

16. Any approved fundraising by a Department Chairman is the sole responsibility of the Chairman and must reconcile all ticket sales and monies collected to the Department Treasurer or Finance Chairman prior to or at the conclusion of the fundraising event. All monies must be turned in as designated on the approved Department Fundraising Request Form.

### **MEMBERSHIP GOALS**

**Units Membership goals for 2025 -2026**

**will be National's Year End (Close of Books) 2024 plus 2%**

### **MEMBERSHIP GROUPS**

**All awards to be made at the 2024-2025 Department Convention will be based on the following as determined by Unit membership at close of books thirty (30) days prior to the 2025 Convention.**

**GROUPINGS START ON THE NEXT PAGE:**

**GROUP 1 10-150 MEMBERS**

0005	Tampa	0201	Florence Villa
0015	Dade City	0209	Dania Beach
0016	Gainesville	0215	Jasper
0018	Wildwood	0217	Quincy
0020	Belle Glade	0220	Fort Lauderdale
0033	Pensacola	0222	Fort Lauderdale
0045	Palatka	0230	Hawthorne
0046	Tarpon Springs	0239	Groveland
0065	Delray Beach	0244	Jacksonville
0108	Land O'Lakes	0255	Deltona
0115	Palm Coast	0259	Debary
0116	Port St Joe	0287	Deerfield Beach
0127	Lake Helen	0293	Interlachen
0167	Tampa	0310	Hallandale
0168	Key West	0331	Orlando
0171	Ft. Pierce	0344	Merritt Island
0027	Ocala	0346	Miami
0036	Ft Lauderdale	0365	Sunrise
0038	Fort Myers	0366	Barefoot Bay
0041	Eustis	0367	Royal Palm Beach
0049	Monticello	0372	Mandarin
0058	Dunnellon	0374	Key Biscayne
0067	North Miami	0401	Hilliard
0071	Lake Wales	0412	Orlando
0078	Milton	0415	Punta Gorda
0084	Havana	0418	Spring Hill
0098	Coral Gables		
0099	Brooksville		
0100	Marianna		
0109	Ocoee		
0112	Winter Park		
0149	Newberry		
0192	Fort Myers		
0194	St Augustine		
0199	W Palm Beach		

**GROUP 2 (51-100 MEMBERS)**

0003	Bartow	0133	Miami
0004	Lakeland	0141	West Palm Beach
0009	Jacksonville	0147	Odessa
0011	Arcadia	0180	Fort Lauderdale
0013	Tallahassee	0191	Melbourne
0019	Orlando	0193	Pensacola
0028	Key West	0197	Jacksonville
0030	Sarasota	0224	Madison
0034	Haines City	0236	Bronson
0043	Homestead	0241	Sneads
0047	Lake Worth	0268	Riviera Beach
0064	Okeechobee	0277	Boca Raton
0083	Macclenny	0284	Belleview
0111	Tampa	0296	Destin
0123	Sanibel	0304	Dania
0358	White City	0330	Leesburg
0082	Lanark	0333	Key Largo
0088	Jacksonville	0375	Southport
0092	Hollywood	0378	Gulf Breeze
0101	Bushnell	0402	Panama City Beach
0107	Live Oak		

**GROUP 3 (101-200 MEMBERS)**

0006	Deland	0130	Labelle
0014	St Petersburg	0139	Tampa
0017	New Smyrna Beach	0142	Pompano Beach
0022	Cocoa	0154	Marathon
0031	South Miami	0157	Margate
0035	Mount Dora	0162	Deerfield Beach
0072	Mulberry	0166	Homosassa Springs
0074	Sebring	0183	Fern Park
0077	Inverness	0189	Sebastian
0120	Holly Hill	0200	Satellite Beach

**GROUP 3 CONT.**

0202	Keystone Heights	0286	Orlando
0233	Ponte Vedra Beach	0305	St Pete Beach
0235	Ft Walton Beach	0312	Oneco
0237	Beverly Hills	0325	Ellenton
0242	Orlando	0335	Hudson
0254	North Port	0351	Fort Myers
0266	Fruitville	0356	Lynn Haven
0271	Tequesta	0382	Navarre
0285	Edgewater	0383	Old Town

**GROUP 4 (201-400 MEMBERS)**

0001	Titusville	0158	Treasure Island
0007	Clearwater	0163	Eau Gallie
0010	Kissimmee	0164	Boynton Beach
0024	Bradenton	0173	Holiday
0039	Vero Beach	0291	Stehatchee
0040	Fort Pierce	0219	Fruitland Park
0054	Fernandina Beach	0221	Niceville
0055	Clermont	0240	Pensacola
0057	Lake City	0250	Middleburg
0075	Crestview	0267	Ormond Beach
0080	Saint Cloud	0270	Port Orange
0081	Melbourne	0309	Palmetto
0090	Cape Coral	0316	Atlantic Beach
0104	Pinellas Park	0321	Cooper City
0113	Rotonda West	0340	Pensacola
0119	Largo	0348	Cape Canaveral
0125	St Petersburg	0359	Port St John
0126	Jensen Beach	0361	S Daytona
0148	Riverview	0392	Panama City
0152	Tampa	0394	Palm Bay
152	Tampa		

**GROUP 5 (401-600 MEMBERS)**

0025	Lake Placid	0186	Brooksville
0079	New Port Richey	0238	Safety Harbor
0110	Port Charlotte	0274	Fort Myers Beach
0129	Jacksonville	0283	Jacksonville
0135	Naples	0303	Bonita Springs
0136	Saint James City	0323	Lehigh Acres
0137	Jacksonville	0336	N Ft Myers
0155	Crystal River		

**GROUP 6 (601+ MEMBERS)**

0008	Winter Haven	0159	Venice
0062	Stuart	0252	Seminole
0069	Avon Park	0273	Madeira Beach
0103	Punta Gorda	0275	Dunedin
0117	Palm Bay	0318	Port St Lucie
0138	Tampa	0347	Lady Lake

			Rehab	Education	Girls State	Under-garment	Bonding Fee		
Dist	Unit	City	Senior	1.55	0.55	1.00	6.00	TOTAL DUE	
1	0033	Pensacola	8	12.40	4.40	8.00	6.00	6.00	\$36.80
	0075	Crestview	229	354.95	125.95	229.00	10.00	6.00	\$725.90
	0078	Milton	11	17.05	6.05	11.00	6.00	6.00	\$46.10
	0193	Pensacola	56	86.80	30.80	56.00	7.00	6.00	\$186.60
	0221	Niceville	237	367.35	130.35	237.00	10.00	6.00	\$750.70
	0235	Ft Walton Bch	146	226.30	80.30	146.00	8.00	6.00	\$466.60
	0240	Pensacola	239	370.45	131.45	239.00	10.00	6.00	\$756.90
	0296	Destin	96	148.80	52.80	96.00	7.00	6.00	\$310.60
	0340	Pensacola	331	513.05	182.05	331.00	10.00	6.00	\$1,042.10
	0356	Lynn Haven	140	217.00	77.00	140.00	8.00	6.00	\$448.00
	0378	Gulf Breeze	63	97.65	34.65	63.00	7.00	6.00	\$208.30
2	0382	Navarre	190	294.50	104.50	190.00	8.00	6.00	\$603.00
	0392	Panama City	200	310.00	110.00	200.00	8.00	6.00	\$634.00
	0402	PC Beach	58	89.90	31.90	58.00	7.00	6.00	\$192.80
	0013	Tallahassee	64	99.20	35.20	64.00	7.00	6.00	\$211.40
	0082	Lanark	67	103.85	36.85	67.00	7.00	6.00	\$220.70
	0084	Havana	8	12.40	4.40	8.00	6.00	6.00	\$36.80
	0100	Marianna	31	48.05	17.05	31.00	6.00	6.00	\$108.10
	0116	Port St Joe	27	41.85	14.85	27.00	6.00	6.00	\$95.70
3	0217	Quincy	26	40.30	14.30	26.00	6.00	6.00	\$92.60
	0241	Sneads	46	71.30	25.30	46.00	6.00	6.00	\$154.60
	0049	Monticello	28	43.40	15.40	28.00	6.00	6.00	\$98.80
	0057	Lake City	278	430.90	152.90	278.00	10.00	6.00	\$877.80
	0083	Macclenny	70	108.50	38.50	70.00	7.00	6.00	\$230.00
	0107	Live Oak	55	85.25	30.25	55.00	7.00	6.00	\$183.50
	0215	Jasper	34	52.70	18.70	34.00	6.00	6.00	\$117.40
	0224	Madison	56	86.80	30.80	56.00	7.00	6.00	\$186.60
	0291	Steinhatchee	200	310.00	110.00	200.00	8.00	6.00	\$634.00
	0383	Old Town	147	227.85	80.85	147.00	8.00	6.00	\$469.70

			Rehab	Education	Girls State	Under-garment	Bonding Fee		
Dist	Unit	City	Senior	1.55	0.55	1.00	6.00	TOTAL DUE	
5	0016	Gainesville	34	52.70	18.70	34.00	6.00	6.00	\$117.40
	0027	Ocala	12	18.60	6.60	12.00	6.00	6.00	\$49.20
	0058	Dunnellon	27	41.85	14.85	27.00	6.00	6.00	\$95.70
	0077	Inverness	101	156.55	55.55	101.00	8.00	6.00	\$327.10
	0149	Newberry	24	37.20	13.20	24.00	6.00	6.00	\$86.40
	0155	Crystal River	427	661.85	234.85	427.00	20.00	6.00	\$1,349.70
	0166	Homosassa Springs	186	288.30	102.30	186.00	8.00	6.00	\$590.60
	0230	Hawthorne	43	66.65	23.65	43.00	6.00	6.00	\$145.30
	0236	Bronson	63	97.65	34.65	63.00	7.00	6.00	\$208.30
	0237	Beverly Hills	152	235.60	83.60	152.00	8.00	6.00	\$485.20
	0284	Bellevue	77	119.35	42.35	77.00	7.00	6.00	\$251.70
5	0009	Jacksonville	76	117.80	41.80	76.00	7.00	6.00	\$248.60
	0054	Fernandina Bch	301	466.55	165.55	301.00	10.00	6.00	\$949.10
	0088	Jacksonville	85	131.75	46.75	85.00	7.00	6.00	\$276.50
	0129	Jacksonville Bch	417	646.35	229.35	417.00	20.00	6.00	\$1,318.70
	0137	Jacksonville	448	694.40	246.40	448.00	20.00	6.00	\$1,414.80
	0194	St Augustine	40	62.00	22.00	40.00	6.00	6.00	\$136.00
	0197	Jacksonville	60	93.00	33.00	60.00	7.00	6.00	\$199.00
	0202	Keystone Heights	107	165.85	58.85	107.00	8.00	6.00	\$345.70
	0233	Ponte Vedra Bch	171	265.05	94.05	171.00	8.00	6.00	\$544.10
	0244	Jacksonville	26	40.30	14.30	26.00	6.00	6.00	\$92.60
	0250	Middleburg	292	452.60	160.60	292.00	10.00	6.00	\$921.20
	0283	Jacksonville	447	692.85	245.85	447.00	20.00	6.00	\$1,411.70
	0316	Atlantic Bch	321	497.55	176.55	321.00	10.00	6.00	\$1,011.10
	0372	Mandarin	44	68.20	24.20	44.00	6.00	6.00	\$148.40
	0401	Hilliard	34	52.70	18.70	34.00	6.00	6.00	\$117.40

			Rehab	Education	Girls State	Under-garment	Bonding Fee		
Dist	Unit	City	Senior	1.55	0.55	1.00		6.00	TOTAL DUE
6	0010	Kissimmee	198	306.90	108.90	198.00	8.00	6.00	\$627.80
	0018	Wildwood	22	34.10	12.10	22.00	6.00	6.00	\$80.20
	0019	Orlando	70	108.50	38.50	70.00	7.00	6.00	\$230.00
	0035	Mount Dora	147	227.85	80.85	147.00	8.00	6.00	\$469.70
	0055	Clermont	283	438.65	155.65	283.00	10.00	6.00	\$893.30
	0080	Saint Cloud	280	434.00	154.00	280.00	10.00	6.00	\$884.00
	0101	Bushnell	96	148.80	52.80	96.00	7.00	6.00	\$310.60
	0112	Winter Park	30	46.50	16.50	30.00	6.00	6.00	\$105.00
	0183	Fern Park	115	178.25	63.25	115.00	8.00	6.00	\$370.50
	0219	Fruitland Park	244	378.20	134.20	244.00	10.00	6.00	\$772.40
	0239	Groveland	21	32.55	11.55	21.00	6.00	6.00	\$77.10
	0242	Orlando	124	192.20	68.20	124.00	8.00	6.00	\$398.40
	0286	Orlando	178	275.90	97.90	178.00	8.00	6.00	\$565.80
	0330	Leesburg	42	65.10	23.10	42.00	6.00	6.00	\$142.20
	0331	Orlando	26	40.30	14.30	26.00	6.00	6.00	\$92.60
	0347	Lady Lake	2783	4,313.65	1,530.65	2,783	25.00	6.00	\$8,658.30
7	0003	Bartow	97	150.35	53.35	97.00	7.00	6.00	\$313.70
	0004	Lakeland	54	83.70	29.70	54.00	7.00	6.00	\$180.40
	0008	Winter Haven	695	1,077.25	382.25	695.00	25.00	6.00	\$2,185.50
	0015	Dade City	27	41.85	14.85	27.00	6.00	6.00	\$95.70
	0034	Haines City	99	153.45	54.45	99.00	7.00	6.00	\$319.90
	0071	Lake Wales	25	38.75	13.75	25.00	6.00	6.00	\$89.50
	0072	Mulberry	119	184.45	65.45	119.00	8.00	6.00	\$382.90
	0201	Florence Villa	18	27.90	9.90	18.00	6.00	6.00	\$67.80
8	0011	Arcadia	44	68.20	24.20	44.00	6.00	6.00	\$148.40
	0024	Bradenton	342	530.10	188.10	342.00	10.00	6.00	\$1,076.20
	0025	Lake Placid	454	703.70	249.70	454.00	20.00	6.00	\$1,433.40
	0030	Sarasota	59	91.45	32.45	59.00	7.00	6.00	\$195.90
	0069	Avon Park	806	1,249.30	443.30	806.00	25.00	6.00	\$2,529.60
	0074	Sebring	140	217.00	77.00	140.00	8.00	6.00	\$448.00
	0113	Rotonda West	376	582.80	206.80	376.00	10.00	6.00	\$1,181.60
	0159	Venice	610	945.50	335.50	610.00	25.00	6.00	\$1,922.00
	0254	North Port	195	302.25	107.25	195.00	8.00	6.00	\$618.50
	0266	Fruitville	185	286.75	101.75	185.00	8.00	6.00	\$587.50
	0309	Palmetto	211	327.05	116.05	211.00	10.00	6.00	\$670.10
	0312	Oneco	151	234.05	83.05	151.00	8.00	6.00	\$482.10
	0325	Ellenton	200	310.00	110.00	200.00	8.00	6.00	\$634.00

			Rehab	Education	Girls State	Under-garment	Bonding Fee		
Dist	Unit	City	Senior	1.55	0.55	1.00		6.00	TOTAL DUE
9	0036	Ft Lauderdale	33	51.15	18.15	33.00	6.00	6.00	\$114.30
	0092	Hollywood	68	105.40	37.40	68.00	7.00	6.00	\$223.80
	0142	Pompano Bch	147	227.85	80.85	147.00	8.00	6.00	\$469.70
	0157	Margate	176	272.80	96.80	176.00	8.00	6.00	\$559.60
	0162	Deerfield Bch	169	261.95	92.95	169.00	8.00	6.00	\$537.90
	0180	Fort Lauderdale	93	144.15	51.15	93.00	7.00	6.00	\$301.30
	0209	Dania Bch	20	31.00	11.00	20.00	6.00	6.00	\$74.00
	0220	Ft Lauderdale	18	27.90	9.90	18.00	6.00	6.00	\$67.80
	0222	Fort Lauderdale	57	88.35	31.35	57.00	7.00	6.00	\$189.70
	0287	Deerfield Bch	21	32.55	11.55	21.00	6.00	6.00	\$77.10
	0304	Dania	70	108.50	38.50	70.00	7.00	6.00	\$230.00
	0310	Hallandale	34	52.70	18.70	34.00	6.00	6.00	\$117.40
11	0321	Cooper City	222	344.10	122.10	222.00	10.00	6.00	\$704.20
	0365	Sunrise	14	21.70	7.70	14.00	6.00	6.00	\$55.40
	0020	Belle Glade	47	72.85	25.85	47.00	6.00	6.00	\$157.70
	0047	Lake Worth	72	111.60	39.60	72.00	7.00	6.00	\$236.20
	0062	Stuart	892	1,382.60	490.60	892.00	25.00	6.00	\$2,796.20
	0064	Okeechobee	70	108.50	38.50	70.00	7.00	6.00	\$230.00
	0065	Delray Bch	43	66.65	23.65	43.00	6.00	6.00	\$145.30
	0141	West Palm Bch	64	99.20	35.20	64.00	7.00	6.00	\$211.40
	0164	Boynton Bch	206	319.30	113.30	206.00	10.00	6.00	\$654.60
	0199	W Palm Bch	47	72.85	25.85	47.00	6.00	6.00	\$157.70
	0268	Riviera Bch	72	111.60	39.60	72.00	7.00	6.00	\$236.20
	0271	Tequesta	194	300.70	106.70	194.00	8.00	6.00	\$615.40
	0277	Boca Raton	61	94.55	33.55	61.00	7.00	6.00	\$202.10
	0367	Royal Palm Bch	33	51.15	18.15	33.00	6.00	6.00	\$114.30

			Rehab	Education	Girls State	Under-garment	Bonding Fee		
Dist	Unit	City	Senior	1.55	0.55	1.00		6.00	TOTAL DUE
12	0001	Titusville	217	336.35	119.35	217.00	10.00	6.00	\$688.70
	0022	Cocoa	137	212.35	75.35	137.00	8.00	6.00	\$438.70
	0039	Vero Bch	227	351.85	124.85	227.00	10.00	6.00	\$719.70
	0040	Fort Pierce	232	359.60	127.60	232.00	10.00	6.00	\$735.20
	0081	Melbourne	245	379.75	134.75	245.00	10.00	6.00	\$775.50
	0117	Palm Bay	618	957.90	339.90	618.00	25.00	6.00	\$1,946.80
	0126	Jensen Bch	206	319.30	113.30	206.00	10.00	6.00	\$654.60
	0163	Eau Gallie	255	395.25	140.25	255.00	10.00	6.00	\$806.50
	0189	Sebastian	186	288.30	102.30	186.00	8.00	6.00	\$590.60
	0191	Melbourne	63	97.65	34.65	63.00	7.00	6.00	\$208.30
	0200	Satellite Bch	146	226.30	80.30	146.00	8.00	6.00	\$466.60
	0318	Port St Lucie	1601	2,481.55	880.55	1,601.00	25.00	6.00	\$4,994.10
	0344	Merritt Island	21	32.55	11.55	21.00	6.00	6.00	\$77.10
	0348	Cape Canaveral	284	440.20	156.20	284.00	10.00	6.00	\$896.40
	0358	White City	75	116.25	41.25	75.00	7.00	6.00	\$245.50
	0359	Port St John	366	567.30	201.30	366.00	10.00	6.00	\$1,150.60
	0366	Barefoot Bay	41	63.55	22.55	41.00	6.00	6.00	\$139.10
	0394	Palm Bay	299	463.45	164.45	299.00	10.00	6.00	\$942.90
13	0038	Fort Myers	37	57.35	20.35	37.00	6.00	6.00	\$126.70
	0090	Cape Coral	394	610.70	216.70	394.00	10.00	6.00	\$1,237.40
	0103	Punta Gorda	938	1,453.90	515.90	938.00	25.00	6.00	\$2,938.80
	0110	Port Charlotte	541	838.55	297.55	541.00	20.00	6.00	\$1,703.10
	0123	Sanibel	76	117.80	41.80	76.00	7.00	6.00	\$248.60
	0130	Labelle	176	272.80	96.80	176.00	8.00	6.00	\$559.60
	0135	Naples	446	691.30	245.30	446.00	20.00	6.00	\$1,408.60
	0136	St.James City	569	881.95	312.95	569.00	20.00	6.00	\$1,789.90
	0192	Fort Myers	20	31.00	11.00	20.00	6.00	6.00	\$74.00
	0274	Ft Myers Bch	403	624.65	221.65	403.00	20.00	6.00	\$1,275.30
	0303	Bonita Spgs	555	860.25	305.25	555.00	20.00	6.00	\$1,746.50
	0323	Lehigh Acres	436	675.80	239.80	436.00	20.00	6.00	\$1,377.60
	0336	N Ft Myers	595	922.25	327.25	595.00	20.00	6.00	\$1,870.50
	0351	Fort Myers	100	155.00	55.00	100.00	7.00	6.00	\$323.00
	0415	Punta Gorda	39	60.45	21.45	39.00	6.00	6.00	\$132.90

			Rehab	Education	Girls State	Under-garment	Bonding Fee		
Dist	Unit	City	Senior	1.55	0.55	1.00		6.00	TOTAL DUE
14	0028	Key West	52	80.60	28.60	52.00	7.00	6.00	\$174.20
	0031	South Miami	131	203.05	72.05	131.00	8.00	6.00	\$420.10
	0043	Homestead	53	82.15	29.15	53.00	7.00	6.00	\$177.30
	0067	North Miami	32	49.60	17.60	32.00	6.00	6.00	\$111.20
	0098	Coral Gables	14	21.70	7.70	14.00	6.00	6.00	\$55.40
	0133	Miami	57	88.35	31.35	57.00	7.00	6.00	\$189.70
	0154	Marathon	161	249.55	88.55	161.00	8.00	6.00	\$513.10
	0168	Key West	19	29.45	10.45	19.00	6.00	6.00	\$70.90
	0333	Key Largo	86	133.30	47.30	86.00	7.00	6.00	\$279.60
	0346	Miami	20	31.00	11.00	20.00	6.00	6.00	\$74.00
15	0374	Key Biscayne	31	48.05	17.05	31.00	6.00	6.00	\$108.10
	0005	Tampa	23	35.65	12.65	23.00	6.00	6.00	\$83.30
	0099	Brooksville	32	49.60	17.60	32.00	6.00	6.00	\$111.20
	0108	Land O' Lakes	23	35.65	12.65	23.00	6.00	6.00	\$83.30
	0111	Tampa	57	88.35	31.35	57.00	7.00	6.00	\$189.70
	0138	Tampa	657	1,018.35	361.35	657.00	25.00	6.00	\$2,067.70
	0139	Tampa	102	158.10	56.10	102.00	8.00	6.00	\$330.20
	0147	Odessa	25	38.75	13.75	25.00	6.00	6.00	\$89.50
	0148	Riverview	231	358.05	127.05	231.00	10.00	6.00	\$732.10
	0152	Tampa	276	427.80	151.80	276.00	10.00	6.00	\$871.60
16	0186	Brooksville	419	649.45	230.45	419.00	20.00	6.00	\$1,324.90
	0418	Spring Hill	32	49.60	17.60	32.00	6.00	6.00	\$111.20
	0007	Clearwater	257	398.35	141.35	257.00	10.00	6.00	\$812.70
	0014	St Petersburg	145	224.75	79.75	145.00	8.00	6.00	\$463.50
	0079	New Pt Richey	457	708.35	251.35	457.00	20.00	6.00	\$1,442.70
	0104	Pinellas Park	353	547.15	194.15	353.00	10.00	6.00	\$1,110.30
	0119	Largo	351	544.05	193.05	351.00	10.00	6.00	\$1,104.10
	0125	St Petersburg	269	416.95	147.95	269.00	10.00	6.00	\$849.90
	0158	Treasure Isd	360	558.00	198.00	360.00	10.00	6.00	\$1,132.00
	0173	Holiday	352	545.60	193.60	352.00	10.00	6.00	\$1,107.20

			Rehab	Education	Girls State	Under-garment	Bonding Fee		
Dist	Unit	City	Senior	1.55	0.55	1.00		6.00	TOTAL DUE
17	0006	Deland	110	170.50	60.50	110.00	8.00	6.00	\$355.00
	0017	New Smyrna Bch	185	286.75	101.75	185.00	8.00	6.00	\$587.50
	0045	Palatka	44	68.20	24.20	44.00	6.00	6.00	\$148.40
	0115	Palm Coast	41	63.55	22.55	41.00	6.00	6.00	\$139.10
	0120	Holly Hill	191	296.05	105.05	191.00	8.00	6.00	\$606.10
	0127	Lake Helen	14	21.70	7.70	14.00	6.00	6.00	\$55.40
	0255	Deltona	21	32.55	11.55	21.00	6.00	6.00	\$77.10
	0259	Debary	39	60.45	21.45	39.00	6.00	6.00	\$132.90
	0267	Ormond Bch	249	385.95	136.95	249.00	10.00	6.00	\$787.90
	0270	Port Orange	228	353.40	125.40	228.00	10.00	6.00	\$722.80
	0285	Edgewater	172	266.60	94.60	172.00	8.00	6.00	\$547.20
	0293	Interlachen	35	54.25	19.25	35.00	6.00	6.00	\$120.50
	0361	S Daytona	280	434.00	154.00	280.00	10.00	6.00	\$884.00

#### UNDERGARMENT GROUPINGS

1-50	\$6.00
51-100	\$7.00
101-200	\$8.00
201-400	\$10.00
401-600	\$20.00
601-5000	\$25.00

## QUICK REFERENCE

<b>SUBJECT</b>	<b>PAGE</b>
AMERICANISM, BEST ALL-AROUND PROGRAM (DORIS HAHN)	76
AMERICANISM ESSAY TOPICS	76
ARTICLES SOLD BY DEPARTMENT HEADQUARTERS	94
AUXILIARY EMERGENCY FUND ( AEF )	68
AWARDS - DEPARTMENT HONORARY, SCHOLARSHIPS, AND CONTESTS	93
BEST ALL AROUND UNIT AWARD	93
CHANGE OF ADDRESS (MEMBER'S)	62
CHAPLAINS (UNIT, INSTRUCTIONS TO)	63
CHAPLAIN (MAE NALLEY) AWARD	77
CHARTER	41
CHARTER A NEW UNIT, HOW TO	57
CHARTER REVOCATION	44
CHILDREN & YOUTH (LOIS MCFALL) AWARD	78
CHILDREN & YOUTH SPONSORED PROJECTS	68
COMFORT ARTICLES	74
COMMUNITY SERVICE (JAN CROFT) AWARD	79
CORRECTING OTHER'S ERRORS - REMINDER	66
DEATH OF DEPT. LEVEL OFFICER, CHAIRMAN, ETC.	48
DELEGATES TO NATIONAL CONVENTION	45
DEPARTMENT AND MEMORIAL SCHOLARSHIP RULES	80
DEPARTMENT AWARDS BY SPONSOR & EXPIRATION DATES	114
DEPARTMENT HONORARY AWARDS	76
DEPARTMENT HONORARY AWARD, GUIDELINES TO SUBMIT	93
DEPARTMENT PRESIDENT'S VISIT	49
DEPARTMENT STANDING RULES	48
DISCIPLINE OF A MEMBER	46

## QUICK REFERENCE

<b>SUBJECT</b>	<b>PAGE</b>
DISPUTES WITHIN UNIT	61
DUES, LOCAL	57
DUTIES OF DEPARTMENT OFFICERS & CHAIRMEN	34
DUTIES OF DEPARTMENT VICE PRESIDENT	54
DUTIES OF DISTRICT PRESIDENTS	54
EDUCATION COMMITTEE	68
EDUCATION QUOTA	69
EDUCATION SCHOLARSHIP	79
EDUCATION TUTORING (KATHY DEROUIN) AWARD	80
ELIGIBILITY PROOF FOR NEW MEMBER	62
ELECTIONS, DEPARTMENT OFFICERS	52
FINANCIAL CONTROLS (DEPARTMENT)	97
FINANCE (DEPARTMENT) COMMITTEE RULES, APPROVED	95
FLAGS, PLACING IN CORRECT POSITION	65
GIRLS STATE PROGRAM	68
GIRLS STATE, SELECTION OF GIRLS	70
GIRLS STATER(S), (THERESA MATTHEWS BRIGGS) AWARD	82
HISTORIANS, UNIT INSTRUCTIONS TO	63
HONORARY LIFE MEMBERSHIP	62
MEMBERSHIP CARDS	62
MEMBERSHIP DUES & INSTRUCTIONS	61
MEMBERSHIP GOALS	99
MEMBERSHIP GROUPS BY UNIT NUMBER	100
MONTHLY CALENDAR OF ACTIVITIES	94
NATIONAL SECURITY (MARGARET CONE) AWARD	87
NATIONAL SCHOLARSHIPS	86

## QUICK REFERENCE

<b>SUBJECT</b>	<b>PAGE</b>
LEADERSHIP (HELEN GARDNER MEMBER OF THE YEAR) AWARD	85
POPPY (SHIRLEY HARBOUR) AWARD	89
POPPY FUNDS, USE OF	73
POPPY MONIES	73
POPPY POSTER	90
POPPY PROGRAM	72
PRAYERS & DEVOTIONAL THOUGHTS, BOOK OF	77
PRESIDENTS, UNIT, INSTRUCTIONS TO	60
PRESS BOOK RULES	91
PRESS BOOK DOROTHY DUKE AWARD	91
QUOTAS BY DISTRICT AND UNIT	104
REHAB QUOTAS	74
RISK MANAGEMENT (DEPARTMENT)	96
RUNNING FOR OFFICE ( NATIONAL )	52
SECRETARIES, UNIT, INSTRUCTIONS TO	61
SGT. - AT - ARMS, DUTIES	65
SERGEANT AT ARMS, INSTRUCTIONS FOR	64
TAX REQUIREMENTS (UNIT)	44
TRANSFER OF MEMBERSHIP	46
TREASURERS, UNIT, INSTRUCTIONS TO	62
VA&R PROGRAM	74

## **DEPARTMENT AWARDS**

### **AMERICANISM**

Doris E. Hahn, North Miami Beach, Unit 257 - 2026

### **CHAPLAIN PRAYER BOOK**

Mae Nalley, Lake Placid, Unit 25 – 2029

### **CHILDREN & YOUTH**

Lois McFall, Lehigh Acres, Unit 323 – 2029

### **COMMUNITY SERVICE**

Jan Croft, Boynton Beach, Unit 164 – 2033

### **EDUCATION**

Elizabeth Nelson, St Cloud, Unit 80 - 2031

Kathy DeRouin, Orlando, Unit 19 - 2031

### **GIRLS STATE**

Theresa Mathews Briggs, Unit 109 - 2031

### **JUNIORS**

Department Junior Auxiliary Member of the Year

Sponsored by -PHDJP Delaney Enya & Dara Oliver - 2033

### **LEADERSHIP**

Helen Gardner, Unit Member of the Year Plaque

Department of Florida

## **NATIONAL SECURITY**

Cathy Larkin - Richards Award, Unit 273 - 2031  
Peggy Cone Award, Orlando Memorial, Unit 19 –2030  
Rosemary Hamblin Award, USS Tampa 5 - 2034

## **PAST PRESIDENTS PARLEY**

Mentor Award - Sponsored by the PDP's - 2036

## **POPPY**

Shirley Harbour, Pinecastle, Unit 286 - 2030

## **PUBLIC RELATIONS**

Dorothy Duke, Melbourne , Unit 163 - 2031

## **UNIT OF THE YEAR**

Department of Florida

## **VA&R**

Dorothy Smith Award, Lady Lake, Unit 347 - 2026  
Theresa Gilleo Award, Jim J. Gilleo, Unit 283 – 2031



# 2025-2026 UNIT GUIDE