

Every Unit should complete this “Assessing Your Unit” questionnaire. If Unit members conscientiously and truthfully answer these questions, there will always be room for improvement.

ASSESSING YOUR UNIT

1. Do you have a Post home or established meeting place? Yes No

2. If you were/are young parents, is it a place you would bring your children? Yes No

Does building smell of smoke and is not very clean? Yes No

Is bar separated from Post activities? Yes No

Is the bar visible and the focal point to anyone entering Post? Yes No

3. Do you have frequent family functions? Yes No

Do you have a Junior Auxiliary? Yes No

Do you have a SAL? Yes No

Do you have functions with The American Legion? Yes No

Do you have an appreciation event for members? Yes No

Does your Unit have a system for keeping in touch with **all** members? (newsletter, postcards, phone calls, personal visits, etc.) Yes No

4. How would you describe the Unit level of activity?

Very active _____ Somewhat active _____ Little activity _____ Not active _____

5. How would you describe Unit leadership?

Are there several members in leadership positions? Yes No

Do just a few do everything? Yes No

Do you have the same officers year after year? Yes No

Do you provide training for your leaders? Yes No

Does your Unit help the new member understand American Legion Auxiliary programs? Yes No

6. Are you a presence in your community? Yes No

Do schools seek you out for flag education programs and/or for purchase of classroom flags? Yes No

Do schools welcome your scholarships, Girls State, support of band and athletics? Yes No

Do officials seek you out to help organize patriotic events (Memorial Day, Veterans Day)? Yes No

Do you help send off and welcome home National Guard called up for active duty? Yes No
 Do you distribute poppies? Yes No
 Do you recognize public officials and teachers for their contributions to community? Yes No
 Do you sponsor Girl Scout troop, softball, soccer or other youth activities? Yes No

7. Imagine sitting at your Unit meeting—look around

My Unit is warm and friendly? Yes No
 My Unit is cold and uncaring? Yes No
 Members are cooperative and trust each other? Yes No
 There are cliques and constant fighting? Yes No
 Long time members serve as mentors—provide help and encouragement? Yes No
 Long time members know it all? Yes No
 No one will disagree with long time members? Yes No
 Are new ideas welcomed and openly discussed? Yes No
 Has your Unit tried something new in the last 3 months? Yes No
 Programs/activities in which the Unit is involved are changed:
 often _____ sometimes _____ seldom _____
 Describe the Unit’s work for the youth:
 active _____ somewhat active _____ not active _____

8. Imagine you are attending your first Unit meeting

Would you want to come back? Yes No
 What would be your impression?
 What changes do you think should be made?
 What positive things are taking place?

9. Ask yourself:

Am I willing to do something about making positive changes?
 YES NO
Am I willing to attend meetings, participate in activities and be an active member? YES NO
Am I willing to hold an office in the Unit? YES NO

ABOUT THE AMERICAN LEGION AUXILIARY

WHAT WE ARE . . .

The American Legion Auxiliary, the world's largest, nonprofit, patriotic women's service organization, was founded in 1919 to support the work of The American Legion and to serve the needs of American veterans and their families. Auxiliary volunteers work for a multitude of worthwhile causes that benefit veterans, youth and communities.

WHO WE ARE . . .

The American Legion Auxiliary's nearly 1 million members are women and girls, from all age groups, races and walks of life, who have joined together in the fellowship of giving. Eligibility for membership is a special privilege for those who are veterans themselves, immediate relatives of American Legion members or deceased veterans of war. Junior members graduate at age 18 to become Senior members.

WHERE WE ARE . . .

There are more than 10,000 active Auxiliary Units chartered in the United States and around the world in Australia, Canada, China, France, Germany, Ireland, Mexico, Panama, the Philippines, Puerto Rico and the Virgin Islands.

WHAT WE DO . . .

The Auxiliary's multi-faceted programs assist veterans and their families, promote the welfare and education of children and young people, fund scholarships, support a multitude of community service projects, and provide vital information to the public on numerous local and national issues.

WHY WE DO IT . . .

The Auxiliary's philosophy, "Service above Self," develops a strong spirit of volunteerism in our members. Auxiliary volunteers have been helping those people in need since its inception. These dedicated, progressive and kind women give of themselves because they believe in America and because they care about their fellow citizens.

HOW TO JOIN . . .

Interested eligible individuals can obtain membership information and an application from any Auxiliary member, the local Auxiliary Unit, Department (State) Headquarters, or from National Headquarters in Indianapolis, Indiana.

August 1, 2005

Dear Legionnaire:

By joining The American Legion you chose to continue your comradeship with others who served their country; to support an organization that stands strong for veterans; and to say you are "Still Serving America." You can share this with others in your family.

Our Post is very interested in helping to reorganize the Auxiliary Unit. The Auxiliary has worked beside the Legion since its formation in 1919. Thanks to the Auxiliary's service many veterans and their families have been touched by kindness generated from millions of volunteer hours.

The American Legion is proud of the Auxiliary spirit, accomplishments and goals. When you know the Legion and Auxiliary, you can easily understand why we call ourselves a family organization.

Mother, wife, daughter, granddaughter, great granddaughter, sister and grandmother and these same **step relatives** of a Legionnaire or deceased veteran having served during the dates required of Legionnaires, and those women who of their own right are eligible to join the American Legion Auxiliary.

There will be a re-organizational meeting of Unit # _____ on _____ at _____ at _____.
(Location) (Time) (Date)

Auxiliary representatives from the District/County will be present at this meeting to assist in the reorganization efforts.

Please share this letter with the eligible women in your life. Having a strong Unit to work closely with our Post will strengthen our commitment to this community, and become an example of families sharing a resolve to benefit God and Country.

(Post Commander)

(Unit President)

It is recommended this letter be written on Post stationery.

SAMPLE LETTER

August 1, 2005

Dear Unit Member:

It is my privilege to congratulate you on being a member of the world's largest women's patriotic organization, the American Legion Auxiliary. Our Unit, _____
(Name)
has a proud history of helping our veterans, community and young people.

The possibilities for us to continue to have an impact in these areas are limited only by our creativity, desires and enthusiasm. As you venture into volunteering as an Auxiliary member, you will learn and become more aware of the needs around you. You will be able to explore and find new ways to meet those needs and thus strengthen our community.

I would like to take this opportunity to invite you to a special re-organizational meeting of _____. A team of leaders from the District/County and
(Name of Unit)
Department will be here to answer any questions. We care about the future of our Unit! We will be there. **Will you?**

Whatever level of involvement you might consider, you are encouraged to attend this meeting.

Monday, 7:00 p.m., October 23

See you there!!!

(Unit President)

(Unit Secretary)

It is recommended this letter be written on Unit Stationery.

SAMPLE LETTER

SAMPLE LETTER

September 13, 2005

Dear Veronica,

When you joined the American Legion Auxiliary, you chose to stand strong for veterans, children, and communities. You chose an organization that has supported and touched with kindness many veterans and their families.

I know that you cared about the American Legion Auxiliary and that you were proud of your association with other patriotic women. That is why I am inviting you to **REJOIN** Sunshine Unit 777 and again join us in service for "God and Country."

An application for membership is enclosed along with a Benefits sheet showing the many benefits available to Auxiliary members. The dues are \$12.00 for Senior members and \$3.25 for Juniors. Mail completed application and dues to:

Matilda Short, Secretary
Sunshine Unit 777
33 Main Street
Sunshine, WV 12345

You are also invited to the October 7, 2004 meeting. If you have not sent in your application and you wish to **REJOIN** Sunshine Unit 777, you may bring the application and dues to the October 7, 2004 meeting. Our meeting is held at the Legion Post 777 home and begins at 7:00 PM.

There are women working with Sunshine Unit 777 in our revitalization efforts. If you have any questions, contact one of the persons at the address and phone number at the bottom of this letter.

We look forward to welcoming you back to the American Legion Auxiliary!

Sincere regards,

Mary Lamb, President
Sunshine Unit 777
33 Main Street
Sunshine, WV 12345
(304) 555-6789

Mabel Help, District Chairman
Unit Development & Revitalization
524 Back Street
Uptown, WV 6789
(304) 654-3210

INVITATION

**REORGANIZATION OF MORRIS FIELD UNIT #380
316 W. TRADE STREET
MONDAY, OCTOBER 23, 2005—7:00 P.M.**

Morris Field American Legion Post and Auxiliary Unit # 380 invites....

Every mother, wife, daughter, sister, grandmother, granddaughter, great granddaughter, and these same step relatives of Legionnaires or deceased veterans (having served during the same dates required of Legionnaires), and women who of their own right are eligible for membership in The American Legion to attend an Informational meeting about the revitalization/reorganization of Morris Field Auxiliary Unit # 380.

The largest women's patriotic organization, the American Legion Auxiliary offers . . .

- Membership in a prominent and highly regarded National organization
- Possibilities to be a meaningful volunteer
- Flexible involvement (set by member)
- Established State and National Scholarships (some for members only)
- A National magazine and a Department newsletter
- Membership benefit programs (drug discount, eye care, credit card, etc.)
- A Junior program for members under the age of 18
- Service to veterans, children and community limited only to ideas of members

Have you been looking for the right place to step up and be counted and counted upon?
Do you have leadership abilities that could help re-establish this Auxiliary Unit?

For more information, please attend this meeting.

Monday, October 23, 7:00 P.M.

See you there!

SAMPLE LETTER MEMBER RENEWAL — “THANK YOU”

August 20, 2005

Dear _____,

On behalf of American Legion Auxiliary Unit 234, thank you for renewing your membership in the largest women’s patriotic organization in the world. By renewing your membership, you have joined hands with nearly ten thousand women who are members in more than 76 Units throughout the Department of West Virginia.

As an American Legion Auxiliary member, your membership provides you the opportunity to make a difference in the lives of veterans, their families and your community.

Unit 234 has a lot to offer and many opportunities to volunteer. We pride ourselves on our programs to educate children, organize community events, and help our nation’s veterans through our volunteerism. We would welcome your assistance in any of these areas.

I, along with other members of Unit 234, invite you to attend one of our meetings. They are held at 7:30 PM on the first Wednesday of the month at our Legion Post home located at 567 Main Street. We serve light refreshments before the meeting while members socialize and get to know one another. We look forward to seeing you at our next meeting. In the meantime, please feel free to contact me at (304) 555-6666 with any questions.

Again, thank you for renewing your membership. We hope you will join us at our next meeting on September 7, 2005.

Sincerely,

Matilda Small, President
Unit 234
American Legion Auxiliary

SAMPLE LETTER NEW MEMBER — “WELCOME INVITATION”

September 7, 2005

Dear _____,

On behalf of Unit 555, American Legion Auxiliary, it is my privilege to welcome you as a member of the world’s largest women’s patriotic organization. By becoming an Auxiliary member, you have joined nearly one million women in the United States and around the world who make a difference in the lives of veterans, their families and children.

Unit 555 has a lot to offer and many opportunities to volunteer. We pride ourselves on our programs to educate children, organize community events and help our veterans. We would welcome your assistance in any of our programs and invite you to attend our meetings to learn more and to meet other members.

Our meetings are usually held at 7:30 PM on the fourth Wednesday of the month at North Side Community Center, 234 Main Street, North Side, WV. We serve light refreshments after the meeting while members socialize and get to know one another. Our next meeting is on September 28, 2005 and we look forward to seeing you then. In the meantime, please feel free to contact me at (304) 333-4444 with any questions.

Again, welcome to the American Legion Auxiliary! There is no greater gift than service to others. We hope you will share your gift of service through our Unit activities.

Sincerely,

Matilda Long, President
Unit 555
American Legion Auxiliary

January 6, 2006

SAMPLE LETTER

*Matilda Long, President
Independence Unit 777
123 Sweet Run Road
Anytown, WV 65432*

Dear Shirley,

When you joined Independence Unit 777, you chose to associate with other women who stood strong for veterans, children, and communities. We considered your membership in Unit 777 a special privilege. We were happy to share your fellowship and we have missed you.

All of us sometimes lay things aside and forget about them. Is that what happened—did you forget to pay your 2006 dues? Or have you had illness, family emergencies, unemployment, or some event that has prevented you from paying your 2006 dues? At Unit 777 we care and understand.

We value your membership and we want to do what we can to help you remain a member of Unit 777. We want you to continue your association with us as we work for “God and Country.” Contact me—write me a note or give me a call at (304) 987-6543. I look forward to hearing from you.

*Sincerely,
Matilda Long, President*

Personal Contact/ Short Letters

These are short enough to be hand-written on pretty stationery or blank card.

Dear _____

*It's been too long... We miss you!
Come back to American Legion Auxiliary Unit 345.*

*Since you've been gone a lot has changed. We'd like to tell you all about it.
Two of our members will be in your area on September 24, 2005. They have much
information to share with you. They also want to listen to your concerns.*

*Let's get together again! If you have any questions or if another day would be better
for you, call me at 555-6789.*

*Matilda Long
Unit 345 President*

Dear _____,

*The American Legion Auxiliary has great benefits! Members can save up to 40% on
eyeglasses. That's too good a deal to miss!*

*However, your 2005 membership card expired on December 31, 2005 and so did your
benefits.*

*Two of our members will be in your neighborhood on January 21, 2006. They have
much information to share with you about new benefits available to Auxiliary members.
They also want to share information about Sunshine Unit 543 and our many events.*

Let's catch up! We have lots of new ideas and programs to share!

If you have any questions, I can be reached at 555-6666 after 4:00 p.m.

*Matilda Short
Unit 543 President*

(Include Benefits Sheet)

UNIT DEVELOPMENT AND REVITALIZATION
MEETING CHECKLIST

If your Unit can get a member to come to a meeting—even once—it presents an opportunity to market the Unit programs to them personally and motivate them to continue attending meetings. Members don't like **long** meetings! (Control the length of your meetings with a printed agenda; only items on the printed agenda have to be brought up at a Unit meeting.)

At your next meeting, use the following checklist to guide you in your efforts to make your meetings more successful.

Number in attendance _____

Number of officers present _____

Was standard opening format used?

Prayer/Pledge/Anthem/Preamble Yes No

Was a printed agenda given to members? Yes No

Was an agenda written in large print on poster paper/flip chart/black board and posted in the front of the room? Yes No

Were committee reports given? Yes No

Was information from Department/District shared and explained to members? Yes No

Did you have a program or speaker? Yes No

Did you have a social time, refreshments or fun activity? Yes No

Were new members or those attending for the FIRST time recognized by the Unit President? Yes No

Do you know the names of your District/County officers and how to get in touch with them? Yes No

Do you know the names of your District/Department UD&R Team and how to get in touch with them? Yes No

UNIT ACTIVITIES REPORT FORM

Name _____ Date _____

Committee _____

Description of activity:

How many American Legion Auxiliary members participated in the activity? _____ Junior members? _____

Number of hours volunteered for this activity? _____

Names of Auxiliary members and hours volunteered:

How much was spent by the Unit for this activity? _____

Number of adults & children benefiting from the activity (number of people served) _____

Special programs: Number of materials distributed (coloring books, treat bags, small flags, etc.) _____

Direct Aid: (Cash prizes, scholarship, donation of cash)

Amount of direct cash aid given by Unit? _____

Amount of direct cash aid given by individuals? _____

Number of adults/children given direct cash aid? _____

Goods Donated: (Donations of food, clothing, books for library)

Value of goods given to adults/children by Unit? _____

Value of goods given by individuals? _____

Number of adults/children helped with goods? _____

Description of goods/items donated: (use back of page)