



**JUNIOR LEADERSHIP
COURSE
of the
AMERICAN LEGION
AUXILIARY**

Revised 2009

JUNIOR LEADERSHIP COURSE
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INTRODUCTION

JUNIOR LEADERSHIP TRAINING DIRECTIONS

MINI COURSE I: PARLIAMENTARY PROCEDURE AND PROTOCOL

PACKET ENCLOSURES:

Suggested Agenda
Vocabulary Cards (Section 2)
Flag Etiquette: A Guideline for American Legion Auxiliary Meetings (Section 6)
Protocol: A Guideline for American Legion Auxiliary Meetings (Section 7)
Test, Test Answer Key (Attachments)

INSTRUCTIONS:

This Junior Leadership Course is arranged in two parts. The directions to the Senior Auxiliary member(s) presenting the course are at the beginning of the document. It is suggested that Sections 1 through 8 be copied for each Junior attendee for Mini-Course 1. Juniors will be able to follow along during the presentation and utilize these sections as reference materials after completion of the Leadership Course.

For Mini-Course 2, Auxiliary Programs, Section 10 should be copied and distributed to each Junior member.

It is suggested that Vocabulary Cards be printed on poster board material due to the nature of their use. These cards will hold up for repeated use better if covered with clear contact paper.

MATERIALS YOU MUST FURNISH:

Flag, banner, and two stands
Gavel
Corsage

COMMENTS:

This is a basic course in Parliamentary Procedure which includes parliamentary terms, order of business, steps in presenting and passing a motion, flag etiquette, and protocol. Elections, steps in amending motions, and privileged motions have been omitted as their inclusion would constitute far too much for mastery in a two hour period. Mini-course 2 can be given at a different time for completion of the entire Leadership Course.

PROPOSED JUNIOR LEADERSHIP TRAINING AGENDA

- I. Opening: follow Manual of Ceremonies
- II. Welcome and introductions
- III. Presenting course purposes which are to acquaint participants with the language of parliamentary procedure, the steps in presenting a motion, the basic rules of conducting a meeting, and the rules governing courtesy to guests and flag etiquette.
- IV. Discussing the image a young lady projects, how to make a good first impression, public speaking, and etiquette. *See Section 1.*
- V. Presenting and discussing vocabulary terms. Review vocabulary terms by distributing cards among participants randomly. Ask each participant to hold up the card when a definition of the corresponding word is given. *See Section 2.*
- VI. Identifying and discussing steps in presenting a motion. Demonstrate the procedure with senior members in attendance. Then assign roles to junior members, repeating the procedure. (Ask a participant to think of something she might like to suggest in her own Unit and to state it in the correct form.) Go through all steps, repeating the procedure if confusion exists. *See Section 3.*
- VII. Identifying and discussing the procedure for presenting an amendment. *See Section 4.* Demonstrate procedure of presenting and amending a motion using senior member volunteers. Repeat the procedure with junior participants.
- VIII. Introducing Juniors to the roles of each officer. *See Section 5.*
- IX. Reviewing and demonstrating basic rules of protocol and flag etiquette. *See Sections 6 and 7.* Divide junior participants into two groups. One group will review the enclosed rules governing **Protocol** and the other group will review the enclosed guidelines for **Flag Etiquette**. Instruct each group to appoint a chairman who will lead the discussion and who will select group members to interpret and demonstrate the information involved. After allowing about ten minutes for this activity, call upon each chairman to share the information discussed with the assembly while companion group members demonstrate the respective procedures.
- X. Conducting a **mock meeting** with participants playing roles of officers and members. The roles of officers (*Section 7*) may be distributed by assignment, random drawing, or volunteering. A minimum of eight participants are needed for this exercise to be effective. Senior members could participate or junior participants asked to assume multiple roles in order to fill the needed number of roles. Additional equipment needed

for this activity is a gavel, corsage, flags and stands, and pen and paper. As Instructor you will act as facilitator, assisting in the event of confusion or difficulty.

XI. Explaining the meaning of the American Legion Auxiliary Preamble. *See Section 8.*
Juniors will enjoy being assigned to read portions of the section.

XI. Completing the enclosed test. *See Section 9.*

Option #1: Present test at beginning of course requesting participants to read over and complete during course when information is gained.

Option #2: Complete test in groups, allowing participants to discuss.

Option #3: Complete tests individually with handouts available for reference.

XIII. Closing ceremonies. (Follow manual)

SECTION 1

YOUR IMAGE

WHAT IS AN IMAGE?

What kind of image do you project to others? What image do you want to project? An image is a mental picture formed about someone or something. It may be a true likeness or one that is distorted. We often judge others on first impressions, and likewise, we are judged by the first impression we present.

FIRST IMPRESSIONS

You never get a second chance to make a first impression! The first impression people form of you is the one which will stay in their minds no matter how many times you meet them. It is very difficult to change what people remember. It is worth your time and effort to make sure you are projecting the image you want people to remember from the first time you meet.

MEETING PEOPLE FOR THE FIRST TIME

Meeting people is something that we do throughout life. Yet, these can be difficult and stressful situations if we aren't comfortable with our ability to reach out to others. What do you say to someone new? You should offer your name and find out theirs. Then you should use their name three or more times in the next two minutes. Repeating their name will help you remember it. During this time you can find out something about them to help you remember them.

Trying to figure out ahead of time just what you might say in an introduction is difficult because you never know just how the other person will respond. It is usually better to relax, listen to what is being said and visit in a friendly manner. Remember, it is more comfortable to begin immediately and not wait too long before saying hello and introducing yourself.

TELEPHONE ETIQUETTE

Often the first impression you get of a person is over the telephone. Have you ever made a call and had the voice on the other end answer with a grumpy response? Or, if you requested some information, the voice made it quite clear that you were interfering in something which was much more important than you were? Perhaps the person was friendly but used such poor grammar, with several "yeahs" or "nopes," that the picture you formed in your mind of this person made them seem incompetent. An image is formed from the tone of voice and the words spoken.

Just because people cannot see you as you talk on the phone does not prevent them from forming a lasting image of you. They will judge your friendliness, helpfulness and effectiveness by your telephone attitude.

LETTER WRITING AND EMAILING

Letter writing and emailing are other ways we tell others about ourselves and our interests. There are formal guidelines to use for correct format and grammar. There are special kinds of letters we write to make requests, issue complaints or to say thank you. Remember, two of the most important words in the English language are “THANK YOU.”

BODY LANGUAGE

Notice people as they sit. No matter how well dressed they are, you can tell how they feel about themselves by the way they are sitting. Sitting correctly is especially important if you are sitting on any kind of an elevated platform waiting your turn at the podium. People will have their minds made up about you before you stand up and say the first word.

PUBLIC SPEAKING

People report that one of their greatest fears is public speaking. Standing up and making a speech can trigger shaky knees and butterflies in even the most experienced speaker. In spite of “presentation jitters,” most of us would like to have the confidence to communicate our ideas more effectively.

There is really no easy way to do this. It takes practice, practice, practice. Start small and gain confidence through experience.

Impressions of a speaker are reinforced starting with the first sentence uttered. People will make up their minds whether to believe in what you are saying and whether to listen to the rest of the presentation.

PERSONAL APPEARANCE

Image includes things that detract as well as what goes to make us attractive. What do your hairstyle, grooming and clothing say about you? The way that you “put yourself together” is sometimes called packaging. Just like manufacturers who spend a great deal of time and effort in packaging products so they will sell at the store, a person can give much consideration to the way they want to look to others.

Much of our communication with others is non-verbal. We use gestures, postures, eye movements, and personal space in a way that reflects our inner feelings, reveals opinions and sends status messages. We are not always conscious of sending these messages, but they are a part of how others “see” us.

What is it that you notice about others? It might be the length of hair, scuffed shoes or run-down heels. It could be a safety pin that is substituting for a missing button. How about a skirt that is a bit too short or a slip that shows? All these things make up the total package that a person is selling.

PERSONAL GROOMING

We have all heard that how we look is only skin deep. Of course, we all know that in the long run it is what we are inside that counts. But who says that looking good has to conflict with being serious or sensitive or intelligent. Making the correct choices of clothing, actions and attitudes helps any person to make the most of natural assets.

We groom ourselves carefully, not only because we want to make a good impression, but because looking our best gives us confidence. When we feel good, we usually act accordingly and get a more positive response from others.

POSTURE

Posture is another aspect of image – how well you hold your body upright and straight. Practice correct posture in front of your mirror and if you carry this image with you, you will begin to improve your posture.

SELF-ESTEEM

The first ingredient in a successful image may well be self-esteem. Self-esteem has been described as unconditional love for oneself, meaning that we can accept ourselves in spite of faults and mistakes. We are all worthwhile persons in the process of growing and becoming. This means that we have the capacity to change. How we feel about ourselves has an effect on how we act. To improve our image we must learn to like ourselves better and be more self-accepting.

Good manners are based on treating others as we, ourselves, would like to be treated. Helping others to feel good about themselves helps us, too. All people need and want to be accepted.

SECTION 2

VOCABULARY

(followed by an example)

adjourn – to end a meeting officially. When the business was finished, the meeting **adjourned**.

agenda – a list of the order of business to be considered. The last item on the **agenda** is discussion of a fundraiser.

amendment – a proposal to change a motion. An **amendment** limiting the price of the gift to \$15.00 was defeated.

carried – supported by the necessary number of members for acceptance by the group. The motion that we hold a dance was **carried**.

chair – short form of the word chairman used to refer to the member conducting the meeting. A member stood and addressed the **chair**.

floor - recognition by the presiding officer for the purpose of speaking. Please do not interrupt while the secretary has the **floor**.

majority vote – more than one half the legal votes cast. A **majority vote** is the required vote for most group decisions.

minutes – a record of the meeting that is kept by the secretary. The secretary will read the **minutes** of the last meeting.

motion – any proposal for action presented to a group. A **motion** was made to donate \$50 to the Veterans Home.

nomination – the proposal of a member for an office. Jane Smith was placed in **nomination** for the office of Unit President.

plurality vote – the greatest number of votes cast for a candidate in an election involving three or more candidates. Sue Brown won the election by a **plurality vote**.

ex officio – by virtue of her office. The President is **ex officio** a member of the Membership Committee.

ballot – a written vote. The officers will be elected by **ballot**.

gavel – the traditional mallet used by the presiding officer to maintain order. The President called the meeting to order with one rap of the **gavel**.

ratify – to officially approve. The members will **ratify** the President’s selection of a Convention Chairman at the next meeting.

second – endorsement of a motion. A motion has been made and **seconded** that \$25.00 be donated to the American Red Cross.

unanimous – a vote completely for or against. Mary Smith was the **unanimous** choice of the Unit for President.

quorum – the number of members needed to hold a meeting as stated in the by-laws of an organization. No meeting was held last month since a **quorum** was not in attendance.

question – proposal for action presented in the form of a motion. Following a brief discussion, the President asked, “Are you ready for the **question**?”

tellers – members selected by the chairman to collect and count votes. Jane and Mary were selected as **tellers** for the election.

SECTION 3

MAKING A MOTION

A proposal for action is made in the form of a motion. For the group to consider a motion, at least two members must be in favor it. The first member makes the motion. The second member seconds the motion to show her approval. There is no limit to the number of motions a member may make.

Motions should be expressed in an affirmative manner – that is, they should suggest that the group do something rather than that it not do something.

There are eight simple steps in presenting a (main) motion;

1. The member rises and addresses the Chair (Chairman).
2. The member is recognized by the Chair.
3. The member states her proposal.
4. Another member seconds the motion.
5. The motion is restated by the Chair.
6. The chairman conducts the discussion.
7. The chairman puts the question to a vote.
8. The chairman announces the result.

Below is an example of making a motion:

1. Stand and address the chairman: “Madam Chairman” or “Madam President.” Do not speak until you are recognized by a nod or by name.
2. When you have been recognized, state the motion so that all can hear: “I move this group give a rising vote of thanks to its advisor, Mrs. Smith.” (Be sure you have your motion clearly in mind, and worded as briefly as possible. Write it out if you can and remember to begin your motion with the three words, “I move that.”)
3. After the motion has been made, another member, without waiting to be recognized, calls out: “I second the motion.”
4. The motion having been made and seconded, the chairman states the motion by saying: “It has been moved and seconded that this club give a rising vote of thanks to its advisor, Mrs. Smith.
5. Once the motion has been stated by that chairman, it is open to discussion and debate. Any member may now rise to agree or disagree with the proposal. For example, a member may rise and say: “Madam Chairman.” The chairman says: “Betsy,” giving her permission to speak. Betsy may wish to say: “I agree with the motion. Mrs. Smith has given her time to us and we should express our thanks.”

6. The chairman inquires: “Is there any further discussion?” When no one rises to discuss the motion further, the chairman asks: “Are you ready for the question?” meaning Are you ready to vote? Hearing no objection, the Chair assumes members are ready to vote.
7. The chairman says: “It has been moved and seconded that this group give a rising vote of thanks to its advisor, Mrs. Smith. All those in favor of the motion say, Aye.” Members in favor of the motion say: “Aye.” The chairman then says: “Those opposed say, No.” The members who disapprove of the motion then say: “No.”
8. The chairman then announces the vote: “The Aye’s have it. The motion is carried.” Or, “The No’s have it. The motion is defeated.” A majority vote is needed to carry the motion. A majority vote is more than one half the legal votes casts.

SECTION 4

AMENDING A MOTION

Often, a motion under consideration does not indicate what the group really wants to do. An **amendment** is the means by which a proposal is changed to get nearer to the group's wishes. An amendment can change a motion by striking out, by adding, or by substituting.

- Motion:** "I move that we hold a bake sale at the corner store."
Amendment: "I move that we amend the motion by substituting the words American Legion Hall for the words 'corner store.'"
Motion: "I move that this group contribute \$10.00 to the Girl Scouts and \$5.00 to the Boy Scouts."
Amendment: "I move that the motion be amended by striking out the words 'and \$5.00 to the Boy Scouts.'"
Motion: "I move that we purchase a cake for our next meeting."
Amendment: "I move that the motion be amended by adding the words 'and ice cream' after the word cake."

The following procedure is followed when presenting amendments:

- Step #1:** The motion is made, seconded, and opened for discussion. "I move that the club donate \$25.00 to the Veterans' Hospital."
Step #2: The amendment is made, seconded, and open for discussion. "I move to amend the motion by changing \$25.00 to \$15.00."
Step #3: The chairman asks: "Is there further discussion?" Hearing none, she asks: "Are you ready for the question?"
Step #4: Hearing no objection, the chairman restates the amendment. "It has been moved and seconded to amend the motion by changing \$25.00 to \$15.00." She, then, instructs those in favor to say "Aye" and, following their response, those opposed to say, "No."
Step #5: The chairman states: "The Ayes have it. The amendment is carried and the motion now reads, 'that the club donate \$15.00 to the Veterans' Hospital.'" or "The No's have it. The amendment is defeated and the motion remains unchanged: 'that the Club donate \$25.00 to the Veterans' Hospital.'"
Step #6: The chairman, then, returns to a discussion, or debate, of the motion, the vote, and announcement of the results. (See steps #5-8 under presenting a motion.)

SECTION 5

ROLES OF OFFICERS

MOCK MEETING

Role # 1 – President

As President, your job is to conduct the meeting according to the meeting procedure outlined in the **Junior Activities Handbook** of the American Legion Auxiliary.

President (rises) “The members will please rise and salute while the flags are advanced.”
(*Three raps of gavel followed by advancement of colors*)

“Our Chaplain will offer prayer.” (*Chaplain gives prayer.*)

“Please join in reciting the Pledge of Allegiance to the flag.” (*Pledge is recited*)

“We will sing our National Anthem, ‘The Star Spangled Banner.’”
(*Anthem is sung*)

“Join in repeating the Preamble to the Constitution of the American Legion Auxiliary.” (*Preamble is repeated*)

(*With one rap of the gavel*) “I now declare the meeting of the Junior Group of Unit #1, Department of New York, regularly convened.”
(*Members are greeted and guests introduced.*)

Role #1

ORDER OF BUSINESS:

Roll Call

Reading and approval of minutes of previous meetings

Reports of officers and committees

Reading of communications

Unfinished business/New business

Remarks by Instructor/Guest

Announcements

President

“If there is no further business to come before the meeting, the Chaplain will lead us in prayer.” (Three raps of gavel signal that all members rise. This is followed by the Chaplain’s prayer.)

“Til we meet again, let us remember that our obligations to our country can only be fulfilled by the faithful performance of all duties of citizenship. Let service to the community, state and nation be ever a main objective of the American Legion Auxiliary and its members. Let us ever

be watchful of our organization and ourselves, that nothing shall swerve us from the path of Justice, Freedom, and Democracy.”

“The color bearers will retire the colors.” (*Members salute as colors are retired*)

“The Chair declares the meeting adjourned.” (*One rap of the gavel*)

Role #2 – Secretary

As Secretary, it is your job to call the roll (if taken), to read the minutes of the previous meeting and any communications received, and to record all action taken at the meeting. A thank you note, received from Mary Parker, is attached as is a copy of the minutes of the last meeting.

ORDER OF BUSINESS:

Call to order

Roll Call

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Unfinished business/New business

Remarks by Instructor/Guest

Announcements

Adjournment

Role #2 (Attachment – Thank you note received)

George Washington Unit #1
American Legion Auxiliary
50 Freedom Drive
Flagship, NY 12345

Dear Members,

Thank you all so much for the beautiful flowers that arrived while I was in the hospital. They certainly cheered me up.

Sincerely,

Mary Parker

Role #2 (Attachment)

Minutes

**George Washington Unit #1
American Legion Auxiliary
Junior Group**

(Fill in Recent Date)

The regular meeting of Unit #1 Juniors was called to order by President (name of person assuming ROLE #1) at 7:00 p.m. Eleven Juniors and one Senior were present.

Minutes of the previous meeting were read and approved. A balance of \$212.00 was reported in the Junior Fund. The Junior Membership Chairman reported that 16 Juniors have renewed their membership and 3 have joined for the first time this year bringing the total Junior membership to 19.

A letter was read from Post Commander Jones thanking the Juniors for serving refreshments at the recent dedication of the new Post home.

Nancy Smith shared information on a candy fund raiser with the group. Beth Stone reported that candy was already being sold by the school and made a motion that the group wait until next month for further discussion. The motion carried.

The Junior Advisor was presented for comments and announcements. She reported that plans for a Junior leadership Mini-course were completed and that it would be held on (today's date) and include instruction in Parliamentary Procedure and Protocol. She requested that Juniors sign up following the meeting if they planned to attend.

Jr. President (person assuming Role #1) announced that refreshments would be served following the meeting.

There being no further business, the meeting adjourned at 8:15 p.m.

(Your name)

Junior Secretary

Role #3 -- Chaplain

As Chaplain, it is your duty to offer prayer during the opening and closing ceremonies upon introduction by the President for that purpose. The opening prayer is announced following the advancement of colors and the closing prayer is first in the order of closing activities.

ORDER OF BUSINESS:

Call to order

Roll Call

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Reading of communications

Unfinished business/New business

Remarks of Instructor/Guest

Announcements

Adjournment

OPENING PRAYER: “Our Father, we thank Thee for this great country of ours, and for the sacrifice and service of our loved ones who have preserved it for us. Help us as Junior members of the Auxiliary to continue this loving service to those less fortunate than we. Amen.”

CLOSING PRAYER: “Our Father, we thank Thee for whatever good we have accomplished and for Thy guidance as we continue in Thy service. Amen.”

Role #4 -- Treasurer

As Treasurer, your job is to keep a record of all Junior expenditures and report on said expenditures at each meeting.

ORDER OF BUSINESS:

Call to order

Roll Call

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Reading of communications

Unfinished business/New business

Remarks of Instructor/Guest

Announcements

Adjournment

TREASURER'S REPORT:

Balance in Junior Fund as reported at last meeting:	\$212.00
Expenses:	
Flowers for Mary Parker	<u>\$ 15.50</u>
Balance of Junior Fund as of today:	\$196.50

Role #5 – Sergeant-at-Arms

As Sergeant-at-Arms you are responsible for order at meetings, for proper advancement, and care of the colors, as well as courtesies to and escort of guests in the absence of a Distinguished Guest Chairman.

ORDER OF BUSINESS:

Call to order/Opening ceremonies/greetings and introductions

Roll Call

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Reading of communications

Unfinished business/new business

Remarks of Instructor/Guest

Announcements/Closing ceremonies

Adjournment

(A few moments should be taken before the meeting is called to order to secure flags, to check on location of flag stands, and to instruct the color bearers on the procedure you will follow in advancing and retiring the colors.)

Refer to sheets on Protocol and Flag Etiquette distributed to participants.

Role #6 – Color Bearer (U.S. Flag)

As a bearer of the flag of the United States of America, you will take care to adhere to the procedures outlined on the Flag Etiquette sheet and to follow instructions given to you by the Sergeant-at-Arms. Remember that the flags are advanced as soon as members are called to order and retired immediately following the completion of business.

ORDER OF BUSINESS:

Call to order/Opening ceremonies/Greetings and introductions

Roll Call

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Reading of communications

Unfinished business/New business

Remarks of Instructor/Guest

Announcements/Closing ceremonies

SPECIAL TASK: The subject of a candy fund raiser was brought up at the last meeting and action was taken postponing discussion until this meeting. You favor a fund raiser since the group likes to have a field trip every year which is quite expensive. Bring up the subject at the proper time in the meeting and, then state your idea as a motion.

Role #7 – Color Bearer (Unit Banner)

As bearer of the Unit banner, you will take care to adhere to the procedures outlined on the Flag Etiquette sheet and to follow instructions given to you by the Sergeant-at-Arms. Remember that the flags are advanced as soon as members are called to order and retired immediately following the completion of business.

ORDER OF BUSINESS:

Call to order/Opening ceremonies/Greetings and introductions

Roll Call

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Reading of communications

Unfinished business/New business

Remarks of Instructor/Guest

Announcements/Closing ceremonies

Adjournment

SPECIAL TASK: Your Junior group always marched in the Memorial Day parade but never any more. You would like the group to participate in the Independence Day parade this year. Bring up the subject at the proper time in the meeting and then, state your idea as a motion.

Role #8 – Membership Chairman

As Membership chairman, your job is to promote Junior membership and report on the current membership figures regularly. The membership report should be offered when committee reports are called for.

ORDER OF BUSINESS:

Call to order/Opening ceremonies/Greetings and introductions

Roll Call

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Unfinished business/New business

Remarks of Instructor/Guest

Announcements/Closing ceremonies

Adjournment

MEMBERSHIP REPORT:

Members as of the last meeting:	New Members:	3
	Renewals:	16
Memberships gained this month:	New Members:	2
Total paid up membership:		21

Role #9 – Vice President

As Vice President, it is your responsibility to assume the duties of the President during any temporary absence. Be ready to assume responsibility for conducting the meeting should the President be called away.

ORDER OF BUSINESS:

Call to order/Opening ceremonies/Greetings and introductions

Roll Call

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Reading of communications

Unfinished business/New business

Remarks of Instructor/Guest

Announcements/Closing ceremonies

Adjournment

SPECIAL TASK: The Vice President should take an active interest in the activities of the group. Make it a point to participate in any subjects brought up for discussion and speak either for or against motions under consideration unless, of course, you have been called upon to assume the duties of the President.

Role #10 – Instructor/Guest

As the Instructor, you will also fill the role of the distinguished guest, receiving a corsage and escorted to a position of honor on the dais (raised platform or table in front of room). When called upon to speak, be sure to note things that participants remembered to do correctly first. Then add constructive suggestions for improvement.

Since nominations are not covered in this mini-course, you may want to spend just a few minutes on them at this point in the program noting the following:

1. Nominations require no second.
2. Voting can be by a show of hands or by written ballot.
3. Tellers are appointed by the President to count written ballots.

ORDER OF BUSINESS:

Call to order/Opening ceremonies/Greetings and introductions

Roll Call (Will be announced to indicate its position but not called as none exists)

Reading and approval of minutes of the previous meeting

Reports of officers and committees

Reading of communications

Unfinished business/New business

Remarks of Instructor/Guest

Announcements/Closing ceremonies

Adjournment

SPECIAL TASK: If Vice President's role is filled, instruct the President to become sick at a point in the meeting before you are to speak. This will allow another member to conduct a portion of the meeting.

SECTION 6

FLAG ETIQUETTE GUIDELINES FOR AMERICAN LEGION AUXILIARY MEETINGS

When carrying the flag of the United States of America, the left hand is placed up on the staff, the right hand straight down and firmly on the staff.

When the flag of the United States of America is advanced or retired with another flag or banner, the flag of the United States is always to its own right.

The eagle on top of the staff always points in the direction it is moving; hence, the eagle flies. When posted, the eagle faces the audience.

When advancing the flag of the United States of America and the Auxiliary banner, always cross in front of the President's station, the flag of the United States of America crossing closest to the President's station.

Post the flag of the United States of America first and, then, immediately post the banner.

Do not touch flag or banner after posting but allow it to hang free.

Once flag and banner are posted, the color bearers take one step back and salute before returning to stations.

Post colors are always posted inside Auxiliary colors at joint functions.

When retiring colors, stop about three feet from the colors, and salute the flag before retiring the colors.

Step to your left, to the side and slightly behind the flag of the United States of America to remove it from the standard.

Never step between the flag and the banner. (This practice is referred to as "breaking colors" and is considered disrespectful.)

Do not cross in front of the President's station when retiring colors as the flag of the United States of America is, already, on its own right.

The flag and banner should not be rolled, but folded against the staff and secured with a cord when retired.

Salute the flag by standing at attention with your right hand over your heart when a salute is called for, when the flag of the United States is in motion, when the Pledge of Allegiance is recited, and when the National Anthem is played or sung.

When a crowded hall dictates the necessity of advancing colors in single file, the line advances from the right and retires from the right.

The flag of the United States of America should never be allowed to touch the floor.

SECTION 7

PROTOCOL

A GUIDELINE FOR AMERICAN LEGION AUXILIARY MEETINGS

The meeting should begin on time.

The presiding officer is always seated in the center.

Guests and officers are usually seated according to rank; the highest ranking to the right of the presiding officer and the lesser ranking to her left.

The most distinguished guest is seated to the right of the presiding officer. (The one exception to this is during the business portion of a meeting in the event that a Parliamentarian is acting).

The Distinguished Guest Chairman or other appointed member should be at the door to receive guests arriving and to present a corsage if one is to be presented. Upon the guest's arrival, the Sergeant-at-Arms should notify the presiding officer.

The Sergeant-at-Arms or Distinguished Guest Chairman, when escorting, will keep the guest on her right. If she takes hold of the guest's arm it will be the left arm.

The distinguished guest is always escorted alone.

A guest not known to the assembly is introduced while one already known is presented.

When presenting or introducing guests for recognition only, begin with the highest ranking guest; when guests are to speak, no matter how briefly, begin with the lowest ranking guest.

Demand respect from the membership both when conducting the meeting and during the guest's message. Use the gavel when needed, but only when needed, to maintain order in the assembly.

Any gifts which are to be presented to a guest are presented at the conclusion of her message.

Guests should never be expected to participate in raffles.

A reception line to honor a distinguished guest is headed by the person chairing the reception and takes the names of members and identifies each for the Distinguished Guest Chairman who, in turn, presents members to the presiding officer. The presiding officer, then, introduces the member to the distinguished guest.

The American Legion Auxiliary pin is worn over the heart. No decoration other than a corsage or Flag Pin is worn over the pin.

SECTION 8

EXPLANATION OF THE PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION AUXILIARY

These one hundred and thirty-three words are familiar to every member of the American Legion Auxiliary. They have been repeated time and time again by millions of women since 1920. Each time they are voiced, the commitment to the Auxiliary is made anew. Each and every year, we should reflect on the full meaning of each familiar phrase.

When the American Legion Auxiliary was formed to aid in the peace time service of The American Legion to the United States, it was natural and right that the purposes of the Auxiliary be expressed in the same words which set forth the purposes of the Legion. Therefore, the Preamble to the Constitution of the Auxiliary is nearly identical to that of the Legion's Preamble to the Constitution with the addition of the very significant phrase "to participate in and contribute to the accomplishment of the aims and purposes of The American Legion."

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

"To uphold and defend the Constitution of the United States of America . . ."

The first of the ten principles of The American Legion and Auxiliary is a sacred pledge of allegiance to the Constitution of the United States. It is most appropriate that the first thoughts of the Preamble be dedicated toward the continued defense of our nation by those very persons who have either served in wartime or have a close relative who served. The pledge to uphold and defend the democracy of America is the first obligation of every Legionnaire and Auxiliary member.

"To maintain law and order . . ."

Law and order must be maintained if freedom is to be maintained. Liberty is not license. Good government means that all citizens are secure in their lives and property. To this The Legion and Auxiliary are pledged by the second principle of the Preamble.

"To foster and perpetuate a one hundred percent Americanism . . ."

The term "Americanism" covers all of the things which have made the American nation great and the American people free. It implies qualities of character as well as principles of government. Under this Constitution principle, The Legion and Auxiliary have worked and are continuing to work to defeat the attempts of subversive organizations to undermine our system, to build loyalty to and confidence in American ideals, and to develop an American citizenship capable of making America's free form of government a constantly greater success.

"To preserve the memories and incidents of our associations during the Great Wars..."

Every member of the Auxiliary has a close personal association with the sacrifice of war—be it World Wars I and II, Korea and Vietnam, or more recent conflicts. The association and incidents of these struggles are to be remembered not only for their heroes, and their victories for freedom, but also to remind us of the awful implications and inevitable tragedies accompanying any war.

“To inculcate a sense of individual obligation to the community, state and nation . . .”

The individual is the basis of the American nation. Unlike other ideals of government, the American ideal places the individual first. The nation belongs to the individual, not the individual to the nation. The government exists for the purpose of serving the individual, not the individual for the purpose of serving the nation. If this ideal is to survive, there must be a voluntary sense of obligation of the individual to the nation and its component parts, the community and state. The American citizen serves his community, state and nation, not as a driven slave, but as a free man guided by his own sense of duty. To inculcate this feeling among all Americans is one of the great purposes of The Legion and Auxiliary.

“To combat the autocracy of both the classes and the masses . . .”

If America is to remain “the land of the free” the government must always be a government of all the people and for all the people. No classes are recognized in America. No masses of down trodden people exist. Neither must be permitted to develop. America has been kept the country of opportunity for all, where every citizen’s first allegiance is to the nation, not to some social or economic class or mass. Dominance must not be gained by any such grouping of Americans. This is another basic pledge of The Legion and Auxiliary.

“To make right the master of might . . .”

The American form of government guarantees equal rights to all citizens. The American Legion and Auxiliary, born from a struggle against ruthless might, pledges all their strength to a continued struggle to prevent invasion of the rights of any citizen by any force, no matter of what character.

“To promote peace and goodwill on earth . . .”

The members of The Legion and the women of the Auxiliary know well the ghastly futility of war. We know that war brings only misery to any nation which engages in it, to the victor as well as to the mind. We pledge ourselves to promote peace and goodwill among nations. We have worked steadily in the cause in the face of forces which have sought to sow enmity and war throughout the world.

“To safeguard and transmit to posterity the principles of justice, freedom and democracy . . .”

These were the principles which inspired America’s great war of efforts over the decades, and The Legion and Auxiliary stand determined that these principles shall not be lost to America in time of peace. Following this pledge, The Legion and Auxiliary work to safeguard justice, freedom and democracy against the dangers of indifferent citizenship and undermining by their enemies. It

strives to give understanding of and devotion to these principles to the younger generations of Americans so that they will endure for the future of the country.

“To participate in and contribute to the accomplishment of the aims and purposes of The American Legion . . .”

Thus, the Auxiliary pledges its full strength to the support of The American Legion and affirms its character as an auxiliary to The Legion. Always, it has been faithful to this pledge, directing all of its activities toward the “accomplishment of the aims and purposes of The American Legion.”

“To consecrate and sanctify our association by our devotion to mutual helpfulness.”

In this final phrase of the Preamble is set forth the purpose which has guided The Legion and Auxiliary in all of their vast rehabilitation and youth work, in everything they have done to lighten the burden for those suffering from the results of wars and to bring full justice to those paying the human price of America’s victory. In this work of mercy and relief, the Auxiliary has made great contributions toward the achievement of The Legion’s purpose.

SECTION 9

AMERICAN LEGION AUXILIARY

PARLIAMENTARY PROCEDURE AND PROTOCOL

TEST 1

A. Match each definition below with the correct term on the left.

- | | |
|------------------------|---|
| 1. _____ majority vote | a. a formal proposal of a person as a candidate |
| 2. _____ adjourn | b. all votes were cast in favor of the motion and no votes were cast against the motion |
| 3. _____ agenda | c. the chairman or presiding officer |
| 4. _____ quorum | d. end a meeting officially |
| 5. _____ tellers | e. one more than half |
| 6. _____ unanimous | f. official record of motions made and actions taken by an organization |
| 7. _____ chair | g. members selected to count and tally votes in a secret ballot |
| 8. _____ amendment | h. the number of members who must be present to conduct a meeting |
| 9. _____ nomination | i. a list of business to be considered at a meeting |
| 10. _____ minutes | j. any proposal for action presented to a group |
| 11. _____ motion | k. a mallet used by the presiding officer to keep order |
| 12. _____ floor | l. a proposal to change a motion |
| 13. _____ ballot | m. recognition by the presiding officer for the purpose of speaking |
| 14. _____ second | n. a written vote |
| 15. _____ gavel | o. support or endorsement of a motion |

B. Number the entries below to indicate the usual order of business.

- | | |
|------------------------------|-------------------------------------|
| 16. _____ Announcements | 21. _____ Call to Order |
| 17. _____ New Business | 22. _____ Approval of Minutes |
| 18. _____ Roll Call | 23. _____ Unfinished Business |
| 19. _____ Reading of Minutes | 24. _____ Committee Reports |
| 20. _____ Adjournment | 25. _____ Reading of Communications |

C. Circle the letter of the word or words which will correctly complete each statement below.

26. The presiding officer is always seated _____.
- a. to the right of the center
 - b. in the center
 - c. to the left of the center
27. The American Legion Auxiliary pin is worn _____.
- a. on the left lapel
 - b. on the right lapel
 - c. over the heart
28. A distinguished guest is always _____ of her escort.
- a. to the right
 - b. to the left
 - c. behind
29. A distinguished guest known to the assembly is _____.
- a. introduced
 - b. presented
 - c. nominated
30. Guests should never be expected to participate in _____.
- a. raffles
 - b. banquets
 - c. entertainment

31. Gifts secured for a distinguished guest are presented _____.
- at the conclusion of the guest's remarks
 - upon the guest's arrival
 - when the guest is introduced
32. A reception line is headed by _____.
- the president
 - the honored guest
 - the reception chairman
33. Only two types of decoration can be worn over the Auxiliary pin. One of these is a _____.
- name tag
 - corsage
 - military insignia
34. As soon as a guest arrives, the Sergeant-at-Arms should _____.
- escort him/her to the dais
 - notify the presiding officer
 - request that he/she sign a guest book
35. It is considered disrespectful to _____.
- seat lesser ranking officers to the left of the presiding officer
 - walk between flags
 - rise when distinguished guests are escorted to the dais
36. When the flag of the United States of America is presented with a banner, the flag is always _____.
- to its own left
 - to its own right
 - behind the banner
37. When carrying the flag of the United States of America, the left hand is placed _____.
- up on the staff
 - down on the staff
 - upon the flag

38. When retiring colors, stop about three feet from the colors and _____ before retiring the colors.
- a. bow
 - b. address presiding
 - c. salute
39. Post colors are always posted _____ Auxiliary colors when advanced for a joint function.
- a. inside
 - b. outside
 - c. behind
40. The flag of the United States of America should be posted _____.
- a. before the banner
 - b. after the banner
 - c. at the same time as the banner

D. Mark T before each statement which is correct and F before each statement which is incorrect.

41. _____ The first two words of any motion presented are, "I move"
42. _____ Before a motion can be discussed or voted upon, it must be seconded.
43. _____ A member wishing to change a motion under consideration may move that the motion be tabled.
44. _____ A member may make only one motion at a meeting.
45. _____ The chair announces the results of a vote on a motion.
46. _____ A show of hands is an acceptable form of voting.
47. _____ A motion may be amended by adding, striking out, substituting, or a combination of the above.
48. _____ Written ballots are always counted by the presiding officer.
49. _____ Nominations of candidates for office do not require a second.
50. _____ An amendment must be voted upon before the main motion.

SECTION 10 - MINI-COURSE 2 **AMERICAN LEGION AUXILIARY PROGRAMS**

AMERICANISM

The mission of the Americanism Committee is to promote and recognize outstanding achievement in patriotism and citizenship and to instill these values in our youth. The Americanism work of the Auxiliary includes all activities tending to perpetuate American ideals and to uphold the principles of American democracy. The security of America lies in a citizenry in whose minds and hearts is ingrained a true understanding of and love for those ideals and principles upon which the nation was founded; a citizenry willing to perform these duties even at the cost of great personal sacrifice. Americanism work is largely educational in character and is usually divided into three phases: work with the youth, the adult, and the community. All matters pertaining to the flag or patriotic education are rightly classified as Americanism activities.

Every citizen should have a thorough knowledge and understanding of the Constitution of the United States. Therefore, the Auxiliary has a very definite objective in emphasizing through its Americanism program the teachings of good citizenship. (i.e. promotion of the Oratorical Contests, Americanism Youth Conference and Americanism Essay contests).

Spirit of Youth Fund

This fund was established by the American Legion Auxiliary to support programs for young people. Tax-deductible contributions from individuals, organizations and estates are the basis of this permanent endowment fund for youth. The funds are expended for programs that benefit the youth of our nation and to enrich those programs, which already exist. Two such programs are the Americanism Youth Conference conducted each spring for the Auxiliary by Freedoms Foundation at Valley Forge, Pennsylvania and the four-year "Spirit of Youth Scholarship" for Junior Members. The fund also provides annual scholarships for the Girls Nation President, the Honorary National Junior President and the American Legion Auxiliary Girl Scout Achievement Award Winner.

WAYS TO INVOLVE JUNIORS: Participate in Americanism Essay contests, the Pocket Flag Project, and the Oratorical Contest. Conduct a discussion on Flag Etiquette. Promote respect of the American flag, assist veterans, provide flags to schools, churches and organizations, encourage citizens to vote in elections, and get involved with Operation Military Kids. Participate in the Veteran's History Project. Participate in both Eagle Scout and Girl Scout Gold Achievement awards. Partner with your school on Kids Voting mentorship programs. Sponsor citizenship classes and present flag codes, and small American flags to new citizens.

AUXILIARY EMERGENCY FUND

The mission of the Auxiliary Emergency Fund Committee is to raise funds for and awareness of the Auxiliary Emergency Fund, to promote knowledge about the program, to disseminate information to members about the application process, and to assist members in need.

The Auxiliary Emergency Fund (AEF) was established in 1969 through a bequest from the estate of Auxiliary member Helen Colby Small, of Burlington, Wisconsin. The Fund was designed to assist eligible Auxiliary members who have suffered a financial setback and is meant to be a bridge offering a helping hand until financial stability is re-established. In 1981 the Fund was expanded to include educational grants for qualified members.

The Auxiliary Emergency Fund provides eligible members with temporary assistance for:

1) Financial crisis; to pay for food, shelter and utilities; 2) Food and shelter; due to weather-related emergencies and natural disasters; and 3) Educational training; due to life changes such as death of a spouse, divorce, or separation, necessitating the Auxiliary member to assume the role of primary source of support for her family.

Members of the American Legion Auxiliary who have maintained membership for at least the immediate past two years and who have paid their dues for the current year (three consecutive years of membership) are eligible to apply. The maximum amount of any grant is \$2400.00 and may be disbursed as determined by the Grant Committee.

WAYS TO INVOLVE JUNIORS: Have a fundraising drive to raise funds for the Auxiliary Emergency Fund. Help distribute brochures about the AEF to spread the word that there is help to eligible members.

CAVALCADE OF MEMORIES

The mission of the Cavalcade of Memories Committee is to collect, chronicle and preserve the history of the American Legion Auxiliary through photographs, documents, personal mementos and other artifacts. In 1972 the American Legion Auxiliary established a Cavalcade of Memories museum at National Headquarters to display memorabilia of the Auxiliary's history. Members are invited to tour the cavalcade when visiting Indianapolis. Departments and Units are encouraged to create their own Cavalcade of Memories.

WAYS TO INVOLVE JUNIORS: Collect and help chronicle items to preserve the history of your local unit. Encourage your unit to have a Cavalcade of Memories if they do not have one.

CHILDREN AND YOUTH

The mission of the Children & Youth Committee is to work collaboratively with The American Legion to direct and sponsor programs and services that provide care and protection for our nation's children, especially those of our military and veterans. Although the program is derived

from mandates of The American Legion, the Auxiliary augments it through its continuing support of the overall program as well as through the sponsorship of special assignments and activities.

The purpose of the Children and Youth Committee is two-fold: 1) To assure care and protection for children of veterans eligible for membership in The American Legion; and 2) To improve conditions for all children.

Much of the Children and Youth work is concerned with helping or getting help for individual families of veterans who are in need.

The American Legion Child Welfare Foundation

In 1954 The American Legion's National Executive Committee authorized the creation of an American Legion Child Welfare Foundation with broad powers to use such funds as it might receive to benefit the children and youth of America. The Foundation was incorporated under the laws of the State of Indiana. It is the hope of the founders of this Foundation that, through it, funds may become available to finance research, special projects, demonstrations, and public education regarding children over and above the existing program. Through such activities, it is hoped that solutions may be found to some of the problems of child welfare. The primary source of funds to the Foundation has been from individual members of The American Legion and American Legion Auxiliary and from investments. In 1956 the Board of Directors of the Foundation, with the approval of the National Convention, established a Memorial Fund within the Foundation. Through the Memorial Fund, a Unit or individual may, through a contribution to the Foundation, memorialize a deceased member.

WAYS TO INVOLVE JUNIORS: Sponsor a child of a military family providing school supplies, clothes, etc., promote Operation Military Kids event, promote the Youth Hero Award program and seek out a hero in your community; help families with deployed family members; host a fundraiser to provide a scholarship to military child; host a fundraising event to provide financial assistance to someone in need, raise money for Children's Miracle Network.

COMMUNITY SERVICE

The mission of the Community Service Committee is to work in cooperation with The American Legion to direct and sponsor programs and services that provide care and protection for our nation's children, especially those of our military and veterans. Community Service has been a major activity of The American Legion and Auxiliary since 1926. It has resulted in the completion of a vast number of projects designed to make America a better place in which to live.

"Initiate, cooperate, but do not duplicate," has long been the goal of the American Legion Auxiliary in Community Service. Some suggested areas of community work are: *Health; Beautification and Safety; and Libraries.*

WAYS TO INVOLVE JUNIORS: Tutor younger students, plant trees and participate in community beautification projects, food drives, and *Make a Difference Day*, practice random

acts of kindness, thank local organizations (Fire or Police Departments) with cookies or cakes, sponsor a library activity for children, and participate in the Martin Luther King Day of Service. Other ways are to help purchase life-saving equipment for Sheriff, Police, or Fire Departments; give books in honor of or in memory of members; or collect and donate books.

CONSTITUTION AND BYLAWS

The Auxiliary's Constitution and Bylaws program encourages Auxiliary members to study and understand the organization's formal written policies and procedures, particularly as they relate to the rights and benefits of membership. Members are encouraged to review the Auxiliary Constitution and Bylaws on an annual basis and may submit ideas for review and possible change.

WAYS TO INVOLVE JUNIORS: Memorize the American Legion Auxiliary's Preamble, discuss rules and bylaws of your unit, review how to conduct a meeting properly and conduct a Junior meeting.

EDUCATION

The mission of the Education Committee is to promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion and support of education beyond high school. The education of all of America's children is essential for the future of our nation. The American Legion Auxiliary joins with The American Legion to aid and support the basic rights of all children to receive an appropriate education.

Our Education program initiates and supports state legislation and national mandates which would establish scholarship opportunities for students and maintain a summary of such scholarships that exist within their state; provides The American Legion's publication, *Need A Lift*; promotes literacy programs for students, pre-kindergarten through college, and adults, and strives to instill in students a sense of patriotism and Americanism by promoting veterans' participation in the classroom.

The American Legion Auxiliary national organization annually awards the following scholarships:

- National President's Scholarship (for children of veterans)
- Spirit of Youth Scholarship (for Junior members)
- Non-traditional Student Scholarships for Legion, Auxiliary or SAL members who have interrupted their college education or are beginning their education at a later stage in life.

WAYS TO INVOLVE JUNIORS: Give 10 to Education, invite a veteran to your classroom to share his/her story, promote the Legion and Auxiliary scholarships at your school, observe American Education Week, read to a group of children; participate in a mentoring program at school, collect school supplies for local school; sponsor a "Thank a Teacher Day" and provide snacks for them in the teacher's lounge; participate in Legion sponsored scholarships, if eligible:

Oratorical Scholarship or Samsung Scholarship; sponsor a fundraising event for the National President's Scholarship Fund; tutor an adult to help get her GED.

FINANCE

The mission of the Finance Committee is to oversee the general financial policy of the organization and to prepare and monitor the annual budget and its expenditures. An adequate budget ensures there will be funds earmarked for all purposes necessary to participate in the various Auxiliary programs throughout the year.

GIRLS STATE

The mission of the Girls State Committee is to provide an outstanding, unique and coveted educational opportunity to the young women of our nation that instills the basic ideals and principles of American government through the Girls State and Girls Nation citizenship training programs. The 1937 National Convention organized Girls State as a national Americanism activity. Girls State is a practical application of Americanism and good citizenship. The program is a non-partisan, nonpolitical attempt to teach and inculcate in the youth of America a love of God and country. A national committee to direct the program was created by the 1946 National Convention.

The purpose of Girls State is to provide citizenship training in every Department of the American Legion Auxiliary for girls who have completed their junior year of high school; to afford them an opportunity to live together as self-governing citizens; to inform them about the duties, privileges, rights and responsibilities of American citizenship, in order that they may understand and participate in the functioning of their government; and to help them grasp the meaning of some of the responsibilities which they must assume when they become adults.

Typically funds for Girls State are raised through Unit activities. A Unit interested in promoting the program but experiencing difficulty raising the funds may seek community support from local businesses, organizations or individuals. However, the American Legion Auxiliary remains the sponsor, and shall be known as such.

Girls Nation

Girls Nation is a continuation of Girls State that began in 1947 in Washington, D.C., with a focus on national government. Two girls are selected from each Girls State program and these "Senators" meet in Washington, D.C. for a week to campaign for political office, debate national legislation, visit national monuments and meet with their representatives and senators. The week is often capped with meeting the President of the United States at The White House. A National Girls State committee supervises the activity of Girls Nation and provides materials to Departments regarding selection and representation at Girls Nation. A compulsory registration fee is required from each Department for participation in Girls Nation.

WAYS TO INVOLVE JUNIORS: Help Senior Chairman with orientation of Girls State to serve refreshments or whatever is needed, raise money to sponsor a girl from your unit to go to Girls State; raise money to provide a scholarship to Girls State; if eligible, attend Girls State and return as a Junior Counselor.

JUNIOR ACTIVITIES

The mission of the Junior Activities Committee is to promote volunteerism through community based programs and services that involve veterans and to teach the principles of loyalty to God and country, justice, freedom and democracy to our young members. The enrollment in the Auxiliary of many daughters of American Legion members too young to take part in the regular meetings and activities prompted the formation of Junior groups within many Units.

Junior members are defined in the National Constitution as follows: “Junior membership shall consist of that group 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 active membership with full privileges.”

The voting age of eighteen years for members of the American Legion Auxiliary was adopted at the National Convention in Boston in October 1930. Junior members do not form a separate organization but are members of the American Legion Auxiliary, grouped separately so they may be given a program within the scope of their years and understanding. Junior membership is the training ground for active Auxiliary membership. When properly implemented Junior activities inculcate in Junior members the ideals of the Auxiliary. Junior groups function under the guidance of an advisor and committee from the Senior members. Juniors conduct their own meetings and carry out their own activities. The Junior officers shall be known as Honorary Junior officers. Their work should be coordinated with the work of the Senior group, and they should have a role in the regular Unit activities whenever possible so they will feel they are truly a part of the Auxiliary.

Most Auxiliary activities can be adapted to allow Juniors some level of participation in all phases of the year’s program.

The enrollment of Junior members from birth to six years of age is known as Tiny Tot enrollment. A parent or guardian must sign the application of a Junior member.

Junior Patch Program

Junior members are encouraged to participate in the Junior Activities Patch Program. Completing required criteria for patches affords Junior members the opportunity to increase their knowledge of the various aspects of the American Legion Auxiliary. Patches are available on topics such as patriotism, health, fitness, and leadership. Regardless of their location Juniors can be involved with the program as part of their active Junior group or as an individual member.

Junior Leadership Course

The Junior Leadership Course is included in the Handbook and is available from Department Headquarters and provides a means for Junior members to increase their knowledge about the American Legion Auxiliary.

WAYS TO INVOLVE JUNIORS: Volunteer to help Seniors in their programs, volunteer at veterans homes, collect items for needy families in the community, present a program at school on the American flag or the Pledge of Allegiance, distribute poppies, conduct food drives, participate in *Make a Difference Day*, give 10 to Education.

LEADERSHIP

The mission of the Leadership Committee is to develop and prepare knowledgeable and capable leaders to carry on the growth and success of the Auxiliary by promoting activities and resources that educate, motivate and mentor members of all ages on all levels and phases of our programs. Preparation of future leaders for the organization is a vital concern of the American Legion Auxiliary. A comprehensive leadership course has been developed in each of the Departments. An American Legion Auxiliary Correspondence Course for Senior members is available.

WAYS TO INVOLVE JUNIORS: Learn protocol and the art of communication, study and take the Junior Leadership Course, chair a meeting, organize a project, teach another girl about the Junior group of the American Legion Auxiliary.

LEGISLATIVE

The mission of the Legislative Committee is to advocate open communication with local, state and nationally elected officials, to ensure our members are aware of and informed on issues central to the support and well-being of our veterans and their families and to promote grass-roots levels of advocacy and action. American Legion and Auxiliary members are interested in legislative measures, which come before the United States Congress and the state legislatures. Through lobbying efforts The American Legion and American Legion Auxiliary are able to influence legislation of benefit to veterans, the community and our nation.

“The Spirit of America” e-Newsletter published by the American Legion Auxiliary, and the *“Dispatch”* published by the American Legion, keep members of the American Legion Family abreast of current legislation and the position of The American Legion. Members of the American Legion Auxiliary stand ready at all times to launch letter-writing campaigns on the local, state and national levels when called upon by The American Legion.

WAYS TO INVOLVE JUNIORS: Write letters, send e-mails, and make phone calls to share your opinion and point of view with elected officials on legislative issues, provide babysitting services to get members and the public to the polls to vote.

MEMBERSHIP

The mission of the Membership Committee is to implement a comprehensive membership campaign designed to identify ways to aid Departments and Units in retaining, increasing and reaching their membership goals and to broaden public recognition of the American Legion Auxiliary, its mission and programs. Membership is the foundation on which the program of the American Legion Auxiliary is built, and the success or failure of that program depends largely on how well that foundation is laid. With the start of each new Auxiliary year, we build that foundation even before we plan any of our other programs. No Unit can successfully carry out any large activity without the firm foundation of a strong membership. Dues of American Legion Auxiliary members shall be payable annually or for life.

The lifeblood of the American Legion Auxiliary is its membership. The only form of membership that is authorized is active membership. There can be no awarding of honorary membership. If the veteran relative of the candidate is living, he or she must be a member of The American Legion. There are two classes of membership: Senior and Junior.

Eligibility for membership is set by The American Legion and is limited to:

1. Mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6,1917, to November 11,1918; December 7,1941, to December 31,1946; June 25,1950, to January 31,1955; February 28,1961, to May 7,1975; August 24,1982, to July 31,1984; December 20,1989, to January 31,1990; August 2,1990, to the date of cessation of hostilities as determined by the government of the United States, all dates inclusive, or who, being citizens 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 any of the said periods, and died in the line of duty or after honorable discharge. Step relatives are eligible.
2. Women who, of their own right, are eligible for membership in The American Legion. Each Unit of the American Legion Auxiliary is the judge of its own membership, subject to the restrictions of the Constitution and Bylaws.

WAYS TO INVOLVE JUNIORS: Promote membership in the Auxiliary, create a calendar of events for Juniors to get other girls interested in joining. Promote the benefits of membership.

NATIONAL SECURITY

The mission of the National Security Committee is to maintain and promote a strong national defense by providing the necessary means to strengthen our military families and prepare our citizenry for response to natural and man-made disasters.

Many of the activities that support the mission of this program can be done in conjunction with other activities and programs. Supporting a strong military means providing for their families on

the home front. Identify military families in local communities is vital to ensure their day-to-day needs are met during and after deployment. The local chapter of the USO, a National Guard Armory or an active military installation can be approached to participate in Welcome Home activities or Blue Star Banner programs. Special attention is given to the needs of military children by incorporating these kids in Junior and Children & Youth programming. The local American Legion Post Home is an ideal setting for hosting programs recommended by the Department of Homeland Security that assist members and communities in preparing for and/or responding to natural and man-made disasters. The American Legion Auxiliary also provides an award program for ROTC/JROTC that compliments The American Legion program.

WAYS TO INVOLVE JUNIORS: Support the Month of the Military Child (April); National Military Appreciation Month (May); create awareness of POW/MIA Issues, support collecting coupons for military bases, Toasty Toes, and send Care Packages, participate in Welcome Home Troops.

PAST PRESIDENTS PARLEY

The mission of the Past Presidents Parley Committee is to recognize and honor female veterans and to utilize the experience and knowledge of past Auxiliary leaders for the training and encouragement of future Auxiliary leaders. Through the Past Presidents Parley Committee, the women who have served as Unit, Department, and National President can continue in active service in the Auxiliary. It has no special activities in its charge besides its objective, "The Care of the Disabled Female Veterans," unless so assigned by the Unit, Department, or National Organization, but gives its support to the entire American Legion Auxiliary program.

Two activities under this program are: Nurses Scholarships and Auxiliary Member of the Year. Units are urged to provide scholarships for student nurses. Our efforts help relieve the nursing shortage as well as improve the quality of health care. The Auxiliary Unit Member of the Year program recognizes unit members who are hard working, dedicated members giving their time and talent to further the aims and purposes of our organization, but have no desire to serve beyond the Unit level. In order to recognize such dedicated service each Unit may select one candidate for Unit Member of the Year in its Department. Each Department selects the Unit Member of the Year for that Department who is honored at the National Convention.

POPPY

The mission of the Poppy Committee is to educate our membership and the public concerning the Poppy's significance and the financial benefit realized by our nation's veterans as a result of its distribution. Our poppy is an emblem of sacrifice, and every effort is made to teach the public the true meaning of the flower. The success of the poppy distribution depends upon the advance publicity. If, in the season of Memorial Day, the poppy can make the indifferent public recall the sacrifices, which have been made by the men and women who gave their lives that our country might be free, the first and greatest mission of the poppy has been fulfilled. The second mission is to win the confidence of the public through knowledge of the purposes to which The American

Legion and American Legion Auxiliary expend the money derived from the poppy distribution. The public should also be reminded that the disabled men and women in hospitals, and their families are assisted by our poppy funds. Poppy Poster Contests are conducted in local schools and prizes are given to the winners.

FACTS

- In the spring of 1919, amidst complete devastation, the poppies bloomed in abundance on the battlefields of France where so many of our men had fallen in battle, and that a replica of this poppy has become the Memorial Flower of the American Legion Auxiliary?
- The American Legion was the first national organization to adopt the poppy as its Memorial Flower, having taken this action at the National Convention in Cleveland, September 27-29, 1920?
- The American Legion Auxiliary adopted the poppy as its Memorial Flower at its organizing convention held in Kansas City, in October 1921?
- At the time the American Legion Auxiliary adopted the poppy, it pledged 100% of the profits from the poppy distribution to welfare relief for servicemen and servicewomen and their families, thus fulfilling the true meaning of the poppy, an emblem of faith; faith which is being kept with all who died through service to the living?
- The American Legion Auxiliary, in order to protect the memorial poppy from the inroads of commercialism, adopted a national poppy program at the St. Paul Convention in 1924 which eliminated the commercial poppy?
- The memorial poppies are made of red crepe paper, by hand, by disabled veterans in hospitals and poppy workrooms in numerous states, and that the workers receive pay for each poppy made, the material being furnished free by the Department in the state in which the hospital is located?
- The more than 25,000,000 poppies made by disabled veterans are distributed on the streets under the supervision of the American Legion Auxiliary, by approximately 125,000 volunteer workers who receive no compensation?

Uses of the Poppy Fund

By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, October 15-16, 2008, Amend the Rules for Expenditure of Poppy Funds to update terminology and updated procedures to be used for the funds derived from sale of Poppies reads as follows:

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 of the above named period;
3. For the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals;
4. To defray the expenses of Children and Youth Chairpersons in attending approved conferences at which they are approved representatives, and the expenses of the Deputy National Veterans Affairs Voluntary Services Representative to approved conferences and to defray administrative expenses of service officers, provided that both The American Legion and The American Legion Auxiliary Departments approve such use of funds within the Department;

5. For transportation expenses of volunteer hospital workers and the purchase of volunteer hospital workers' uniforms, if a department of The American Legion Auxiliary so desires, all within the limits of the guidelines established by The American Legion Auxiliary.

WAYS TO INVOLVE JUNIORS: Learn the history of the poppy and its significance to the Legion "Family" and our veterans. Distribute poppies on Memorial Day and/or Veterans Day celebrations. Ask the Mayor to declare a "Poppy Day" in your city or town.

PUBLIC RELATIONS

The mission of the Public Relations Committee is to work collaboratively with all levels of the organization to create, implement and support a proactive communication network that advances the objectives and programs of the American Legion Auxiliary and positively projects our image and programs to the general public. The success of our programs is due to the support and volunteerism of our members. Public Relations is simply a matter of establishing and maintaining goodwill. It covers every kind of communication from personal contact in casual conversation, to speakers, to carefully prepared news releases for the media. It is communicating to the general public the value the American Legion Auxiliary provides to the community and to the country.

Community Programming

Many radio and television stations provide airtime for public service announcements. Locally produced talk shows, spots on human-interest stories, community access television and community calendars are other possibilities for media exposure.

HomeFront

The American Legion Auxiliary's *HomeFront* magazine is the official quarterly publication of the organization and serves to promote the fulfillment of the Auxiliary's mission. It is published quarterly by National Headquarters in Indianapolis, Indiana, and Senior members receive a subscription as a benefit of joining the Auxiliary. Contained within *HomeFront* is a section called *National News*, which focuses on information related to specific Auxiliary programs, Departments, Units and members. There is also a direct link between the member and the national organization through the letters to the editor, and articles by National Committee Chairmen.

Two additional electronic issues of the National News are published annually.

Web sites and the Internet

The Internet is currently the fastest growing method used by the public to seek out and gather information. Units should actively move forward to develop their own Web sites and use them to showcase and advertise ALA programs and the Unit's involvement in and impact on their local communities. The National ALA Web site contains a wealth of information for Auxiliary members and specifically, PR Chairmen. Additional resources can be found under each individual program.

WAYS TO INVOLVE JUNIORS: Submit articles about your work to your local newspaper, collect news articles and put in a Press Book, write a Junior history, create a scrapbook for your Junior unit, create an “Junior Auxiliary in the News” section on the home page of your unit’s web site.

VETERANS AFFAIRS AND REHABILITATION

The mission of the Veterans Affairs & Rehabilitation Committee (VA&R) is to initiate, sponsor and participate in programs and services that assist and enhance the lives of veterans and their families; ensuring restoration and/or transition to normally functioning lives-physically, mentally, socially and vocationally. The Veterans Affairs and Rehabilitation work of the American Legion Auxiliary includes bringing physical comfort and mental cheer to veterans in hospitals, aiding the disabled to earn money for the support of themselves and their families, and helping them to reestablish themselves in life. The American Legion Auxiliary cooperates with The American Legion in ALL its endeavors on behalf of veterans. To carry out the Veterans Affairs and Rehabilitation work effectively, a complete organization extending from the Unit to the National Organization is necessary. Years of experience in rehabilitation have brought about a systematizing of the activities, which has proven to be the most efficient way to aid the different classes of disabled veterans.

Purpose and Use of Veterans Affairs and Rehabilitation Funds

The Veterans Affairs and Rehabilitation Fund in the Unit, Department, and National organizations must be used for this work only, and should be kept in a separate fund. Since the public has usually contributed generously to this fund because of the nature of its use, we are obligated to keep faith with the public in the expenditure of this money.

VA&R Guide (for Volunteers)

The *VA & R Guide* contains rules, regulations, and duties for all volunteer groups in rehabilitation, and may be obtained through your Department Headquarters.

State Veterans Home Volunteers: In 2001, the Secretary of Veterans Affairs gave VAVS the authority to recognize the service of volunteers in State Veterans Homes.

Field Service Program: One of the programs of Veterans Affairs and Rehabilitation is that of Field Service; a volunteer program similar to that of the Hospital Volunteer program, but conducted in community nursing homes and non-VA facilities. There are both National and State Directors for the Field Service program, and there are identification pins and hour bars for the volunteers, which are similar to that of the Hospital Volunteer Program.

Home Service: Home Service hours include time spent sewing, knitting, cooking, shopping for materials and supplies, and other services performed by the volunteer IN HER OWN HOME. Hospital Gift Shop items, made at home, are classified as Home Service.

WAYS TO INVOLVE JUNIORS: Volunteer in VA medical centers, make and distribute holiday cards for veterans, adopt a military family and volunteer to run errands, babysit, mow

their lawn, or clean house. Teach a veteran how to read, how to surf the internet, or just visit and spend time with the veteran, listening to them tell their story.

SECTION 11

AMERICAN LEGION AUXILIARY PROGRAMS

TEST 2

A. Match each activity below with the correct program listed on the left. Answers may be used more than once.

- | | |
|-----------------------|--------------------------|
| A. Americanism | D. Cavalcade of Memories |
| B. Legislative | E. Community Service |
| C. Children and Youth | |

- _____ 1. Collect and help chronicle items to preserve the history of the local unit
_____ 2. Promote an Operation Military Kids event
_____ 3. Write a letter to your senator asking him/her to support veterans' bills.
_____ 4. Plant trees and participate in community beautification projects
_____ 5. Participate in Americanism essay contests
_____ 6. Make a Difference Day
_____ 7. Promote respect of the American Flag
_____ 8. Promote the Youth Hero Award program and seek out a hero in your community
_____ 9. Participate in the Oratorical Contest

B. Write the letter of the answer that best completes each statement on the line in front of the question.

- _____ 10. The _____ makes grants to nonprofit organizations that are concerned with the well-being of children and youth.

- A. Child Welfare Foundation
- B. Legislative Committee
- C. Children and Youth Committee

- _____ 11. The _____ Fund is used to give financial assistance to members who find themselves in temporary financial hardship.

- A. Cavalcade of Memories
- B. Auxiliary Emergency
- C. Community Service

- _____ 12. The _____ committee monitors the financial needs of unit programs and the unit income.

- A. Cavalcade of Memories
- B. Auxiliary Emergency
- C. Finance

- _____ 13. "Initiate, cooperate, but never duplicate" are watchwords of the _____ program.
- A. Americanism
 - B. Community Service
 - C. Veterans' Affairs and Rehabilitation
- _____ 14. There are two classes of membership: _____
- A. mothers and daughters
 - B. wives and sisters
 - C. Junior and Senior
- _____ 15. Assuring the care and protection of veterans' children, and improving conditions for all children are two purposes of the _____ program.
- A. Legislative
 - B. Poppy
 - C. Children and Youth
- _____ 16. The Girls State program began as a part of the _____ program in 1937.
- A. Poppy
 - B. Americanism
 - C. Leadership
- _____ 17. Learning about the Constitution of the United States and the Declaration of Independence is an important part of the _____ program.
- A. Americanism
 - B. Cavalcade of Memories
 - C. Children and Youth
- _____ 18. Earnings from the distribution of poppies can only be used for _____.
- A. Supporting Junior programs
 - B. Veterans Affairs and Rehabilitation work, and for the families of veterans
 - C. Community Service projects
- _____ 19. The purpose of the _____ is to keep those who have served as president in active service to the Auxiliary.
- A. Past Presidents Parley
 - B. Community Service
 - C. Cavalcade of Memories

- _____ 20. The _____ Fund provides assistance to Senior members who, by reason of divorce, illness or death of a spouse, have been forced to enter or return to the job market and need additional skills for employment.
- A. Children and Youth
 - B. Poppy
 - C. Auxiliary Emergency Fund
- _____ 21. Democracy can be learned through Junior meetings
- A. by having refreshments after the meeting
 - B. by sitting next to a new member
 - C. as members vote for and against motions
- _____ 22. The American Legion was the first organization to adopt the _____ as a memorial flower.
- A. violet
 - B. poppy
 - C. rose
- _____ 23. Women who are veterans can belong _____
- A. only to the American Legion Auxiliary since they are females
 - B. to both the American Legion and the American Legion Auxiliary
 - C. only to the American Legion since they are veterans
- _____ 24. Girls Nation is an extension of the _____ program.
- A. Education
 - B. Junior
 - C. Girls State
- _____ 25. The _____ committee has the responsibility for making the public aware of the image of the American Legion Auxiliary.
- A. Public Relations
 - B. Community Service
 - C. Education
- _____ 26. Encouraging top-grade school systems and assuring the availability of advanced education to any student having the desire and ability to pursue higher education are goals of the _____ program.

- A. Community Service
- B. Education
- C. Legislative

_____ 27. The _____ is a document that describes how the organization functions.

- A. Constitution and Bylaws
- B. Declaration of Independence
- C. Pledge of Allegiance

_____ 28. The goal of the Legislative program is to stay informed about bills that relate to

- A. the number of days you attend school each year
- B. the federal holidays that are allowed during the year
- C. veterans' benefits, national security, and children and youth

C. Match each activity below with the correct program listed on the left. Answers may be used more than once.

- | | |
|----------------------|---------------|
| A. Leadership | D. Membership |
| B. National Security | E. Poppy |
| C. Public Relations | |

_____ 29. Make a Press Book

_____ 30. Teach another girl about the American Legion Auxiliary

_____ 31. Learn the history of the poppy

_____ 32. Create a scrapbook for your Junior unit

_____ 33. Collect coupons for military bases

_____ 34. Create a calendar of events for Juniors to get other girls interested in joining

_____ 35. Distribute poppies for Memorial Day

_____ 36. Participate in Welcome Home Troops

D. Mark **T** before each statement that is correct and **F** before each statement that is incorrect.

_____ 37. Community Service projects may be in the categories of health, recreation, safety, and beautification.

_____ 38. Leaders in the Auxiliary should be knowledgeable in all phases of Auxiliary work, as well as the guidelines for specific programs.

_____ 39. The "Need a Lift?" booklet helps students who are Juniors in high school learn how to drive their cars.

_____ 40. Funding for the Auxiliary Emergency Fund originally came from the estate of Helen Colby Small of Wisconsin

- _____ 41. Junior members include pre-school, high school, and all college-aged girls.
- _____ 42. The Cavalcade of Memories is a video that shows how to correctly say the Pledge of Allegiance.
- _____ 43. The Girls State program teaches the duties, privileges and obligations of good citizenship.
- _____ 44. Auxiliary members should always work only with other Auxiliary members on Community Service projects.

E. Match each activity below with the correct program listed on the left. Answers may be used more than once.

- | | |
|----------------------------|------------------|
| A. Home Service | D. Field Service |
| B. Constitution and Bylaws | E. Education |
| C. Juniors | |

- _____ 45. Doing volunteer work for the veteran in your own home, such as sewing and cooking
- _____ 46. Memorize the American Legion Auxiliary Preamble
- _____ 47. A program for girls age 18 and younger.
- _____ 48. Invite a veteran to your classroom to share his/her story
- _____ 49. Working with veterans in nursing homes, day care centers, and in the veterans homes
- _____ 50. Read to a group of children