

AMERICAN LEGION AUXILIARY
DEPARTMENT OF CALIFORNIA
GLOSSARY

This document was created to assist new members, it is not intended to give a full explanation.

AEF	Auxiliary Emergency Fund
ALA	American Legion Auxiliary
Americanism	A major program including all activities tending to perpetuate American ideals and to uphold the principles of American democracy.
Auxiliary Emergency Fund	A National fund, which provides emergency assistance to a member of the American Legion Auxiliary. See Displaced Homemaker
California Disaster Fund	A Department fund established for the financial support of American Legion Auxiliary members facing the loss of home and related crisis during time of natural disaster. This fund is made possible only by Unit and member donations. A component of Community Service.
Cavalcade of Memories	The American Legion Auxiliary prides itself on its rich history. A Cavalcade can be found at National Headquarters in Indianapolis as a museum filled with memorabilia from past national officers and chairmen. The Department of California has started its own Cavalcade, which can be found in its headquarters in San Francisco.
CBOC	Community Based Outpatient Clinic (CBOC)
Chaplain	A member who pronounces the invocation and benediction at Auxiliary meetings, conducts the memorial service when needed, and assists with the record keeping of deceased members. She promotes the <u>In Loving Tribute Fund</u> . She utilizes the <u>Death Notice</u> .

Child Welfare Foundation	The American Legion Child Welfare Foundation, Inc. is a separate corporation established in 1954 to grant funds to nonprofit institutions, organizations, and agencies whose work focuses on children in the United States.
Children & Youth	A major program of the American Legion Auxiliary with two primary goals: (1) Care and protection of children of veterans; (2) Improve conditions for all children.
Community Service	A program of the American Legion Auxiliary, which embraces all activities for improvement of conditions of life in the community where the American Legion Auxiliary Unit is located
Constitution & Bylaws	The Constitution and Bylaws make provisions for government of the Unit, District, Department and National levels. They include the following: amount of dues, frequency of meetings, what constitutes a quorum, how offices are filled, procedure of admittance of applicants for membership method for amending the Constitution and Bylaws, discipline of members, etc. Sets of Model District or Unit Bylaws may be ordered by using the Department Supply Order Form.
C & Y	<u>Children and Youth</u>
Death Notice	When a Unit loses a member through death, a notice is sent to the District Chaplain and then forwarded by her to the Department Chaplain. The notice assists the Chaplains in preparations for the various memorial services held at all levels. See Chaplain
DEC	Department Executive Committee. Meetings are held in January and before and after Department convention.
Department	The state or country level of the American Legion Auxiliary.
Displaced Homemaker	A National fund, which provides funding for training to an Auxiliary member who is suddenly single through divorce, desertion, widowhood and with no skills to support herself or her family.

District	A grouping of American Legion Auxiliary Units within a prescribed geographical area. Currently, California includes twenty-nine (29) Districts.
Division	A grouping of Departments by geographical area. The Department of California is a part of the <u>Western Division</u> .
Early Bird	Units are encouraged challenged to reach a membership amount per the Book of Reports of the previous year-by November 12th.
Education	A major program whose aims include supporting the basic rights of all children to receive an appropriate education. See <u>Scholarships</u> .
Eligibility	Membership in the American Legion Auxiliary is limited to women who have direct personal connection with service in World War I and II, the Korean or Vietnam Wars, or conflicts in Grenada, Lebanon, Panama or the Persian Gulf War to the date of cessation of hostilities as determined by the government of the United States (those currently serving are included). (specific dates apply)
Emblem	The official logo of the American Legion Auxiliary. It is protected by a copyright held by the National organization. It may not be used without permission except on stationery items used to do Auxiliary business. To obtain permission for other uses, a letter detailing the proposed use must be sent to Department Office, which will then forward to National Headquarters for approval by the National Secretary.
Emblem Sales	The National American Legion merchandising operation. There is a catalog published annually with various items relating to the organization. Members may also access <u>Emblem Sales Online</u> .
Fidelity Bond	Insurance for all members handling the moneys of the Unit, District, Department and National levels. It is mandatory that all levels purchase this insurance.

Field Service	Anything you do for a veteran outside of the VAVS system that you have <u>direct</u> contact with a veteran; i.e. taking to a doctor appointment, visiting (relatives do not count).
Finance	Financial matters of the Unit and District are monitored by a treasurer who is fully <u>bonded</u> . At the Department and National levels, there are finance committees, which oversee the day to day financial activities.
Girls State	A program of the American Legion Auxiliary, Girls State is a practical application of Americanism and good citizenship. The Department of California holds its session in June.
Historian	A member whose responsibility includes the recording of the activities and accomplishments of her Unit, District, or Department. Historians provide a written history that may be enhanced with photos, citations, etc.
Home Service	Things you do for a veteran <u>without direct</u> contact; i.e., baking at home, sewing, knitting, crocheting.
In Loving Tribute Fund	Gives Units, Districts, and individual members, their families, and friends an opportunity to contribute to our organization on occasions when they wish to share their <i>thinking of you</i> feelings either in joy or sorrow. Handsome cards have been printed which will be sent to the person you designate. The amount of your gift is confidential and your individual gift is tax deductible. A card will be sent to the person you indicate and the Department Office will send a receipt to you promptly. See <u>Chaplain</u>
Junior	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. See Junior Activities below.

Junior Activities	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. They function under the guidance of an advisor and committee from the Senior members. They are organized as a committee of the Unit, conduct their own meetings and carry out their own activities. Their work is coordinated with the work of the Senior group and they are given part in regular Unit activities whenever possible.
Junior Conference	This annual activity takes place over a weekend during which Juniors from throughout the state gather to study and practice leadership skills. They campaign, nominate, and elect Junior Department Officers.
Leadership	This program focuses on providing opportunities for members to learn about the various aspects of the American Legion Auxiliary who are willing and have the desire to teach other members.
Legislation	Like all good citizens, members of the American Legion Auxiliary are extremely interested in the passage or defeat of legislative measures, which come before the National Congress and the State Legislatures. Through the State and National organizations, they are able to express their opinions on these matters. Many good laws have been written on the statute books because of The American Legion and American Legion Auxiliary support, and undesirable bills have often been defeated. The American Legion Auxiliary follows the direction of the American Legion.
Member Data Form	This form is used by the Membership Chairman to transmit address, name, status, etc. changes to the Department Office.
Membership	Membership is the foundation on which the American Legion Auxiliary is built. Success or failure depends on how well that foundation is laid.
Music	From the singing of the National Anthem to the inclusion of Taps at a Memorial Day ceremony, music adds a dimension to all the American Legion Auxiliary functions. Although not a major program, music is encouraged and the Department of California has a Music Chairman.

National	The highest level of the American Legion Auxiliary is <u>National</u> . Its headquarters are located in Indianapolis, Indiana.
National News	The bi-monthly magazine published by National Headquarters and sent to all Senior members.
National Security	Offers opportunities to support our troops, our law enforcement agencies and our community; i.e. USO, ROTC, Blue Star Banner, etc.
Parliamentarian	Advises the President when requested.
Past Presidents Parley	The Past Presidents' Parley objective: The care of the disabled ex-service woman. It promotes the Auxiliary Unit Member of the Year. The Department of California offers Nursing Scholarships through the Parley.
Poppy	One of the major programs. In 1921, the American Legion Auxiliary adopted the poppy as the organization's memorial flower and pledged its use to benefit our servicemen and their families. Today, the poppy continues to provide a financial and therapeutic benefit to those hospitalized and disabled veterans who hand make them, as well as benefiting thousands of other veterans and their families. The ALA promotes the poppy story all year. The month of May is designated as poppy month.
PPM	Poppy Production Manager - Women who organize and manage the making of poppies in various locations throughout the state. They work with veterans who make the poppies the members offer during Poppy Days.
PPP	<u>Past Presidents Parley</u>
PR	<u>Public Relations</u>
Preamble	These words, recited AT before each American Legion Auxiliary meeting by the members present; representS the essence of the organization.

Protocol	The American Legion Auxiliary is rich with ceremonies and procedures.
Public Relations	The best approach to let the community know about the work accomplished by the American Legion Auxiliary is through public relations, which includes newspapers, radio, television, the internet, magazines and word of mouth.
Resolutions	There are two types of resolutions used by the American Legion Auxiliary: Courtesy and business. Courtesy resolutions are used to thank those who contribute to a meeting or function. Business resolutions are made up of two parts: the preamble, which states the issue; and the resolve, which presents the solution.
SAL	Sons of The American Legion
Scholarships	The Department of California and the National organization offer various scholarships for veterans and/or children of veterans. In many cases, local Units also provide scholarship opportunities for students in their communities. See Education
Sergeant-at-Arms/Marshal	This team of two members present the colors (flags/banners); escorts distinguished guests, monitors the entrance to the meeting room, and assists the presiding officer with details of the meeting.
SOY	Spirit of Youth
Spirit of Youth	The American Legion Auxiliary as a nonprofit perpetual trust established this foundation. Tax deductible contributions from individuals, organizations, and estates are the basis of this permanent endowment fund for youth. The trust is expended for programs that benefit the youth of our nation and to enrich those programs that 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. See Americanism.
TAL	The American Legion

Temporary Financial Assistance	There are two types of temporary financial assistance in the Department of California: Children & Youth TFA and Veterans Affairs and Rehabilitation TFA. The C&Y TFA is intended for children of veterans and is available to families facing extreme circumstances due to the loss of employment or illness. The assistance is given to help maintain adequate food and housing for children. This program is administered through the Children and Youth program. The VA & R TFA is intended for veterans facing financial difficulties due to poor health and/or loss of employment. This help is arranged by either the local Unit or the Hospital Representative.
TFA-C&Y	
TFA-VA&R	
TFA	Temporary Financial Assistance
Transmittal	This form is used for transmitting membership information from the Unit to the Department Office.
UD&R	Unit Development and Revitalization
Unit	The basic organization of the American Legion Auxiliary is the local Unit. Units carry into action the Department and National programs. The primary purpose of an Auxiliary Unit is to aid The American Legion Post to which it is attached in accomplishing The American Legion projects in the community.
Unit Data Form	The Department and National record the amount of dues for each Unit using this form. It also indicates to what address members will send their dues in the coming year. If the address changes during the year, the Unit must file the change with the Department Office. Since this information is used on the renewal notices, Units should make changes immediately. The original form is due to the Department Office before the last week in February. It is usually mailed to the Units in December.
Unit Development and Revitalization	The primary concern is to revitalize Units that are having difficulties retaining membership or remaining active in the community. The team works with The American Legion Posts that are interested in establishing an Auxiliary Unit.

Unit Guide	The Department publishes the Unit Guide. It contains practical information concerning the running of a Unit, member responsibilities, major meetings and documents, and much more. It may be purchased through the Department Office using the Supply Order Form.
Unit Handbook	The Unit Handbook is a publication of the National American Legion Auxiliary. The handbook is a comprehensive source of information on the American Legion Auxiliary and its programs; Unit operations and procedures; membership eligibility; and prescribed ceremonies. It may be purchase through the Department Office using the Supply Order Form
Unit Mailing	Once each month (August-June) a mailing is sent bulk rate to each Unit in the Department of California. In the mailing are bulletins from the Department Officers and Chairmen, forms from Department Office, and other timely information. The person who receives the Unit mailing is to make sure that the members of the Unit receive the information in a timely manner so that the work of the American Legion Auxiliary can be carried out. The Unit Mailing usually is sent from the Department Office on the second Thursday of each month and should arrive at the Units by the last week of each month. The Unit must inform the Department Office if a packet is not received so that a duplicate can be mailed.
VA&R	Veterans Affairs and Rehabilitation
Veteran	A veteran is a man or woman who has served in the Armed Forces. The American Legion is made up of those who served during World Wars I and II, the Korean or Vietnam War, or conflicts in Grenada, Lebanon, Panama or the Persian Gulf War. Currently, membership eligibility is open.

Veterans Affairs and
Rehabilitation

A major program. Veterans Affairs and Rehabilitation means the complete restoration of the veteran and his or her family to normal function and adjustment - physically, mentally, socially, and vocationally - for the fullest possible life.

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 and handicapped to earn money for the support of themselves and their families, and helping them to reestablish themselves in life after their disabilities have been arrested and cured.

WAVE Clinic

Wellness and Vocational Enrichment Clinic in San Diego area.

Ways and Means

This committee offers opportunities to raise needed dollars for the General Fund.