

American Legion Auxiliary Department of California



Department Officer/Chairman's Guide 2005-2006 Edition

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Monday through Friday
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THE AMERICAN LEGION

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Web Site: www.legion-aux.org

Past Department of California Presidents

-1921	1924-1925	1928-1929
1921-1922	1925-1926	1929-1930
1922-1923	1926-1927	1930-1931
1923-1924	1927-1928	1931-1932

1932-1933
1933-1934
1934-1935
1935-1936

1936-1937	Mrs. Carol Marks ★	1963-1964	Mrs. Joseph V. Dougherty ★
1937-1938	Mrs. Florence Evans ★	1964-1965	Mrs. Venice Collins ★
1938-1939	Mrs. Eliza London Shepard ★	1965-1966	Mrs. Doyne Keyser ★
1939-1940	Mrs. Martha Norton ★	1966-1967	Mrs. Benedict Comenzind ★
1940-1941	Mrs. Lily Samuels ★	1967-1968	Mrs. Fred Keene ★
1941-1942	Mrs. Anna Chaplains ★	1968-1969	Mrs. Donald L. Carlson
1942-1943	Mrs. Elizabeth Drendell ★	1969-1970	Mrs. James White ★
1943-1944	Mrs. Ethel M. Hearst ★	1970-1971	Mrs. Robert Melgard
1944-1945	Mrs. Alyce Gill ★	1971-1972	Mrs. Robert Cuccaro
1945-1946	Mrs. Margaret Keading Peppin ★	1972-1973	Mrs. Marcel (Mildred) Braquet
1946-1947	Mrs. Floyd Dunklee ★	1973-1974	Mrs. Robert Ewing ★
1947-1948	Mrs. Bernice Keyes Doughton ★	1974-1975	Mrs. Joyce Kelly ★
1948-1949	Mrs. Walter Good ★	1975-1976	Mrs. Paul McDonald
1949-1950	Mrs. Milo Alyward ★	1976-1977	Mrs. Marion Kuhl
1950-1951	Mrs. Carrie Baade Willig ★	1977-1978	Mrs. Kenneth Hardman
1951-1952	Mrs. Ethel Marsh ★	1978-1979	Mrs. Frank Williams
1952-1953	Mrs. Alfred J. Mathebat ★	1979-1980	Mrs. Edward Washington Turner★
1953-1954	Mrs. Max Ellison ★	1980-1981	Mrs. William Spence
1954-1955	Mrs. T. Louise Chess ★	1981-1982	Mrs. Jay Dee Anderson
1955-1956	Mrs. H. H. Wright ★	1982-1983	Mrs. Maryann Clarey ★
1956-1957	Mrs. Harry Owen Holt ★	1983-1984	Mrs. John Warren ★
1957-1958	Mrs. Joseh Forster ★	1984-1985	Mrs. James Shank
1958-1959	Mrs. George Cloney ★	1985-1986	Mrs. Larry Holmberg
1959-1960	Mrs. R. Harold Mahan ★	1986-1987	Mrs. Richard Gandy
1960-1961	Mrs. J. F. Ahern ★	1987-1988	Mrs. Charles Gracely, Jr.
1961-1962	Mrs. Fred Heartt ★	1988-1989	Mrs. William F. Hottinger ★
1962-1963	Mrs. Sidney Brannaman ★	1989-1990	Mrs. Larry Sparks
	Mrs. Arthur B. Hannell ★	1990-1991	Mrs. Geraldine Jeske
	Mrs. Oscar Nelson ★	1991-1992	Mrs. Paul Stehouwer
	Mrs. Frank T. Stump ★	1992-1993	Mrs. Leo Burke
	Mrs. Leslie B. McKinnon ★	1993-1994	Mrs. Harold Monson ★
	Mrs. Albert R. Trumbull ★	1994-1995	Mrs. Patricia Sweeney
	Mrs. Douglas L. Cormack ★	1995-1996	Mrs. Lee Lloyd
	Mrs. Leon A. Farrand ★	1996-1997	Mrs. Arthur G. (Ruby) Kapsalis
	Mrs. Delbert C. Brown ★	1997-1998	Mrs. Angel Quiñones
	Mrs. J. Frank Wynkoop ★	1998-1999	Mrs. Lyle Workman
	Mrs. Cathy M. Sehorn ★	1999-2000	Mrs. Diane DeLashmit
	Mrs. Russell Baker ★	2000-2001	Mrs. Sue Hooker
	Mrs. A. J. Kleinke ★	2001-2002	Mrs. Madeline Lee
	Mrs. O'Neill D. Ganey ★	2002-2003	Nancy Brown Park
	Mrs. August W. Flory ★	2003-2004	Linda Caples
	Mrs. Robert C. Patton ★	2004-2005	Melanie Taylor
	Mrs. Richard D. Brown ★		

Past Department of California Secretary/Treasurers

1921 - 1926	Mrs. Ethel M. Flynn ★	1986 - 1987	Cuccaro
1926 - January 1946..	Mrs. Lary Ahern ★	1987 - 1989	Mrs. Jean Brown ★
January - March 1946	Mrs. Ethel Pontius Clarke ★	1989 - 1990	Mrs. Norma Mansis ★
1946 - 1950	Mrs. Laura Mahan ★	1990 - 1992	Mrs. Odette Cuccaro
1950 - 1959	Mrs. Lorena Good ★	1992 - 1997	Mrs. Norma Mansis ★
1959 - 1966	Mrs. Rae Zraggen ★	1997 - 2004	Mrs. Carmela Williams
1966 - 1969	Mrs. Doyne Keyser ★	2004-	Mrs. Lou Thompson
1969 - 1976	Mrs. Claire Sweeney ★	Mrs. Evelyn	Ms. Theresa Jacob
1976 - January 1983	Mrs. Jean Brown ★	Lavin	
January - June 1983	1983 - 1984	Mrs. Jean	
Mrs. Elizabeth T.	1984 - 1985	Brown ★	
Drendell ★	1985 - 1986	Mrs. Odette	

District 1
96 Sequoia, Fort Bragg
174 Willits, Willits
205 Walker Bailey, Fortuna
385 Redwood Empire, Boonville
529 Hopland, Hopland
544 George A. Thompson, Alderpoint
548 Gasquet, Gasquet
724 Weott, Weott

District 2
92 Cheula, McCloud
197 Shasta, Redding
369 Willis Hollenbeak, Fall River Mills
565 Henry Tucker, Weed
720 Shasta Dam, Redding
746 Major Pierson B. Reading, Anderson

District 3
162 Eagle Lake, Susanville
163 Clifford Harter, Alturas
204 Thomas Tucker, Susanville
664 Harry Doble, Chester

District 4
42 Yuba Sutter, Marysville
45 Raisner, Corning
95 Oroville, Oroville
98 Jefferson L. Winn, Princeton
167 Mt. Lassen, Red Bluff
210 South Butte, Gridley
218 Vernon Jewel Danley, Maxwell
259 Paradise, Paradise
673 Durham, Durham
705 Sutter, Yuba City
807 Linda, Marysville

District 5
21 Theodore Roosevelt, Santa Rosa
28 Petaluma, Petaluma
101 Benicia, Benicia
103 Cotati, Cotati
111 Sotoyome, Healdsburg
113 Napa, Napa
165 Rago-Christopher, Vacaville
194 Tredway, Kelseyville
199 St. Helena, St. Helena
208 Dixon, Dixon
313 Twin Cities, Larkspur
437 Konocti, Clearlake Highlands
550 Mare Island Navy Yard, Vallejo
603 Manuel L. Quezon, Vallejo
764 Lester D. Grigsby, Lucerne
850 Starview, Cobb

District 6
61 Sacramento, Sacramento
77 Yolo, Woodland
447 N Sacramento, Sacramento
521 Haggin-Grant, Rio Linda
604 Magellan, Sacramento

District 14con't

637 Citrus Heights, Citrus Heights
832 Charles Eggen, Sacramento

District 8
1 San Francisco, San Francisco
347 Greater Mission, San Francisco
510 General Hunter Liggett, San Francisco

District 9
10 Richmond, Richmond
115 Walnut Creek, Walnut Creek
151 David A Solari, Pittsburg
161 Harding-Noia, Antioch

District 10
117 San Leandro, San Leandro
292 Albany, Albany
337 Capt. Bill Erwin, Oakland
514 Piedmont, Piedmont
598 Rizal, Oakland
695 Naval Supply, Oakland
837 Newark Washington, Newark

District 11
16 Karl Ross, Stockton
22 Lodi, Lodi
102 Valley Springs, Valley Springs
108 Amador, Jackson
172 James McDermott, Tracy
190 Clinton McCausland, Ripon
249 McFall-Grisham, Manteca
376 Calaveras, Railroad Flat
632 Sharpe General Depot, Lathrop
787 Blue Mountain, West Point
798 Manuel A Roxas, Stockton
803 Ed Stewart, Stockton

District 12
58 Smyth-Bolter, Sonora
74 Modesto, Modesto
83 Merced, Merced
86 Dos Palos, Dos Palos
88 Rex Ish, Turlock
91 George J Hatfield, Stevinson
240 Maunel M Lopes, Gustine
361 Atwater, Atwater
491 Ceres, Ceres
567 Mariposa, Mariposa
728 Livingston , Livingston

District 13
99 Memory,Campbell
318 Willow Glen, San Jose
419 Santa Clara, Santa Clara
564 Mission City, Santa Clara
669 Las Animas, Gilroy
714 Diosdado M Franco, San Jose
791 Mayfair, San Jose
858 Northside, San Jose

District 14
3 Hanford, Fresno
11 Madera, Madera
12 Selma, Selma

36 Raisin, Parlier
 55 Easton, Easton
 100 Lemoore, Lemoore
 147 Cecil Cox, Clovis
 159 Lee E Doyal Bicentennial, Piedra
 191 Kingsburg, Kingsburg
 226 Orange Cove, Orange Cove
 346 Firebaugh, Firebaugh
 350 Tollhouse, Tollhouse
 355 Westland, Kerman
 509 Fresno Federal, Fresno
 511 State Center, Fresno
 621 Squaw Valley, Squaw Valley

District 15

18 Visalia, Visalia
 20 Porterville, Porterville
 26 Bakersfield, Bakersfield
 94 Exeter, Exeter
 124 Merle Reed, Delano
 213 Leslie L Robinson, Shafter
 221 Tehachapi, Tehachapi
 682 East Bakersfield, East Bakersfield
 743 Charter Oak, Ivanhoe
 779 Terra Bella, Terra Bella
 831 Tipton, Tipton

District 16

48 Oxnard, Oxnard
 49 Santa Barbara, Santa Barbara
 56 Cpl Marshall N Braden, Santa Maria
 125 Vandenberg, Lompoc
 136 Arroyo Grande, Arroyo Grande
 160 Santa Ynez Valley, Solvang
 211 William "Bill" Proud, Lompoc
 220 Templeton, Templeton
 339 Ventura, Ventura
 432 Cambria, Cambria
 482 Walter "Ski" Gamulski, Ojai
 502 Moorpark, Moorpark
 534 Orcutt, Orcutt
 686 Oak View, Oak View
 741 Camarillo, Camarillo

District 18

13 Pasadena, Pasadena
 30 Charles P Rowe, Pomona
 75 La Puente, La Puente
 139 Alhambra, Alhambra
 180 Canyon City, Azusa
 241 Abraham Lincoln, Baldwin Park
 247 Arcadia, Arcadia
 261 El Monte, El Monte
 280 East Pasadena, East Pasadena
 442 San Gabriel, San Gabriel
 475 San Dimas, San Dimas
 755 Charter Cove, Glendora
 790 West Covina, West Covina

District 22

258 Alpine, Alpine

830 Duarte, Duarte
 888 Chilelli Memorial, Covina

District 19

134 City of Paramount, Paramount
 170 Bert S. Crossland, Torrance
 184 South Bay, Redondo Beach
 270 Downey, Downey
 272 Montebello, Montebello
 287 Wilmington, Wilmington
 314 Hawthorne, Hawthorne
 341 Leland A Cupp, Pico Rivera
 352 Gilbert W Lindsay, Carson
 359 Norwalk, Norwalk
 411 Rivera, Pico Rivera
 465 Clyde F Hager, Bell Gardens
 496 Lakewood, Long Beach
 560 Houghton Park, Long Beach
 723 Hollydale, Hollydale
 833 Lincoln Village, Long Beach

District 20

127 Glendale, Glendale
 150 Burbank, Burbank
 176 San Fernando, San Fernando
 193 Van Nuys, Van Nuys
 276 Eagle Rock, Los Angeles
 288 Verdugo Hills, La Crescenta
 311 Antelope Valley, Lancaster
 348 Palmdale, Palmdale
 377 Sunland-Tujunga, Tujunga
 507 Newhall-Saugus, Newhall
 520 Sun Valley, Sun Valley
 538 Willis A Rowe, Sylmar
 771 Tri City, Lancaster
 817 Panorama City, Panorama City

District 21

24 Frank Luke, Blythe
 53 Harold W. Hyland, Hemet
 79 Riverside, Riverside
 200 Lynn Mort, Elsinore
 289 Carl R. Meairs, Arlington
 328 Norco, Norco
 428 Irving G. Berman, San Geronio Pass
 500 Mira Loma, Mira Loma
 519 Owen Coffman, Palm Springs
 574 Moreno Valley, Moreno Valley
 595 Perris, Perris
 742 Joe Dominguez, Corona
 763 Ray Worrell, Desert Hot Springs
 800 Idyllwild, Idyllwild
 848 San Jacinto, San Jacinto

District 22

6 San Diego, San Diego
 149 J. B. Clark, Escondido
 201 DeWitt C. Mitchell, San Diego
 255 Larry E Bennett, National City
 282 La Mesa, La Mesa
 303 El Cajon, El Cajon

310 Dennis T. Williams, San Diego
 365 Alvin Myo Dunn, Vista
 416 San Dieguito, Encinitas
 434 Chula Vista, Chula Vista
 460 Albert J. Hickman, San Diego
 468 Lincoln Deming, Julian
 537 City Service, San Diego
 625 Leyte, San Diego
 820 Imperial Beach, Imperial Beach
 853 Borrego Springs, Borrego Springs

District 23

46 Community, Culver City
 188 Inglewood, Inglewood
 228 Benjamin J. Bowie, Los Angeles
 252 Jackie Robinson, Los Angeles
 335 South Gate, South Gate
 578 Chappie James, Los Angeles
 639 Dorie Miller, Los Angeles
 784 Sammy Davis Jr, Los Angeles

District 24

43 Hollywood, Hollywood
 283 Palisades, Pacific Palisades
 319 Wilshire, Los Angeles

District 25

14 San Bernardino, San Bernardino
 106 Redlands, Redlands
 112 Ontario, Ontario
 155 Colton, Colton
 229 Leo Collins, Adelanto
 256 Apple Valley, Apple Valley
 262 Fontana, Fontana
 299 Chino, Chino
 324 Richard A. Griffith, Barstow
 421 Highland, Highland
 422 Robert Allen Romo, Rialto
 426 Yucaipa Valley, Yucaipa
 466 Paul F. Diekmann, Big River
 497 Bloomington, Bloomington
 584 Big Bear Lake, Big Bear Lake
 650 Phillip Marmolejo, Redlands
 710 Guy Wynton Morris, San Bernardino
 729 Wonder Valley, Twenty-nine Palms
 751 Newberry, Newberry Springs
 761 Jack V. Rice, Joshua Tree
 772 Steele Towne, Fontana
 777 Richard O. Reed, San Bernardino
 797 Yermo, Yermo

District 26

82 San Mateo, San Mateo
 105 Redwood City, Redwood City
 238 Pacifica, Pacifica
 409 San Bruno, San Bruno
 474 Coastsides, Half Moon Bay
 585 Lloyd J. Tobey, San Carlos

District 27

265 Mt. Whitney, Independence

457 Glacier, Big Pine
 476 California City, California City
 490 Rosamond, Rosamond
 636 Boron, Boron
 672 Mono Basin, Lee Vining
 684 John M. Armitage, Ridgecrest

District 28

31 Salinas, Salinas
 81 Gonzales, Gonzales
 121 Edward H. Lorensen, Watsonville
 512 Carmel, Carmel
 589 Cecil M. Anderson, Salinas
 591 Seaside, Seaside
 593 Prunedale, Salinas
 635 Greenfield, Greenfield
 652 Fil-Am, Salinas
 694 Monterey Cypress, Marina

District 29

72 Anaheim, Anaheim
 131 Santa Ana, Santa Ana
 132 Orange, Orange
 133 Huntington Beach, Huntington Beach
 181 Brea, Brea
 222 Laguna Beach, Laguna Beach
 257 Laguna Hills, Laguna Hills
 267 La Habra, La Habra
 277 Placentia, Placentia
 291 Newport Harbor, Newport Beach
 295 Cypress, Cypress
 327 Leisure World, Seal Beach
 354 Buena Park, Buena Park
 555 Midway City, Midway City
 716 Los Alamitos, Los Alamitos

District 30

25 Boyce Aten, El Centro
 60 Brawley, Brawley
 135 Calipatria, Calipatria
 138 Bradley-Keefe, Holtville
 543 West Shores, Salton Sea Beach
 801 Bombay Beach, Bombay Beach
 802 Quechan, Winterhaven

District 31

84 Richard W. Townsend, Auburn
 119 El Dorado, Placerville
 130 Frank Gallino, Grass Valley
 169 Alyn W. Butler, Roseville
 264 James E. Fowler, Lincoln
 587 Warren McKeon, Foresthill
 795 Stella Van Dyke Johnson, S Lk Tahoe

TEN COMMANDMENTS OF LEADERSHIP

People are illogical, unreasonable, and self-center.
LOVE THEM ANYWAY.

If you do good, people will accuse you of selfish, ulterior motives.
DO GOOD ANYWAY.

If you are successful, you win false friends and true enemies.
SUCCEED ANYWAY.

The good you do today will be forgotten tomorrow.
DO GOOD ANYWAY.

Honesty and frankness make you vulnerable.
BE HONEST AND FRANK ANYWAY.

The biggest persons with the biggest ideas can be shot down by the smallest persons with the smallest minds.
THINK BIG ANYWAY.

People favor underdogs, but follow only top dogs.
FIGHT FOR THE UNDERDOG ANYWAY.

What you spend years building, may be destroyed overnight.
BUILD YOUR DREAMS ANYWAY.

People really need help, but many attack you if you do help them.
HELP THEM ANYWAY.

Give the world the best you have and you'll get kicked in the teeth.
GIVE THE WORLD THE BEST YOU HAVE ANYWAY.

Calendar

July

· Personal Information to Be Forwarded to Department Office for Roster

- Review Procedure Left by Previous Program Chairman
 - Review Code
 - Organize Program Calendar
 - Mail Program Workshop Page to Department President
 - Attend Workshop Closest to You
- August**
- Bulletin for September Due August 1
 - Attend Workshop Closest to You
 - National Convention
- September**
- Bulletin for October Due September 1
- October**
- Bulletin for November Due October 1
- November**
- Bulletin for December Due November 1
- December**
- Bulletin for January Due December 1
 - First Half Expense Report Due to Department
 - Prepare for Dec
 - Send Travel Expense Form to Department
 - Make Hotel Reservation/Make Banquet Reservation
- January**
- Bulletin for February Due January 1
 - Unit/District Report Forms Due January 15
 - Dec Meeting
 - 10 Copies of Floor Report
- February**
- Bulletin for March Due February 1
 - Attend National President's Visit (Whenever Arranged by Department)
- March**
- Bulletin for April Due March 1
 - Awareness Assembly
- April**
- Bulletin for May Due April 1
 - Reports Due to Department Chairman End of Month
 - Prepare for Convention
 - Second Half Allowance Expense Report Due (60 Days Prior to Convention)
- May**
- Bulletin for June Due May 1
 - Department Report Due to National June 1
 - Notify Department of Suggested Code Changes
- June**
- No Bulletins Sent in June
 - Department Will Forward Donation Activity Following Close of Books
 - Prepare for Convention
 - Box Procedure Books
 - Committee Meeting Agenda
 - 10 Copies of Floor Report

Continue attendance in your Unit and District. Provide leadership for the members, answer questions, help to solve problems, guide the District President when asked.
Expense Report Form

Sometime in July the Department Officers and Chairmen receive expense checks from the Department Office. In most cases, it is the first half of the allowance for the year. The budget establishes the allowances. Sent with the checks is a form to be used for recording the expenses. The form is also available online.

Expenses usually include travel for committee business, phone calls, postage and stationery. It should also be used for citations given to Units or Districts.

In December or once the amount spent is equal to or exceeds the allowance, the form should be transmitted to the Department Office. If there is a second half allowance, it will be sent to the officer or chairman with a new form. The second form should be transmitted to the Department Office in April.

Note: There is a schedule of payment for these allowances which is based upon the budgeted amount allowed. For each officer or chairman there is a different amount scheduled. It is the office procedure to pay a minimum of 50% of the allowance when the allowance is more than \$100.00. In all other cases the office pays the full amount at the beginning of the fiscal year.

The officer or chairman receives mileage reimbursement when attending the DEC Meeting in January and the Convention in June. The amount of the reimbursement is equal to the round trip mileage as calculated by the computer in the Department Office multiplied by fifteen cents per mile. (Mileage one way $\times 2 \times .15$) The officer or chairman should not include these trips on her expense form.

If the officer or chairman has any question about the procedures, she is encouraged to call the Department Office. The Secretary/Treasurer or Bookkeeper will assist her. If the officer or chairman feels the allowance is not adequate, she should send her concerns to the Chairman of the Finance Committee prior to April 15.

Donations to Department

Donations to the Department of California from the Units or Districts are not mandatory. They are solicited in the effort to support the Department programs. In most cases, a Unit does not have the financial ability to award more than \$25, 000 in scholarships each year. Collectively, the Units can make such awards. Individually, the Units cannot afford to give thousands of dollars each year to needy children and veterans, but as a group, they can touch the lives of many.

It is important for the officer or chairman to encourage donations. However, she must be careful not to insist on donations. Keep in mind the meaning of the word *donation*. If the District prides itself on one-hundred-percent donations, find ways to make the Units feel proud of their charity.

The Department Office receives thousands of checks each year from Units making donations. Although the office sends requests for correct transmitting of those donations, we are all human - Units and the office staff - and mistakes happen. In an effort to make sure that our bookkeeping is as accurate as possible, we report the current donations to Americanism, Children & Youth, Education (including Poppy Seals), Past Presidents Parley, Gift Shop/Patient Remembrance, and Veterans Affairs & Rehabilitation.

The District President and officer/chairman of the above mentions programs receives a report at DEC. The report indicates the amount of donations made in each program by each Unit in the District. This report is for information only. About thirty days before the Close of Books, the Units are sent a document which lists their donations made to the programs tracked for the Book of Reports. They are encouraged to contact the Department Office if they feel we are reporting incorrectly. The District Presidents do not receive this report.

The information the Department Office has by the Close of Books (forty-five days prior to the opening of Convention) will be included in the Book of Reports. Usually, if there are errors in the Book of Reports, it can be concluded that the Unit did not take the opportunity to inspect its donation record or it did not choose to contact the Department Office to correct inaccuracies.

Department officers/chairmen who need donation information to complete their reports to National and prepare for convention are asked to contact the Department Office ten days following the Close of Books. This time gives the office opportunity to book last minute donations and make final adjusts.

do·na·tion (d_n_shen) *n.* **1.** The act of giving, as to charity. **2.** A gift; grant; offering. [<F < L *donatio*, -onis < *donare* to give]

Funding Raising by Department Officers and Chairman

No chairman is allowed to create a fund raising activity without the explicit permission of the Department President, after consultation with the Finance Committee. Any chairman soliciting funds/donations, must adhere to a prescribe procedure. The Secretary/Treasurer must be made aware in writing from the Department President of any fund

raising activity. There is an form, Application for Special Fund Raising Project, which must be completed by the officer/chairman and mailed to the Department President and copied to the Chairman of Finance.

All funds raised must be transmitted to the Department Office using the prescribed form, Committee Financial Transmittal. This form will be mailed to the officer/chairman once the project is approved. The form is also available online.

Monthly Mailings

By the second Thursday of most months, the Department Office sends the *Unit Mailing*. It is sent to all Units, District Presidents, Past Department Presidents, Department Officers and Chairmen. The bulletins from the Department Officers and Chairmen are sent to the respective District Chairmen. Only one person from each Unit receives this mailing.

All bulletins are due by the *first day of the month* in which you want the bulletin sent to the Units. Bulletins should arrive at the Department Office by US mail or as an attachment by email. Do not fax what you want included in the monthly mailing. **No exceptions!**

★Bulletins may be only one page in length. The only exception to this will be when your program requires forms to be sent to the Units.

★You may use the front and back of the page. When sending a front/back bulletin, please have each side set up on a separate sheet. We will photocopy front/back for you. (Sometimes what is on the back will *bleed* through to the front when photocopied.) Do not use graphics that force you to use the back of a page. CONSERVE! Graphics which are too dark will be edited out before copying.

★Always date and number your bulletins. (i.e. March 2004) Always include your title, name, address, and phone number. If you have email, include it.

★Do not pull a page from the National Plans of Work to send to the Units. Use ONLY the information that is relevant to the Units. Paraphrase. Restate the information in your own words.

Consider this:

You write your bulletin in September.

You send the bulletin to the office on September 26th.

The bulletin is copied and sent to the Units on October 10th.

The Units get the bulletin on October 25th.

Their next meeting is November 3rd.

What should you be writing about in September?

THINK TWO MONTHS AHEAD

Department Requirements The following must be publish in a Unit Mailing		
Americanism	Essay Contest Titles and Rules	Titles approved at the DEC in January are to be published in February so that Units can submit to the schools before the end of Spring semester
	Freedoms Foundation Seminar	Applications are due in January so all information should be mailed to Units as soon as received from National; call DO to determine when information is available

	Month of Focus	February - mail bulletin to DO by December 1
Chaplain	Chaplain's Corner	Must be published once monthly; due to DO by the first day of each month
	In Loving Tribute Fund/Death Notice	Forms should be sent to Units in first mailing of year
Children & Youth	C&Y TFA	Application and directions should be sent at beginning of year (August mailing)
	Month of Focus	April - mail bulletin to DO by February 1
Community Service	California Disaster Fund	Donation form should be sent at beginning of year (August mailing)
	California Disaster Application	Form should be sent at beginning of year (August mailing)
	Month of Focus	March - mail bulletin to DO by January 1
Education	Scholarships	All applications are online so Units do not need copies; Review of program and letter to schools should be mailed in August
Education	Poppy Seals	Order form to be mailed in August
	Month of Focus	October - mail bulletin to DO by August 1
Girls State	Reservations	Form to be mailed in August mailing
	Application Packets	Mailed in November based upon list furnished by chairman
	Month of Focus	June - mail bulletin to DO by April 1
Historian	History Book Competition	Rules should be mailed to Units earlier enough in year to allow Units to plan
Junior Activities	Junior Conference Raffle	Tickets should be prepared in April/May to be disbursed at convention prior to conference
	Junior Conference	Reservation materials should be mailed to Units three months prior to the session
	National Promotions	Materials should be mailed to Units upon receipt of Plan of Work
Leadership	Workshops	Fliers announcing workshops should be

		mailed to Units two months prior to event
	Application	Form should be mailed in August
Legislative	Dispatch	Order form should be mailed to Units early in year
	Month of Focus	January - mail bulletin to DO by November 1
Membership	Target Dates Contest Forms	Should be mailed to Units early in year
	Month of Focus	November - mail bulletin to DO by September 1
Music	Contest Rules	Should be mailed to Units at least two months prior to deadlines
	Month of Focus	September - mail bulletin to DO by August 1
Past Presidents Parley	Nurses Scholarship	All applications are online so Units do not need copies; Review of program should be mailed in August
Past Presidents Parley	Auxiliary Member of the Year	Information and rules should be mailed to Units at least three months prior to Department Convention
Poppy	Orders	Forms should be mailed to Units in August
	Financial Reporting	Form generated by Department is mailed in April to all Units
	Poster/Display Contests	Rules should be mailed to Units at least three months prior to deadlines
	Miss Poppy	Rules should be mailed to Units at least three months prior to deadline
	Poppy Days	Dates should be published as often as possible; every bulletin should include dates
	Poppy ID Cards	Order form should be mailed in August
	Month of Focus	May - mail bulletin to DO by March 1
Resolutions	How to Write	Rules and deadlines should be sent in January

VA&R	VA&R - TFA (Unit)	Information and forms should be sent early in year
	Month of Focus	December- mail bulletin to DO by October 1

Web Site Bulletin

If you have access to email, email your bulletin to calegionaux@calegionaux.org so that it can be posted to your Program Notes page. It is becoming more useful for members, Unit and District Chairmen to access your bulletin information up to 30 days in advance of the physical Unit bulk mailing.

Updates

Keep the Department Office informed. When there is a change in an officer/ chairman's address, contact the Department in writing. State the old information and the new information. We do not use the Member Data Forms to keep our Officer and Chairman databases current.

The Department Office will keep the officer or chairman informed about any changes in District Chairmen (name, address or phone). Updates will be mailed as necessary. Throw the old roster away when a new roster arrives. They are date stamped.

Annual End-of-Year Reporting

To assist the Unit and District Chairmen, consider these suggestions concerning the annual report forms. Many chairmen find it difficult to identify some of the forms sent to the unit because the title of the committee is not clearly stated. They also find that committee reports ask for different information regarding name, address, etc. Sometimes consistency can make the task easier.

Please consider the information requested at the top of the form to include: Unit or District chairman, Unit and/or District number, address of chairman, phone of chairman, number of members in the Unit or District, and the number of Units reporting (on District form). Note: There is no need to ask for separate membership of Seniors and Juniors. National does not request membership statistics, only number of Units with the exception of Junior Activities. Clearly identify the committee name, year of report, and whether Unit or District report form.

Somewhere on the form (many chairmen use the bottom of the page) include your name and address. Give brief instructions concerning the date the report is due to the District Chairman (in the case of the Unit report) and the Department Chairman (in the case of the District Report). According to Department Code, Department Policy, Officers and Chairmen, item 6, the **Units** should have a **deadline of April 28, 2006** to have the report to the District Chairman. The **Districts** should have a **deadline of May 12, 2006** to have the report to the Department Chairman. (Note: Poppy Reports are due to the District Chairman by May 28, 2006 and to the Department Chairman by June 5, 2006.) In most cases, your report is due to the National Chairman by June 1. Read your procedure carefully to determine if the deadlines above work with your requirements from National.

Keep the form to **one page, single-sided**. (Note: Remember that the Department Office must include a listing of District Chairmen to the back of the Unit report.) A **few** committees must use more than one page. Use the questions/information requested from the National Chairman to help you organize your Department reports. **Keep it as simple** as possible. If necessary, forms will be edited to comply.

You will be providing the Department Office with two blank forms: One for the Unit and one for the District. The deadline to have the report forms to the Department Office is January 17, 2006. (You may hand carry to DEC.) Once they are received, the District Chairmen's names and addresses will be copied onto the back of the forms.

All forms will be mailed February. Forms received after the deadline date may not be included in the February mailing.

The Department of California Programs

To All Officers and Chairmen:
Read your code carefully and often.
Adhere to the code.

Americanism

Send a bulletin to the Units through the Department's monthly mailing about the essay program. Information about the Department essay contest usually arrives to the Units before September so the bulletin should arrive in the Department Office before August first. Encourage participation by the Units. The Americanism Youth Conference information is sent October for the November meetings. If Units are interested, the applications must be in the Department Office by mid-January. Citizens Flag Alliance is an on-going program until the amendment is passed or the National organization decides to back away. Girls Scouts who qualify are encouraged to apply for the special Girl Scouts' scholarship which includes a trip to National Convention. Spirit of Youth donations can be made to the foundation with checks sent to Department for proper recording. A small heart-shaped pin is available for all donations over \$25.00. The donations to this National fund are used for the various scholarships granted by National. The Department Chairman should request pins as needed from the Department Office. If the National organization provides plaques for certain donations, they will send them to the Department Office. We will forward to the chairman as they are received. February is Americanism Month.

Auxiliary Emergency Fund

Encourage Units to donate to this National program. All dollars sent to the Department Office are noted in a transmittal and forwarded to National Headquarters with a copy forwarded to the Department Chairman. These transmittals are sent about once monthly. Donations of \$15.00 or more will earn a special lapel pin. The pins should be ordered by the chairman from the Department Office as needed. Units who have eligible members may request AEF Applications from the Department Office. All completed applications must be forwarded to the Department Office for verification of current membership. They are then forwarded to National. The National organization also encourages support of the Displaced Homemaker grant. This is available for ALA members who find themselves suddenly having to return to the workplace, but lacking in job skills. Temporary Financial Assistance (TFA) is available through The American Legion for families of veterans. (Inquire with Department Adjutant.)

Chaplain

The Department Chaplain is responsible to report all deaths of members of the American Legion Auxiliary, Department of California. The Unit should fill out and send two separate forms to report deaths.

1. Death Notice. - This form should be sent to the District Chaplain. She uses the information for the District Memorial Service and forwards the information to the Department Chaplain who uses the information for reporting and for the Department Memorial Service held on the opening day of convention.
2. Member Data Form - This form should be filled out and sent to the Department Office by the Unit. The information is noted and forwarded to the National Membership Team. Databases are updated and the member is removed from future mailings. If the information reaches National after March 1, the deceased member's card and information will be included in the next card year packet.

The *In Loving Tribute Fund* is an opportunity to support the Department's general fund and to send a memorial card to the family of a deceased member, get well to a member, or birthday/anniversary wish. There is a special form which assists the Department Office in getting the wish or thought to the family; however, a short note will also be accepted along with the donation.

Prepare for the Convention Memorial Service. If you would like the Department Office to print the program, have it to the DO 15 days prior to convention.

There is a Chaplains Conference in Indianapolis each October. This meeting is held at the same time as the Girls State Conference.

Children & Youth

Most of the work done in this program occurs at the local level. Units are encouraged to support youth organizations, determine special needs of local children, and donate time, materials, or cash to special projects.

The National organization supports and encourages support from Units for the Childrens Miracle Network, Josh, and Spinoza Bear. They also encourage donations to The American Legion's Child Welfare Foundation. Those donations may be sent to the Department Office where they will be noted and transmitted to the National Headquarters of The American Legion with copies sent to the Department Chairman.

Halloween Safety, Temporary Financial Assistance (TFA), and National Family Week are included in the program's goals. Brochures for these issues are usually available through the National Legion. They must be ordered through the Department Office.

The Department of California offers TFA-C&Y for families of veterans where children may be facing inadequate food, shelter, or clothing. The grant forms can be found on the web site or requested from the Department Office.

Plan to attend the National Information and Leadership Conference in April.

April is Children & Youth Month.

Community Service

This program is also primarily worked at the community level. The National organization makes various suggestions throughout the year toward supporting the community. Make a Difference Day and National Volunteer Week are focused events.

The California Disaster Fund is part of this program. Encourage donations to the fund. Members in need following a disaster may apply for financial support by using the prescribed forms. They are available on the Web site or by contacting the chairman or Department Office.

Constitution and Bylaws

In order to remain in compliance with the laws governing non-profits and to continue to recognize that it is our major documents that give us the foundation on which we stand to do our good works, we must continue to be vigilant about keeping these documents up to date. Every Unit and District is required to rewrite or resubmit bylaws every ten years. If there are amendments between rewrites, they must be accomplished following the procedures set forth in the Constitution and Bylaws.

As the bylaws are amended or rewritten, a copy should be sent to the Department Office. They are kept in the Charter files and used throughout the year for various reasons.

Model Bylaws are available through the Department Office. This guide can be used as presented with the addition of information specific to the Unit/District. All rewrites or amendments must be sent directly to the Department Constitution & Bylaws Chairman for review and signatures. Copies will be returned to the Unit/District/Department Office. Any bylaws sent to the office by the Units/Districts will be immediately forwarded to the Department Chairman.

Education

All of the Department and National scholarship information and applications are posted to the web site. From the Department Chairman, Units receive a form that can be use when sharing information with local high schools and the press. The form is two-sided. One side describes the program, giving web site information. It also has a fill-in portion for the Unit to identify its' chairman. On the reverse side is a brief breakdown of the scholarship titles, amounts, and application deadlines.

The students are encouraged to go to the web site, follow the written directions, printout the desired applications, and submit the forms to a local Unit. If a student cannot printout the application, she is asked to contact the Department Office via e-mail. The office will send an application to the student. Students who cannot easily locate a local Unit are requested to contact the Department Office, again via e-mail. The office will forward an address to the student.

If a Unit feels it needs to have a copy of the applications, they may request them from the Department Office. Since most students have Internet access, this practice is becoming less prevalent.

Many Units also provide local students with scholarships. These are handled as the Unit sees fit.

Working Education

Department Scholarships

What the Student Should Do

- Go to Department Web Site
- Read the instructions
- Print out the application(s) desired
- Fill out application and attach support documents
- Sign application(s) where indicated
- Locate the nearest Unit and submit before the deadline date

What the Unit Should Do

- Accept the application(s)
- Separate into categories: 2000, 1000, 500, Ganey, PPP Nursing*, Junior**
- Choose one application from each category
- Sign application(s) where indicated
- Forward to District Education before deadline date

*Past Presidents Parley Nurses Scholarship Applications to be handled by the PPP Chairman, choosing one to be forwarded to the Department PPP Chairman.

**Past Department Presidents' Junior Scholarship Applications to be handled by the Junior Activities Chairman, choosing one to be forwarded to the Department Junior Activities Chairman.

What the District Should Do

- Accept the application(s)
- Separate into categories: 2000, 1000, 500, Ganey
- Choose one application from each category
- Sign application(s) where indicated
- Forward to Department Education Chairman before deadline date

National Scholarships

What the Student Should Do

- Go to Department Web Site

Read the instructions
Print out the application(s) desired
Fill out application and attach support documents
Sign application(s) where indicated
Locate the nearest Unit and submit before the deadline date

What the Unit Should Do

Accept the application(s)
Separate into categories: National President, Non-Traditional, Spirit of Youth, Girl Scout
Choose one application from each category
Sign application(s) where indicated
Forward to Department Office before deadline date

National Scholarships

The Department will forward the National applications to the Department President. She will judge the applications and forward the best in each category to the Western Division Chairman. The winners' information and those which were not forwarded will be sent to the Department Chairman for further handling. The Department Office should receive a notice of students' applications forwarded. If the Department scholars do not win at the Western Division level, the Department should send \$500 to the applicant.

Girls State

This program carries with it the prestige of being one of the best programs available to our youth. It is so coveted that many former Girls State Citizens use their participation in the program on resumes for entrance into college or when applying for a job.

The program is voluntary in nature. The Units are encouraged to sponsor girls from local high schools. There are only 520 girls at each annual session. Not all Units participate; however, some Units sponsor up to ten schools. The reservation forms are sent to the Units in August. The standard form is available from the Department Office. The form must be returned to the Department Girls State Chairman by October 1 to reserve a school. The application packets are sent to the Units making a reservation. All applications must be returned to the Department Office with the appropriate fees by March 12. All Units pay \$300 per delegate. (Note: There may be a code change requiring an additional \$30 application fee from parents of delegates. These funds will be used for capital expenditures.)

The Districts are encouraged to offer teas or luncheons for all the girls chosen as delegates. During the meeting, the girls and their families have the opportunity to hear about the upcoming event and to ask questions. It is also recommended that the Unit invite the delegate to return to the Unit following the session to report on her experiences. Only Units may sponsor a delegate to Girls State. They may seek financial support from other organizations, but ultimately have the responsibility.

Once the reservations are received by the chairman, she will create a log for the use by the Department Office. She will also provide the office with the mailing labels for the application packets. If she needs blank labels, she may request them from the Department Office. Per code, if a Unit requests a replacement packet after November 31, it must pay \$5.00 per packet.

The Units forward the completed applications to the Department Office. There they are processed by recording the checks and amounts on the applications and on a separate log which is provided by the Department Chairman. The Department Office will be in close contact with the chairman throughout the year.

Plan to attend the National Girls State Conference in October. The Chaplains usually meet at the same time in Indianapolis

Historian

The Historian keeps the written and pictorial history of the Department. She should encourage the Districts to submit photos, stories of the Department President's visit, and to enter a

District History Book for competition. Through bulletins, she should send the rules for history books. It is the written history that holds up to the ravages of time and provides the future with a glimpse of the American Legion Auxiliary's positive impact on the community.

The Historian must submit one copy of the Annual History to the Department Office.

Junior Activities Junior Conference

Junior Activities includes all the work done to encourage the Junior member to become an active Senior member. Junior members should be allowed to attend regular meetings, participate in Unit activities, attend leadership workshops, and *shadow* Senior members. Although not a separate group, they could be allowed to practice the rituals, study the protocols, act as honorary officers and chairmen.

Registration materials should be sent to Units via the Unit mailing with enough time for compliance with deadlines.

The only fund raiser for the Junior Conference, which occurs usually in April, is the sale of raffle tickets. Units are asked to purchase two books of tickets. All Department Officers and Chairmen, District Presidents, and Past Department Presidents are each asked to purchase one book of tickets. The funds help to defray the costs of the conference keeping down the registration fees charged to the Junior attendees. The District President is asked to encourage the support of this program.

The Units are to be encouraged to send Juniors to the conference in April. Consider organizing transportation within the District in order to get a group of Juniors to conference. Send chaperones and counselors.

Remind Units of the Junior Activity Sheets (also on the web site) and the National Pen Pal program. There is a National trophy available to the Unit reporting the Best Overall Junior Activities program.

Leadership

Leadership comes to us in many shapes. It is described as the observable activities that occur in a group, organization, or institution. Leadership is getting people to want to do what needs to be done.

Encourage your District Leadership Chairmen to offer a workshop during the year. Invite all the Units to participate. Give recognition to those attending by offering a leadership card. Encourage the true leaders in Districts to become Leadership Instructors. Units can provide mini leadership to their membership through meeting activities or bulletins.

The chairman arranges with the Department Office in July for the purchase of cards through the National Headquarters.

Legislative

“The American Legion is an extremely proactive, but nonpartisan organization. The American Legion's involvement in the halls of Congress and in state houses is well documented throughout history. One key to The American Legion's continued success is that it remains nonpartisan. The American Legion is neither liberal nor conservative, neither Democratic or Republican, but rather a patriotic and veterans advocacy group.”

The National Legislative Commission

If asked by the Department to assist in locating members for the National Legislative Council, do everything within your power to do so. Encourage the District members to write letters, make phone calls, send e-mail to our representatives. Remind them to follow strict protocols, be polite, and always request a response from the representative. Remind Units and members to subscribe to *The Dispatch*. Use the Action Center at The National American Legion web site.

National Legislative Council

District Presidents may be asked by the Department Secretary/Treasurer or Legislative Chairman to assist with locating members willing to serve on this National committee. The member must be a resident within the district of the representative she will be assigned to contact. From time to time she will be notified either directly from National or by way of copied memo from the Department Office of pending bills which will affect the veteran. She will be asked to contact her representative to express the position of The American Legion and ask for support of the position.

Taken from: Plans of Work, Legislative 1998-1999

The purpose of the Council is *to propagate an interest in and a furtherance of the legislative goals of The American Legion, and to serve as a medium for disseminating information and of developing an understanding with our elected representatives in Congress.*

Council members must have a close personal relationship with the congressional member to whom they are assigned. The identity of the Council members should be treated sensitively, but need not be a complete secret. It is imperative that the Council list be updated in a timely manner. If a congressional member leaves office, a replacement Council member should be named shortly after a new Member of Congress takes office, if not before. Changes in addresses and phone numbers are equally important. Following the November election, we must update our Council information.

Council members are informed of key legislative events through articles in *The American Legion Magazine*, *The DISPATCH*, and bulletins. They are encouraged to share key issues, events, activities, and accomplishments with their congressional members.

When determined to be necessary, a request for assistance from the Council will be prepared by the Commission Chairman. If a request is made under emergency circumstances, a telephone call may come directly from the Legislative Division to Council members.

If asked to assist in locating a member, please work quickly.

The Legislative Chairman is expected to attend the Awareness Assembly in Washington DC in March. The Department Office will forward information as it is received.

Membership

Work closely with the Department President, District Presidents and Membership Chairmen, and the Department Office to establish goals. Goals should be sent to the DO before August 15. It takes the Department Office a minimum of thirty days to update the computer and run the necessary test before publishing the first report on October 1.

The backbone of our organization - without membership there is no American Legion Auxiliary. For every member we lose by death or nonrenewal, our survival is jeopardized. Remind your members that there will always be veterans and their families to support.

Units should be encouraged to follow the guidelines when transmitting membership to Department. The smallest piece of missing information on an application can keep a Unit from attaining a target. Offer training for Units needing help with the transmission of membership. Keep a close eye on Units not transmitting. The Department Office provides a report twice monthly - on the 1st and 15th - from October through June. The report is mailed to each District President and District Membership Chairman. It is also posted on the web site. Have fun with membership. Play games, give awards and pats on the back.

National Security

Within this program are many opportunities for members to participate. They can buy bonds, support ROTC, send mail to military personnel, donate to USO, volunteer for CERT through FEMA, encourage fire safety. Some years there is a special focus such as Operation Toasty Toes or coupon clipping. POW/MIA, crime prevention, Junior Law Cadets, and the Awareness Assembly are also included programs.

Past Presidents Parley

All past presidents - Unit, District, Department, and National - are eligible to form or join a Past Presidents Parley. The parleys are organized to support the Nurses Scholarship and women veterans. The past presidents also honor the Auxiliary Unit Member of Year.

Poppy

This program is two-fold: 1. It provides veterans an opportunity to rehabilitate and make some extra cash by making poppies; and 2. The donations derived from offering poppies in our communities are used to support the needs of veterans and their families. Poppy Days is a chance to let the community know who we are, what we do, and why we do it.

Every Unit must order poppies each year. The Units must also report how Poppy Days was received by the public. The report is in the form of a financial report due to the Department Office before convention. Members living near a poppy production facility should be encouraged to assist the manager.

Remind Units about Miss Poppy and the Poppy Poster Contest.

Public Relations

Get the word out! No one will know who we are and what we do unless we tell them. Write articles, post to community bulletin boards, go on television or radio to promote a special event, publish a web site.

Encourage Units to keep press books and to send extra clippings to the Department PR Chairman. Explain about and solicit Heart of America nominations.

Veterans Affairs & Rehabilitation

A cornerstone program of the American Legion Auxiliary, VA&R provides opportunities to honor and support our veterans. Encourage the Units to volunteer at the local VAVS hospital or clinic. Encourage members to provide field service to veterans needing rides, shopping, companionship. Get those *knitters* and *crocheters* busy making items for veterans. Recruit volunteers and volunteers to work in hospitals and convalescent homes.

The Veterans Administration is currently reorganizing the VA system. Keep informed about how those changes. Remind Units that they are expected to support all VA facilities within the District's jurisdiction.

The VA&R Chairman should attend the National Information and Leadership Conference in April.

VA Health Care System

Bakersfield Outpatient Clinic
1801 Westwind Drive
Bakersfield CA 93301-3028

3605 Hospital Road, Suite D
Atwater, CA 95301-5140

Barstow, California Veterans Home
100 East Veterans Parkway
Barstow CA 92311

Chico VA Clinic
280 Chohasset Road
Chico CA 95926

Castle Outpatient Clinic

Chula Vista Veterans Home
700 E Naples

Chula Vista CA 91911

Corona VA Clinic (Loma Linda)

800 Magnolia Avenue #101
Corona CA 92879

Fort Miley VAMC

4150 Clement Street
San Francisco CA 94121-1545

Fresno VAMC

2615 East Clinton
Fresno CA 93703-2223

Livermore VAMC

4951 Arroyo Road
Livermore CA 94550-9691

Loma Linda - Jerry L Pettis VAMC

11202 Benton Street
Loma Linda CA 92357

Long Beach VAMC

5901 East Seventh Street
Long Beach CA 90801

Los Angeles Outpatient Clinic

351 East Temple
Los Angeles CA 90012-3228

Los Angeles - West

**Redding VA Clinic/Outpatient
Clinic**

351 Hartnell Drive
Redding CA 96001

San Diego VAMC

3350 La Jolla Village Drive
San Diego CA 92161-0002

San Diego Outpatient Clinic -

WAVE

4525 Mission Gorge Place
San Diego CA 92120

11301 Wilshire Boulevard

Los Angeles CA 90073

Martinez VAMC/Outpatient Clinic

150 Muir Road
Martinez CA 94553-2534

Mather VAMC (Sacramento)

10535 Hospital Way
Mather CA 95655-2400

McCellan Outpatient Clinic

5342 Dudley Blvd Bldg 98
Sacramento CA 95625

Oakland VAMC

2221 Martin Luther King Jr Way
Oakland CA 94612

Oakland Army Base

2505 W 14th Street Bldg 762
Oakland CA 94607

**Palm Desert VA Clinic (Loma
Linda)**

41-865 Boardwalk Suite #103
Palm Desert CA 92211

Palo Alto VAMC

3801 Miranda Avenue
Palo Alto CA 94304-1207

Santa Barbara Outpatient Clinic

4440 Calle Real
Santa Barbara CA 93110-1002

Sepulveda VAMC

16111 Plummer Street
Sepulveda CA 91343-2036

Sun City VA Clinic (Loma Linda)
28125 Bradley Road #130
Sun City CA 92586

Tulare CA 93274

Reno VAMC
1000 Locust Street
Reno NV 89520-0102

Yountville, California Veterans Home
100 California
Yountville CA 94599

South Valley Outpatient Clinic
1050 N Cherry Street

Hospital Service - VA facility volunteers are the key people in the VA Facility Voluntary Service program. The purpose of this group is to supplement the care given to our ill and disabled veterans by members of the medical staff.

Field Service - A volunteer program similar to that of the Hospital Volunteer program, but conducted in community nursing homes, Veterans Homes, and non-VA facilities.

Home Service - Service to veterans given by Auxiliary members in their own homes includes sewing, knitting, cooking, shopping for materials and supplies, and other services. Hospital Gift Shop items made in the volunteer's home are classified as Home Service.

Free Resource: *Guide for Volunteers*, published by the National organization and available from the Department Office.

Program Components Include: Fisher House
Homeless Veterans
Adopt-a-Ward
Volunteer Recognition
Creative Arts Festival

“What . . . ?” You Ask

What the Department Office cannot do

1. Drop members
 - a. National will not allow Departments to drop members
 - b. National keeps delinquent members on the roster for up to three years
 - c. National will try to solicit members who have not renewed within the last 18 months - the dues goes to National and the member is transferred into Unit 1000
 - d. National will terminate all mailing if a Member Data Form is received indicating such

What the Department Office should not be asked to do

1. Forward donations to special projects with the exception of the current year's special project
 - a. Addresses for special project donations are made available to Units in various documents
 - b. If Unit does not have current address, contact Department Office
 - c. Donations to AEF, Child Welfare Foundation, Spirit of Youth, and Displaced Homemakers should come to the Department Office
2. Separate donations from one check into different fund accounts

- a. There are 4 funds:
 - i. General - Americanism, Junior Activities, In Loving Tribute Fund, Supply Orders, Per Capita, CA Disaster Fund, Fidelity Bond, Delegate/Alternate Fees
 - ii. Welfare - VA&R, Gift Shop, Children & Youth, Education, PPP, Poppy Seals
 - iii. Girls State - Girls State, Girls State Fee
 - iv. Poppy - Poppy, Poppy Order, 10% Poppy
 - b. All checks which include more than one donation category should have a note indicating how the donations should be posted (into which accounts)
3. Fill out membership documents such as Member Data Form, application, A/B Stub
- a. All forms relating to membership should be filled in *completely*
 - b. Missing information will cause delays in processing
 - c. Inaccurate information will cause inaccurate filing - be careful
 - d. Staff usually does not have the time to complete your paperwork
4. Write Unit and District numbers on checks or other documents
- a. Make sure your Unit and District numbers are on every document you send to the Department Office
 - b. Avoid inaccurate filling and posting of your information
 - c. Assist the staff so that valuable time is not used researching numbers
5. Take supply orders over the phone or by fax
- a. Debit memos add to the already extensive bookkeeping of the Department Office
 - b. Errors in addressing can occur
 - c. Errors in supplies requested verses supplies sent can occur
6. Make copies of documents sent
- a. Department operates its copiers by contract which includes a prescribed number of copies used per year
 - b. Additional copying adds to the expense of running the Department Office
 - c. Postage used to forward copies and phone charges to fax copies add to the expense of running Department Office
7. Duplicate the unit mailing unless four weeks from the second Thursday of each month have passed
- a. Unit's monthly mailing costs approximately \$4.00 each month
 - b. Second mailing adds more cost - copying, paper, envelope, label, postage
8. Forward documents to District/Department Officers/Chairmen
- a. Documents intended for District or Department Officers/Chairmen should not be sent to Department Office
 - b. Use roster (District and Department)
 - c. If in doubt of address, contact Department Office

What Department Office is happy to help you with

1. Membership stats prior to your District meeting
 - a. Staff will assist you
 - b. If staff is busy, they will call you back
 - c. Only District Membership Chairmen should ask for this information (imagine getting 347 or more calls each month for stats)
 - d. Utilize the Department Web site as much as possible

2. Locating information about members, donations, transmittals, and other correspondence
 - a. Staff is here to assist you with information about your Unit and members
 - b. If not an emergency, put your question in writing being sure to

include Unit and District numbers, your name and phone number

3. Giving the name, address and phone number of Department Officers/Chairmen
 - a. Address labels and other databases are only as good as the information received
 - b. All changes in officers/chairmen (Unit, District, Department) should be made in writing

4. Assistance with troubleshooting
 - a. Staff can assist with problems - just give us a call
 - b. If we don't know, we will try to find out

5. Filling supply orders the same day they are received
 - a. Turn around on supply orders is usually same day
 - b. Items back ordered will not hold up entire order - what can be mailed will be
 - c. Debit memos will be issued when necessary without holding up order
 - d.

6. Replying to questions (written, e-mailed, faxed, or phoned) as quickly as possible
 - a. Staff prides itself on answering questions within the same day or receipt
 - b. E-mail is pickup in the evenings and throughout the weekend with response usually by the next work day

What the Department Office would like your help with

1. Keeping our databases up to date
 - a. Remember to send name and address changes immediately
 - b. Member Data Forms are only for the use of membership reporting

2. Putting as much in writing as possible to avoid misunderstandings
 - a. A good paper trail is of benefit to everyone, especially when there are questions later
 - b. Changes in who gets the mail, officers, who gets the renewals or membership packet will only be accepted in written form
 - c. Only a Unit officer may request a change in the Unit mail address

**As a Department Officer/Chairman,
you should be familiar with the following information**

Department Office Procedure for Establishing a New Unit

Initial Communication Occurs in One of the Following Ways

1. A Post Officer calls or writes to the Department Office for more information about establishing a new Unit.
2. The National Organization writes to each newly established Post welcoming it and explaining that if it wishes a Unit it can write directly to the Department of California Office for more information.
3. A District President or member of a nearby Unit calls or writes to the Department Office to begin the process.

Department Office Response

After hearing from a Post or District Officer, the Department Office writes a letter to the inquirer and includes the **Post Authorization for Organization of Auxiliary Unit** form.

Response from the Post

If the Post members, by consensus, have agreed to establishing a Unit, the *authorization* form is filled out and returned to the Department Office. Most often, the District President or a woman (potential Unit member) is listed at the bottom of that form as the person who will receive any further communication from the Department Office. Sometimes a Post Officer is listed.

The Department Office will send the **New Unit Kit** to the person indicated. If that person is a Post Officer, the cover letter sent with the kit will encourage the Post to allow the women to organize the Unit.

The New Unit Kit

This package includes all the necessary documents to start a new unit. Some of the information is from National and some from the Department. A check list is used to make sure that all the information is included. As the kit is being put together, using the most current information, each item is checked off. This listing is included in the packet and can be used as a transmittal of materials by the receiving party.

Also included in this kit is a document titled **What the New Unit Returns to the Department Office**. This is for the use of the new Unit to keep track of the documents which must be returned for processing.

The District President's Role

Since there is so much to be learned by the new Unit and to send **all** the information at one time would be overwhelming, the Department relies on the District President to work closely with the new Unit members. It is her responsibility to oversee the initial meetings, nominations and elections of officers, and completion of the required documents. She is responsible to teach the new Membership Chairman how to complete the membership documents and correctly file them with the Department Office. The Unit's success depends on the District President and her committee!

District President Procedure For Charter Cancellation

This procedure implemented January 24, 2002 and

supercedes previous procedures.

Technically, a Unit is a Unit until National accepts the charter. National assumes that when a Department accepts a surrender and forwards it to National that all requirements for surrender have been met.

District President's Responsibilities

3. The Unit **must** notify the District President that they are considering surrendering the charter before any actions are taken.
4. District president should have in depth discussion with Unit president to determine why Unit is considering surrender.
5. District President should attend next Unit meeting to observe and perhaps identify problems that could be worked out with a little effort by Unit with assistance from District officers. (Sometimes Unit members may be too close to the problem to see it or the solution.)
6. After discussion and observation, the District President should decide whether to place the Unit on probation to strengthen the Unit or if she expects the Unit to surrender.
7. If the Unit is placed on probation to strengthen, the District President should notify the Unit that they have been placed on probation and the reasons why. She should inform the Unit that she or her representative (Past District or Department President or other officer) will be working closely with the Unit to resolve problems.
8. If the problem cannot be resolved, the District President should advise Unit to notify members of a meeting to discuss whether the Unit should surrender. (See Unit's Responsibilities) District President, District First Vice President, and Parliamentarian should attend this meeting and the final meeting.
9. Immediately following the meeting at which the Unit voted to surrender, the District Membership Chairman should assist the Unit Secretary with the following:
 - a. Write a letter to all members (Senior and Junior) advising them of the vote to surrender and encouraging them to transfer to another active Unit
 - b. Provide the Unit with a listing of all the Units in the District to be included in the letter to the members. Included on the list should be the Unit name and number; date, time and location of meetings; name, address and phone number of the Unit president or membership chairman. Depending on the date of the surrender as accepted by the DEC (January or June), the members should be advised that they must complete the transfer before the National Executive Committee accepts the surrender (March or September) to avoid being automatically transferred into Unit 1000. Explain that Unit 1000 is a *paper Unit* and that the members have no rights to vote, hold office or serve as a delegate.
 - c. Provide the Unit with enough Member Data Forms to include one with each letter mailed to the members

Note: The District will be held responsible for all of the membership of the surrendering Unit. This means that the District membership goals will include the surrendering Unit members. Transferring members into District Units should be a primary concern of the District Officers.

Unit's Responsibilities

1. The Unit **must** notify the District President that they are considering surrendering the charter before any actions are taken.
2. The **possibility** of surrender must be discussed at a regular Unit meeting. No one person or group of officers can make this decision. Every Senior member **MUST** be notified by letter of the possibility of the surrendered of the Unit Charter. The letter must state the reasons for the action, and give the date, time and location of the meeting. It is suggested that a ballot be included with the letter to allow those who cannot attend the meeting the opportunity to indicate Yes or No on the action. A copy of the letter should be forwarded to the District President. Members who attend this meeting will vote Yes or No to *begin the procedure for surrender of the Unit Charter*. (Note: A vote to surrender cannot be taken at this meeting since it is the last step in the procedure.)
3. Once the Unit votes to begin the process of surrender, a letter/postcard should be sent to all the senior members notifying them of the decision. The letter should include the date, time, and location of the meeting at which a vote to surrender will be taken. (Note: Be sure to set a meeting date to take the vote to surrender far enough in advance to allow for satisfying the required steps.) Once again, including a ballot to be returned by the member allows all members the choice to vote Yes or No to surrender.
4. **Required Steps** (All steps must be carried out by consensus at general Unit meetings.)
 - a. Membership must be in order. **All** (Seniors and Juniors) members must be notified that the surrender of the Unit means they will either transfer into another Unit of their choice or be automatically transferred into the Department Unit 1000 (current dues is \$25 for Seniors and Juniors) once the National organization accepts the Unit charter. Every effort must be made to encourage members to transfer to active Units. It is suggested that when sending the final letter to the members advising of the impending meeting to vote to surrender a Member Data Form is included. The form should have all the necessary information filled in - member's name, address, membership number, Unit number, Department. The center section should include a highlight over the signature line for the member, and the current Unit Secretary should fill in the Unit number, Department, and signature. The letter to the member should explain that she may take the Member Data Form to another Unit and request to be transferred into that Unit. It is also suggested that the Unit provide the names and addresses of Units within the District. This is particularly important to Junior members who will not receive renewal notices for the next year.
 - b. The Unit must determine if it is incorporated. If the Unit files documents with the State of California every other year, paying a \$20 filing fee, then it is incorporated. Contact the State of California, Franchise Tax Board to obtain the *Guide for Corporations Dissolving, Surrendering (Withdrawing) or Merging* (FTB Pub. 1038). Follow the requirements carefully to avoid delays.
 - c. Write a letter to the Internal Revenue Service advising of the impending surrender of the Unit. Request that your unique Employer Identification Number (EIN) be retired.
 - d. All American Legion Auxiliary property must be distributed properly. The bell, if not given to a Past President or another Unit, must be returned to the Department. The American Flag and Unit banner, if not given to a Past President or a charter member, may be donated to a

local non-profit such as Girl Scouts or public building. Otherwise they should be returned (without the poles) to the Department. The Unit Charter (unframed and rolled) must be returned to the Department. Since there is not enough room at the Department Office to archive previous minutes, membership records, and banking records, the Unit should properly dispose of these items.

- e. It is important to realize that all funds are the property of the American Legion Auxiliary and that the Department and District should be given first consideration.
 - I All obligations to the Department/District must be met. These include:
 - (1) Department/District per capita for membership;
 - (2) Fidelity Bond payment for the current Auxiliary year
 - ii Current membership per capita paid for any delinquent members should they want to continue membership in the American Legion Auxiliary
 - iii VIM (Life Membership) paid for any members who significantly have contributed to the Unit
 - iv Donations to the programs of the American Legion Auxiliary (both Department and National levels)
 - v Donations to the programs of The American Legion Post
 - vi Do not close the Unit bank account until after the final vote is taken to surrender the charter. Make sure that while deciding on how to distribute the remaining Unit funds enough money is left in the account to cover the costs of postage, service charges, etc.
- f. Once all the business of the Unit is completed, the Unit should send the final letter and ballot to the membership. This letter will state the reason for the meeting (to surrender the Unit charter); and the date, time and location of the meeting. If a ballot is offered, include a deadline date (the same date as the meeting) for its return.
- g. The following must be returned to the Department following the final vote to surrender the Unit:
 - i. **All** Unit minutes relating to the surrender of the Unit charter. (A record of all discussions and meetings **MUST BE KEPT** and a copy of same and the notice to the membership must be retained for the protection of the Unit officers against later challenges that might occur.)
 - ii. Copy of letters sent to Senior members
 - iii. Final bank statement showing a zero balance
 - iv. Written statement of how the Unit funds were distributed
 - v. Unit Charter (unframed and rolled)

It is required that the Unit officers will remain in close contact with the District president throughout the surrender process. The Unit must understand that to comply with the requirements set by the Department, National, the State of California and the IRS will take time.

Unit on Probation

Sometimes it becomes necessary to place a Unit on probation. This means that the District President recognizes that the Unit is struggling and intervenes to assist. The length of probation varies and depends on how well the District President and Unit are able to make the crucial changes needed to bring the Unit back into a working condition.

All probations, removals from probations, surrenders or revocations must be voted on by the Department Executive Committee at the DEC in January or the Pre Convention DEC in June. The District President always discusses the issues with the Department President prior to the meeting. When she is called upon by the Department Secretary/Treasurer to make her report, she places a motion before the DEC.

Preparing for DEC

Did you send your travel expense form to Department? It is required for you to receive your travel reimbursement at DEC. You must also answer the roll call each day of sessions to receive your check. The Finance Committee will disburse the checks on Sunday morning following roll call. If you have an emergency, you must notify the Department President. Let her know you will be absent from the session. She will assign someone to read your report for you.

Make sure she has 10 copies of your floor report. If you plan to exceed the time allotted for your report, you must have prior permission from the Department President. Make sure to meet with her by Friday evening.

If there is an activity on Friday (i.e. Program Fair), be prepared. Make a list of the tools and props you will need to bring. Make copies of handouts. Obtain preprinted materials from outside sources early in the year. Use the resources listed by the National officer or chairman in the Plan of Work.

Check in with the Department Secretary/Treasurer to obtain your packet.

Preparing for Convention

Did you send your travel expense form to Department? It is required for you to receive your travel reimbursement at convention. You must also answer the roll call each day of sessions to receive your check. The Finance Committee will disburse the checks on Sunday morning following roll call. If you have an emergency, you must notify the Department President. Make sure she has 10 copies of your floor report. She will assign someone to read your report for you.

Did you make reservations for the DEC Breakfast Meeting on Thursday morning? There is usually limited seating for this meeting. Your committee members will not be able to attend. Make sure to keep them informed of any business that might affect your program.

Check in the Department Office and Department President upon arriving at the convention site. You do not need to call either officer if you arrive after 9 PM. Find them the next morning. The Department Office will have a packet which will include valuable information for your committee meeting Thursday morning.

Is your agenda ready for your committee meeting? Do you have a packet for each District representative? You can include citations, last minute program information, a listing of the second and third place winners for any contests, and notes to the District President requesting a Unit or District member to be prepared to come to the stage during your floor report. All second and third place awards must also be listed in the Department Office. Make sure to leave a posting there following your committee meeting.

If you have any resolutions or code changes, make sure to notify the Department President immediately following your meeting. You may want to put a brief explanation of the changes in writing so that you can hand it to her in case she is busy.

You should have 10 copies of your floor report ready and with you when called by the Department President to come to the stage. Remember that the Department President may need to adjust her agenda and your report may be taken out of order according to the printed program. Always be ready with your 10 copies in hand. Make sure to get a message to the Districts/Units you will call on to come to the stage area before you begin your report. In most cases you will have only five minutes to give your report including the awards. Adhere to the time limit given you by the Department President. If your report is too long or if it includes unnecessary information, the delegates become inattentive.

If you have a personal gift to present to the Department President, give her the courtesy of mentioning it when you meet with her prior to convention opening. She may not want to receive gifts at the podium.

You will need to be prepared to leave your procedure box with the Department Office staff. Plan to do so as soon as your committee meeting is over, if possible. You will receive a receipt for your box. The receipt must be given to the Finance Committee when you collect your expense check. If you do not send your Travel Expense form to the Department Office by the deadline, you may not have a check prepared. In such a case, make sure to fill out a form with the Finance Committee. They will forward it to Department and your check will be mailed in July.

As a leader, others look to you for guidance and example.

Statistical Reporting for the Book of Reports

The Department Code, Department Policy, Administrative, 6. states:

The Book of Reports will contain only statistical information, names and addresses of Department Officers, District Presidents, and Vice Presidents and a year-end message and report of the Department President.

Each Department Officer and Chairman is requested to send a complete copy of her annual report to the Department Office whether or not it is being sent onto National. **Send the copy as soon as it is completed, but not later than May 31, 2004.** (Poppy Excepted - Stats will be reported during committee report.) The basic statistical information will be entered into a pre-formatted model.

This approach will free the Department Officers and Chairmen to report on the activities of the programs with the statistical information at hand in the *Book of Reports* for the delegates and alternates. Hopefully, you will find that this is a better use of your precocious few minutes at the podium.

Resources

Department of California Web Site - <http://www.calegionaux.org> All major forms, program information, officers/chairmen, membership statistics and how-to's, scholarships, Girls State, Juniors, National information, and much more

Unit Handbook - A comprehensive source of information on the American Legion Auxiliary and its programs. Includes Unit operations and procedures, membership eligibility, and prescribed ceremonies - \$9.95 from National Emblem Sales

Constitution, Bylaws and Standing Rules -
National - \$1.50 from National Emblem Sales
Department - \$5.00 from Department Office

Policies & Procedures Manual - Designed to assist those who are responsible for executing the national programs of the American Legion Auxiliary. Includes all current mandates and policies adopted by the actions of the National Convention and National Executive Committee - \$9.95 from National Emblem Sales

Let's Be Proper - Leadership booklet (revised 1997) - \$1.50 from National Emblem Sales

Parliamentary Points - Parliamentary procedures as applied to the American Legion Auxiliary - \$1.25 from National Emblem Sales

Robert's Rules of Order - Cloth bound. The authority on parliamentary law and the guide to proper meeting procedures - \$29.95 from National Emblem Sales

Junior Activities Handbook - Contains information dealing with the eligibility, organization, procedure, and instructions for the formation and functioning of Junior Auxiliary membership groups. Describes a purposeful and progressive program that promotes Americanism and leadership for Junior members - \$1.50 from National Emblem Sales

Citations and Certificates - Various offerings and prices - refer to Department Office Supply Order Form or National Emblem Sales

Senior and Junior Leadership Courses - \$2.95 from National Emblem Sales

Speaker's Kit and Public Relations Handbook - \$9.95 from National Emblem Sales

National Emblem Sales

<http://emblem.legion.org>

1-888-452-4466

The American's Creed

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a Republic; a sovereign Nation of many sovereign States; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its Flag, and to defend it against all enemies.

★ William Tyler Page

Notes to Assist Next Department Officer/Chairman

Pass it on!

PREAMBLE TO THE CONSTITUTION

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

To uphold and defend the Constitution of the United States of America;

To maintain law and order; to foster and perpetuate a 100 percent Americanism;

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

To inculcate a sense of individual obligation to the community, state, and nation;

To combat the autocracy of both the classes and the masses;

To make right the master of might; to promote peace and goodwill on earth;

To safeguard and transmit to posterity the principles of justice, freedom, and democracy;

To participate in and contribute to the accomplishment of the aims and purposes of The American Legion;

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

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