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Description automatically generated**AMERICAN LEGION AUXLIARY**

**Department of North Carolina**

**LEADERSHIP PROGRAM**

**2023-2024 END OF YEAR REPORT FORM**

**Due:** **April 30, 2024**

|  |
| --- |
| Send to Mary L. Ward 207 Allen Smith Rd Seven Springs, NC 28578 or email [mlainward@cs.com](mailto:mlainward@cs.com) |

UNIT NAME & NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISTRICT #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DIVISION #\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing form and contact information:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Circle or highlight each item your unit/officers possess to conduct a meeting:

|  |  |
| --- | --- |
| * 1. Gavel | * 1. Unit Handbook |
| * 1. Revised Constitution and Bylaws | * 1. American Flag |
| * 1. POW/MIA Chair Cover/Flag | * 1. Order of Business Outline or Agenda |
| * 1. Preambles displayed or printed | * 1. Chaplain Prayer Book |

1. Circle or highlight each item that describes how your unit uses mentoring:
   1. Renewing member to new member
   2. Senior member to Junior member
   3. “Expert member in a program” to the unit
   4. Experienced committee chairman/member to new chairman/member
   5. Other
2. Describe items in your “New Member/Welcome Kit”
3. Record the number of members attending:
   1. Unit Meeting \_\_\_\_\_\_\_
   2. District Meeting \_\_\_\_\_\_\_
   3. Division Meeting \_\_\_\_\_\_\_
   4. Department Conferences/Conventions \_\_\_\_\_\_\_
4. Record the number of members completing:
   1. Legion College \_\_\_\_\_\_\_
   2. Leadership Workshop \_\_\_\_\_\_\_
   3. Mission Training \_\_\_\_\_\_\_
   4. ALA Academy Sessions \_\_\_\_\_\_\_

**AWARDS**

**Department**

1. Division President:
2. Award to the Division President with the most members at a Leadership Workshop
3. Division President of the Year to be selected by the Leadership Committee, Department President and Department Vice President
4. District President:
   1. Award to the District President with the most members at a Leadership Workshop
   2. District President of the Year to be selected by the Leadership Committee, Department President and Department Vice President
5. Department Chair of the Year to be selected by the Leadership Committee, Department President and Department Vice President

Any member who would like to nominate/endorse a candidate for Division President of the Year, District President of the Year or Department Chair of the Year is welcome to submit your comments to

Mary L. Ward 207 Allen Smith Rd. Seven Springs, NC 28578 mlainward@cs.com

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**Department of North Carolina**

**UNIT MEMBER OF THE YEAR**

**Due:** **April 30, 2024**

The Unit Member of the Year award recognizes those serving at the unit level who exemplify the values and ideals of the Auxiliary and whose accomplishments significantly impact the program work in their units.

**Criteria & Selection Process**

* Nominees must be an adult American Legion Auxiliary unit member not in an elected or appointed leadership role higher than unit president.
* A narrative of 1,000 words or less describing the nominee’s accomplishments and activities must be submitted by a unit to its department’s Leadership chair.
* Each department selects one Unit Member of the Year from its submitted candidates.
* The selection of the winner is at the discretion of the department Leadership chair.
* Recognition of the winners occurs at the American Legion Auxiliary’s national convention

**Unit Certification:** Nomination must be certified by Unit President and Secretary. The certification cover sheet must be included with the narrative. Only one nominee may be submitted per unit.

**Nominee Certification Form and Narrative must be received by**

**April 30, 2024**

|  |
| --- |
| Send to Mary L. Ward 207 Allen Smith Rd. Seven Springs, NC 28578 mlainward @cs.com |

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**Department of North Carolina**

**UNIT MEMBER OF THE YEAR**

**NOMINEE CERTIFICATION FORM**

Name of Unit Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitting Unit Name/Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District# \_\_\_\_\_\_ Division# \_\_\_\_\_\_

**Narrative of 1,000 words or less describing the nominee’s**

**accomplishments and activities must be attached to this form.**

**Unit Certification (MUST be certified by 2 members of nominee’s unit)**

We, members of Unit \_\_\_\_\_\_, certify that this nominee is an adult American Legion Auxiliary unit member, in good standing, and is not in an elected or appointed leadership role higher than Unit president. We understand only one nominee may be submitted per unit.

President (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email to send receipt confirmation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nomination/Certification Form and Narrative must be sent to:**

Mary L. Ward

207 Allen Smith Rd.

Seven Springs, NC 28578

mlainward@cs.com

For Questions: (919)738-6678

**DEADLINE:** Nomination/Certification Form and Narrative

must be **RECEIVED** by **April 19, 2024**