



# **Community Service Action Plan**

**Ann Moore, Chairman**



## 2017-2022 American Legion Auxiliary Programs Action Plan

### Community Service

The Community Service program promotes the American Legion Auxiliary's visibility within our localities through our commitment to community, state and nation.

What can you do?

1. Become visible within your community as a link to the veteran community. Get involved in community service projects to bring awareness of our mission to support veterans, servicemembers, their families and the community.

#### **Ideas:**

#### **Member**

- Always wear your American Legion Auxiliary apparel or pin while volunteering in the community; it reinforces our brand promise by telling people who we are, what we do, and why we matter. Note: If you are ordering anything with the ALA name or emblem from a source other than Emblem Sales, remember that a request first must be submitted through your department headquarters to National Headquarters for approval by the national secretary. Contact your unit for more information on this process.
- Reach out to local ministers and first responders to indicate your willingness to be a designated responder for veteran families in need. Be sure to keep a list of veteran resources handy so you will be ready.
- Get involved with your neighbors and those outside our Legion family by volunteering at your local library, food pantry, domestic violence shelter, senior citizen centers, assisted living centers, nursing homes.
- Represent the Auxiliary as a member of local community boards and committees.
- Volunteer with your local Meals on Wheels to deliver meals on days when they are typically closed (i.e. Christmas and Thanksgiving).

#### **Unit**

- Volunteer to organize or assist with your community's Veterans Day observance.
- Organize and participate in service projects for veterans, servicemembers, their families and local community programs on ALA suggested days of service.

- Register service projects on websites, community forums and social media to attract other community members to participate in your service projects.
- Volunteer for local service projects and causes (walks, special events, etc.). Work with your post home to offer space and their participation in local service projects and causes.
- Sponsor and participate in activities at local libraries, senior citizen centers, assisted living centers, nursing homes, service projects and causes (walks, special events, etc.).
- Attend and represent the Auxiliary at special celebration events in the community such as holiday parades, grand openings of community facilities and community leader recognition ceremonies.

### **Community Service Reporting**

Mid-Year Reports Mid-Year reports reflect the program work of units in the department, and are intended as an opportunity for mid-year correction. Each Unit Community Service chairman is required to submit a narrative report to the Department Community Service chairman. Year-End Reports Annual reports reflect the program work of units, and may result in a national award for participants if award requirements are met. As part of your narrative report, please include answers to the following questions:

- Did members volunteer for or organize service projects for any of the ALA suggested days of service? If so, which days were most successful for offering service projects? Did you have any challenges?
- What types of community service activities and/or projects were done in your Unit?

### **Community Service Awards**

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

### **Additional Resources You Can Use**

1. See your national Community Service Committee page of the national website:
  - ALA Service Not Self Volunteer Toolbox
  - How to Partner with Organizations for Community Outreach
  - How to Mobilize Community Support for Those Who Serve
  - How to Serve on National Days of Service

2. ALA suggested days of service:
  - 9-11 National Day of Service and Remembrance (observed annually on Sept. 11)
  - Make a Difference Day (observed on the fourth Saturday of Oct.)
  - Veterans Day (observed annually on Nov. 11)
  - Martin Luther King Jr. Day of Service (observed on the third Monday of Jan.)
  - National Volunteer Week (usually the third week in April)
3. Your national Community Service committee members (see Community Service program page on the national website or Annual Supplement for contact information)
4. The national Community Service Committee Facebook group, search “ALA Community Service”

***\*\*NOTE: With the American Legion Auxiliary’s 100<sup>th</sup> Anniversary coming up, I will have a special award for the Unit Members that complete 100 services - - These services have to be done for veterans, homeless veterans, female veterans, or veterans and their families, anything veteran related. This act of kindness has to be done in a week and have until April 15<sup>th</sup>. Please provide photos, and written report.***

What is this program, and why do we have it?

By being visible in our localities, the Community Service program demonstrates who we are, what we do, and why we matter. Community Service and the 2014-2019 ALA Centennial Strategic Plan: While building community awareness of the ALA and its mission, ALA members serve as brand advocates through involvement in community activities.

Community Service Program Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award’s materials and guidelines section.
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### **Community Service Reporting**

Mid-Year Reports Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department Community Service chairman is required to submit a narrative report by **December 15, 2019** to the division Community Service chairman, plus copy the national Community Service chairman.

Year-End Reports Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department Community Service chairman is required to submit a narrative report by **May 1, 2019** to the division Community Service chairman, plus copy the national Community Service chairman. Members and units should follow their department's protocol and deadlines.

### **Awards Cover Sheet, Deadlines**

Unit Award: Most Outstanding Unit Community Service Program

- Award: Citation • Presented to: First, Second and Third place winners.  
The First place sent report will be sent to National.
- Materials and Guidelines are to Include pictures and newspaper articles and a 1,000 word essay.

Unit Award: Most Outstanding Unit Community Service Program • **Deadline May 10, 2019,** postmarked or emailed by 5 p.m. EST on this deadline date.

Send to: Ann Moore, Chairman  
3522 NC Hwy 55 W  
Angier, NC 27501  
Phone: 919-639-4454

Committee Member: Gail Davis, Unit 380 Charlotte



## **American Legion Auxiliary National Report and Award Cover Sheet**

**PLEASE BE AWARE THE AWARDS AND REPORTING PROCESSES HAVE CHANGED. READ THE FOLLOWING INFORMATION CLOSELY TO ENSURE THAT YOU HAVE SUPPLIED ALL NEEDED INFORMATION.**

Member: The National Report and Award Cover Sheet should be attached if you are reporting. Submission may make you or your unit/department eligible for a national award.

Department Chairman and Unit Chairman:

This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a department or unit national award.

- Send all award entries/year-end narrative reports to the appropriate program's division chairman unless otherwise noted in the Annual Supplement to the Programs Action Plan.
- All year-end narratives will be judged as award entries.
- Award winners are announced in the respective committee "pre-con" meeting prior to the start of ALA National Convention. All awards will be mailed to the winners' department headquarters at the close of ALA National Convention.

To all submitting this form: Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted, and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission. Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at [www.ALAforVeterans.org](http://www.ALAforVeterans.org). For the award for which you wish to be considered, please refer to the 2017-2022 Programs Action Plan at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) for the specific criteria such as photographs, narrative length, submission deadline, and point of contact. Please include all required documentation along with your submission of the National Report and Award Cover Sheet. All awards will be mailed to the department office after ALA National Convention. Department presidents may wish to recognize award recipients by presenting them with the award at a department function.



**American Legion Auxiliary  
National Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry.

Complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: \_\_\_\_\_ Full official unit name: \_\_\_\_\_

Name of state where you are a member: \_\_\_\_\_

Member Name: \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Nominating Member (if different from above): \_\_\_\_\_

Nominator's Phone number: (\_\_\_\_) \_\_\_\_\_

Nominator's Email address: \_\_\_\_\_

National committee sponsoring award: \_\_\_\_\_

Type of Award: Department Unit Member

Name of the award you are applying for: \_\_\_\_\_

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: \_\_\_\_\_ Full official unit name: \_\_\_\_\_

Name of department: \_\_\_\_\_

Unit president/chairman (circle one) name: \_\_\_\_\_

Above listed person's ALA member ID#: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: \_\_\_\_\_

Name of department chairman: \_\_\_\_\_

Chairman's phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Chairman's email address: \_\_\_\_\_

Please see your committee's Annual Supplement to the Programs Action Plan to determine where to send this form.