



Program Recommendations

2024-2025
American Legion
Auxiliary, Department
of Ohio, Inc.

Program Recommendations

***AMERICANISM –**

1. The “All American School” program continues to be promoted.
2. The Americanism and Government Test Program continue to be promoted and donation be sent to Department Headquarter.
3. Units should be encouraged to participate in the American Legion Programs such as the Oratorical Contest and Legion Baseball.
4. The Citizens Flag Alliance continues to be promoted to ensure proper respect of our Flag and to achieve passage of a Constitutional Amendment to protect our Flag.
5. The Department Americanism Essay Contest may be continued.
6. Encourage Units to sponsor a wreath for Wreaths Across America and encourage members to participate in wreath laying day.

***AUXILIARY EMERGENCY FUND –**

1. Members and units are encouraged to contribute to the Auxiliary Emergency Fund. They may consider this a memorial donation in lieu of flowers.

***BUCKEYE GIRLS STATE**

1. The Buckeye Girls State Delegate Fee is \$350.00 per delegate for application requests received in Department Headquarters postmarked on or before by the deadline and the Buckeye Girls State delegate fee to be \$400.00 per delegate for application requests received in Department Headquarters postmarked after the deadline. The Buckeye Girls State delegate will be responsible for a \$50.00 non-refundable administrative fee to be sent with their application.
2. That the number of delegates accepted at Buckeye Girls State be determined on the ability to recruit adequate staff.
3. District Orientations are to be held during the months of April and May hosted by a Unit in the District. District Orientation is mandatory for each Delegate/Alternate in order for the Delegate/Alternate to attend the Buckeye Girls State session. Units should make every effort to encourage Parents and Buckeye Girl State Unit Chairmen to attend the District Orientation. District Orientations are conducted by a Buckeye Girls State Board of Directors member, thus allowing for each Orientation in all Districts to be uniform with the same information. If a Delegate/Alternate cannot attend in her own District she must attend an Orientation in another district.
4. Units must certify their delegates were chosen after the Unit’s selection panel conducted personal interviews with each of their Girls State candidates. Units may not send delegates to Buckeye Girls State without following the interview process. The selection process must be fair and consistent.
5. Delegates are responsible for their own transportation to and from Buckeye Girls State as advised by the National Counsel General.
6. The Buckeye Girls State Endowment Fund is promoted and encouraged and an awards system for contributions made to the Endowment Fund in the amount of \$50.00 or more is continued.
7. Income from the Endowment Fund may be used to help meet the operating expenses of Buckeye Girls State if necessary.

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8. All delegates must clearly understand that the American Legion Auxiliary, which sponsors Buckeye Girls State, is dedicated to the service of God and Country, and further, both God and Country is promoted throughout the program. Delegates must be willing to participate in every aspect of the program.
9. All Units be encouraged to contact their local media after selection of Delegates and Alternates and upon their return from Buckeye Girls State to promote the program.
10. An award plaque/citation will be given to the Unit who submits the best overall report based on a narrative who participates in and promotes the Buckeye Girl State Program. Guidelines to be determined and placed in the Plan of Action.

***CHAPLAIN –**

1. The Unit Chaplain reports the death of a member as soon as possible on the Member Data Form supplied by Department Headquarters. Complete the form with the Deceased's Membership, Unit and District numbers and submit it to Department Headquarters. The Department staff will compile the records of deaths for the Buckeye Messenger.
2. The Resolution of Respect continues to be available at cost from Department Headquarters.
3. A certificate will be awarded to the Unit or member (Senior or Junior) that submits the most prayers (to the Department Chaplain by May 15th) for the Department President's Prayer Book.
4. A certificate will be awarded to the Junior Chaplain (Unit or District) that submits the best prayer book. All Junior prayer books are due to Department Chaplain by April 1. All prayer books will be returned at Department Convention.
5. The Ruth Adams Plaque will be awarded to the unit that submits the "Best Year-Around Report" in narrative form according to the instruction in the Plan of Action.

***CHILDREN & YOUTH –**

1. The American Legion Child Welfare Foundation continue to be promoted and donations be sent to Department Headquarters.
2. The Children & Youth assessments to be listed as a donation/money spent on the Unit Children & Youth annual report.
3. Should there not be sufficient funds in the Americanism & Government Test Trip Fund, the balance of the expenses for the Americanism & Government Test Trip to be paid from the Children & Youth Fund.
4. Should there not be sufficient funds in the Department Education Fund, the balance of the expenses for scholarships to be paid from the Children & Youth Fund.
5. The Department Junior President is to be presented a cash gift of \$50.00 at the conclusion of her term of office, and the expense of that gift be paid from the Children & Youth Fund.
6. The Children & Youth Chairman shall judge the "Miriam Junge Plaque" and the vice chairman shall be the Department Liaison of the American Legion Child Welfare Foundation.

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***COMMUNITY SERVICE –**

1. The Ohio Community Service Disaster Fund is used as needed. A completed application is to be sent to Department Headquarters. The Finance Chairman and Department Secretary will review the application and notify the applicant with a check if approved, or if disapproved, return the application to the applicant. The Finance Committee shall establish the amount given in the annual budget or as funds are available.
2. The “Make a Difference Program” on the fourth (4th) Saturday of October continue to be promoted.
3. The Mental Health Initiative be continued and promoted in the Department of Ohio.

*** CONSTITUTION & BYLAWS –**

1. The Constitution & Bylaws program plays a crucial role in informing and educating members of the American Legion Auxiliary about the significance and power of having properly written and regularly reviewed and updated governing documents at all levels of the organization.
2. Your governing documents include your articles of incorporation (if incorporated), constitution, bylaws, standing rules, and policies.
3. These fundamental rules of the organization state how the membership agrees to govern itself, how it will choose its leaders, hold its meetings, and determine the policies of the organization’s administration.
4. Knowing your state’s non-profit laws provides the foundation for your governing documents at the department, district, county, and unit level.
5. The importance of having governing documents in place to allow operations to continue in an emergency has become absolutely vital.
6. Regularly reviewing and updating your governing documents and making them available to all members is key to maintaining a healthy organization that functions as a team to support our veterans, military, and their families.
7. Remember that department, district, county, and unit constitutions, bylaws, and standing rules cannot conflict with national governing documents.
8. When the national constitution, bylaws, and standing rules change, departments, districts, counties, and units, should automatically update their governing documents.
9. Contact your Department Constitution & Bylaws Chairman for assistance.

***EDUCATION –**

1. The Education Chairman shall be responsible for promoting all of the National programs, including but not limited to: American Education Week, and all scholarships available.
2. The National Scholarship Consolation Awards and Department Awards shall be paid directly to the college or university, in accordance with their guidelines (e.g., National Presidents Scholarship, Spirit of Youth Scholarship, etc.)
3. A \$1,500 Department President’s Scholarship and a second-place \$1,000 Scholarship shall be awarded. These shall be charged to the Department Education Fund.
4. A \$500 scholarship shall be awarded to the applicant selected by the Department of Ohio for each of the following scholarships should the applicant not be a National winner: the National President’s Scholarship, the Spirit of Youth Scholarship for Juniors, the National

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Non-Traditional Scholarship, and the Junior Member Loyalty Scholarship. Each of these shall be charged to the Department Education Fund.

5. A Continuing Education Fund shall grant a total of \$3,750 to those applicants already enrolled in an institution of higher learning to continue their education. Fifteen (15) grants of \$250 each shall be awarded, or if less than 15 applicants, \$3,750 divided equally among them. These shall be charged to the Department Education Fund.
6. All Department applications shall be revised annually by the Department Education Chairman to meet current scholarship standards (re: transcripts SAT or ACT scores, etc.)
7. All scholarship applications must be reviewed and signed by an American Legion Auxiliary Unit Officer. Before signing each application, the unit officer must confirm all sections of the application are complete and all other necessary paperwork is included. The unit officer shall mail the application.
8. All Education Scholarship applications are to be mailed to the Department Education Chairman, upon completion by the Unit Officer. The Department Education Chairman will forward copies of all winners to the National President's Scholarship, Non-Traditional Scholarship, the Spirit of Youth Scholarship for Juniors, and the Junior Member Loyalty Scholarship. The applications will be mailed to the Department President to be signed and forwarded to the appropriate National Chairman. Copies of all applications need to be maintained by the Education Chairman and then forwarded to the Department HQs for record keeping purposes.
9. An applicant for any Department of Ohio scholarship must be a resident of Ohio or a member of an Ohio American Legion Auxiliary Unit.
10. The Nurses Scholarship be promoted, and units encouraged to send donations for same to Department Headquarters by June 1.
11. The Nurses Scholarship Fund shall be awarded as money permits with a minimum of \$300 per scholarship.
12. Nurses Scholarship applications must be received by the Unit by April 15th and Department Education Vice Chairman by May 1st.
13. Any Unit or District wishing to donate a full scholarship in their name must notify Department Headquarters and Department will notify the Education Vice Chairman by June 1.
14. The Department of Ohio, American Legion Auxiliary shall award four nurses' scholarships in honor of each Ohio Past National President. The \$500.00 for each nurses' scholarship shall be taken from the Children & Youth Fund. The amount of the scholarship awarded may be increased as money permits from the Nurses Scholarship Funds.

***HISTORY –**

1. Certificate of Achievement will be awarded to the Unit submitting the best annual report.
2. Certificate of Achievement will be awarded to the Unit submitting the best History Scrapbook.
3. Certificate of Achievement will be awarded to the Junior Unit submitting the best Junior History.
4. A plaque will be awarded to the Unit with the best all-around Senior History.

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5. All Department Chairmen send a copy of their end of the year history narrative report to the Department Historian for the purpose of recording in the History narrative sent to National for judging.

*JUNIOR ACTIVITIES –

1. It is suggested that the Department Junior Activities **Chairman** shall be responsible for:
 - a. The Martha Van Horn Plaque
 - b. Erwina Ehresman Department Attendance Award
 - c. Helen Sloan Plaque
 - d. Merry-Lyn Plaque
 - e. Media Coverage Project
 - f. Conference Covers (after first being judged at District, to be used at the discretion of the Chairman)
 - g. Paying all bills pertaining to Junior Conference from the budgeted funds. Chairman will then submit a financial report, with receipts, to show how the money was spent.
2. It is suggested that the **Second Member** shall be responsible for:
 - a. Minutes of every Committee meeting.
 - b. American Spirit Plaque
 - c. County Travelogue
 - d. Patch Program
3. It is suggested that the **Third Member** shall be responsible for:
 - a. Dorothy McCullough Plaque
 - b. Registration at Department Junior Convention
 - c. Craft Book
4. Present the Erwina Ehresman Plaque at Dept. Convention vs. Jr. Convention in order to allow time for the Chairmen to calculate the membership % and the unit reporting information.
5. The Travelogue shall be continued and the Ohio County to be the home county of the Department President.
6. Craft projects shall be continued by adding craft instruction booklet.
7. The Honorary Department Junior President is encouraged to attend the Divisional Junior Meeting held during Divisional Mission Training.
8. The Honorary Department Junior Vice President serves as the Honorary Department Junior Historian.
9. Delegates and Alternates to the Department Junior Convention must be at least six (6) years old.
10. That there shall be 5 classes of Junior membership:
 - i. Class I - Birth to and including 6 years of age
 - ii. Class II - 7 to and including 9
 - iii. Class III - 10 to and including 12
 - iv. Class IV - 13 to and including 15
 - v. Class V - 16 to and including 18
11. The Delegate to the Divisional Junior Meeting must give a detailed report of the Divisional Junior Meeting at the next Department meeting and at the Department Junior Convention.

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12. There will be a junior meeting at all Department meetings, except Department Convention, pending approval of the Department Finance Committee and the Department Executive Committee.
13. All awards won by senior advisors shall be presented at the Department of Ohio Convention.

*LEADERSHIP –

1. The Leadership Workshop registration fee is determined by the Finance Committee.
2. Districts and Units are encouraged to hold Leadership Workshops, and host Workshops where multiple Units and Districts can attend. The Department Chairman with the approval of the Department President will coordinate this effort.
3. Twenty (20) people are required to be registered to have a Unit/District Leadership Workshop.
4. A Leadership Workshop may be held at School of Instruction (SOI) and/or Mid-Winter (MW) Conference.
5. An **advance registration** with fee per attendee is **mandatory** for the SOI/MW workshops.
6. The fee shall be paid to Department who will determine the deadline date for registration.
7. There will be “no” walk ins at the SOI/MW Department Workshops.
8. The Department workshop doors, held at SOI/MW, will be closed at the designated start time and no one will be allowed entry after that time.
9. Seating for attendees will be held at not more than 50 or less if determined by the facility for SOI/MW.
10. A plaque will be awarded to the Unit Chairman for the “MOST OUTSTANDING OVERALL LEADERSHIP PROGRAM” and will be recognized by the Department Chairman as part of the platform remarks.
11. A plaque will be awarded to the “UNIT MEMBER OF THE YEAR” will be awarded to a unit member in accordance with the criteria as determined by the National Organization and will be recognized by the Department Chairman as part of the platform remarks.
12. If the “Unit Member of the Year” attends the National Convention, funds will be given to the member per the approved finance recommendations.

*LEGISLATIVE –

1. Recognition is given to Unit Chairmen and members who have written and/or received replies from letters sent to various legislators. These replies to be attached to the Legislative annual report and sent to the Department Legislative Chairman (copies are acceptable).
2. The Department Legislative Chairman establishes an Ohio Legislative Council. Names, addresses, phone numbers, email addresses, congressional districts, etc. must be reported to National and be on file in Department Headquarters.
3. The Department Legislative Chairman may attend the Washington Conference in Washington D.C. Financing to be determined by the Finance Committee.

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*MEMBERSHIP –

1. The Department Goal for Membership for the Fiscal Year (8/1/2024 – 7/31/2025) are as follows:

Fiscal Year 2018	40,166
Fiscal Year 2019	38,471
Fiscal Year 2020	36,781
Fiscal Year 2021	35,501
Fiscal Year 2022	34,362
Fiscal Year 2023	34,732
Fiscal Year 2024	35,101
Fiscal Year 2025	34,719

Unit goals will be published in the Buckeye Messenger and sent to the units as soon as the Department determines goals, based from National.

2. **Units that reached their goal in 2024 as of May 31st, in Groups I and II, will have an increase in their membership by 2, but will use the number of total members as of May 31, 2024.**
3. **Units that reached their goal in 2024 as of May 31st, in Groups III, IV, V, and VI will have an increase in their membership by 3 but will use the number of total members as of May 31, 2024.**
4. **Units that did not reach their goal in 2024 as of May 31st, will increase their goal by the following:**
 - Groups I and II will increase by 2 based on membership as of May 31, 2024.**
 - Group III will increase by 3 based on membership as of May 31, 2024.**
 - Group IV will increase by 4 based on membership as of May 31, 2024.**
 - Group V and VI will increase by 5 based on membership as of May 31, 2024.**
5. Junior goals will be increased by 1 member for their 2025 goal as of May 31, 2024.
6. Goal Ribbons will be presented to all units achieving Unit Goals for Junior and Senior membership by the May 31 deadline for Citation of Merit.
7. Units achieving Unit Goals after May 31, 2025, and prior to closing of books, the fourth Friday of July, will receive goal ribbons.

*NATIONAL SECURITY –

1. The Department National Security Chairman may attend the Washington Conference in Washington D.C. Financing to be determined by the Finance Committee.
2. A plaque will be awarded to the Unit with the most outstanding National Security program based on the annual narrative report. The winners in each membership category will be selected from the Unit reports and a Certificate of Merit will be presented at the pre-convention meetings.
3. A plaque will be awarded to the Active-Duty Service Member of the Year to be awarded at Department Convention.
4. The “Active-Duty Service Member of the Year” will be awarded funds per approved finance recommendation if they attend National Convention.

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***POPPY COMMITTEE –**

1. The Poppy Order Form will be attached to the Poppy Plan of Action and included in the first bulk mailing that goes out in October. Deadline to order all poppies is December 31st, in order to qualify for the Department Citation of Merit.
2. The Miss Poppy recipient, at her own expense, is invited to the Department Convention to be presented.
3. Poppy Shop Open House will be a Sunday in April or a date that best works with Department and the OHV Sandusky's Schedules.
4. The Department Poppy Chairman arrange to meet with the Volunteer Coordinator at the Ohio Veterans Home at Sandusky at least six (6) weeks prior to Poppy Shop Open House to finalize plans.
5. The Miss/Master Poppy application must be sent to the Department Poppy Chairman by requested due day. An application form and Poppy Shop Open House Flyer will be sent in the Bulk Mailing and also put into the Buckeye Messenger.
6. The Ohio Veterans Home will reserve a separate area in the Veterans Hall for the Miss/Master Poppy applicants and be supervised by an Auxiliary Member as appointed by the Poppy Chairman.
7. When applying for any of the Poppy Awards, all entries must be submitted to the Department Poppy Chairman, by the deadline stated in the Plan of Action. It is important to follow the instructions in order to be considered for any awards.
8. The Department Poppy Chairman may hold a Poppy Corsage and/or a Poppy Usage Contest at Mid-Winter Conference.

***PUBLIC RELATIONS –**

1. All Unit Presidents should submit an end of year article for the Department Press Book. Press Book submissions will not be returned.
2. The Department 2nd Vice President will compile a Department Press Book for the Department President. Said Press Book will be presented to the Immediate Past Department President at the Fall School of Instructions.
3. Any End of Year Reports, Narratives, and Award submissions will not be returned to the Unit unless prior arrangements are made, including postage for the return of said items.
4. The Department Officers, the 14 District Presidents and the 5 Major Department Chairmen- Americanism, Children & Youth, Community Service, Junior Activities, and Veterans Affairs and Rehabilitation, are required to submit an article for each issue of the Buckeye Messenger.

***VETERANS AFFAIRS & REHABILITATION –**

1. The Chairman shall:
 - a. Work with the Hospital Director in establishing the priorities for each facility.
 - b. Be responsible for the overall success of the VA & R Program.
 - c. Go on the VA Hospital Tour with the Hospital Director and the Department President.
2. The Vice Chairman shall:

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- a. Be responsible for the “Service to our Veterans” volunteer program (formerly Home Service and Field Service).
 - b. The “Service to our Veterans” volunteer program continued to be promoted.
 - c. Track all volunteer hours through the tracking form that is to be included in the Plan of Action. This form should include instructions, deadline and where to send. All members need to include their Membership ID Number on the tracking form in order to receive credit for any hours submitted.
 - d. Report all hours to Department Headquarters by due date.
3. The VA Facilities monthly birthday parties be continued.
4. Continue to promote recruitment of more volunteer hospital workers and “Service to Our Veterans” volunteers.
5. Continue our program for the Homeless at the VA Hospitals that have this program.
6. The VA&R assessments to be listed as a donation/money spent on the Unit VA&R annual report.
7. The “Marie Moore Fund” Program continues to be promoted and donations are encouraged by the units.
8. Units may make a donation to the Marie Moore Fund in honor of our Past Unit, District, County Council, Department, and National Presidents in the amount of \$5.00 per past president. A form to list the past presidents and the Unit donation are to be mailed directly to Department Headquarters.