Ohio Unit Plan of Action

CHAPLAIN

CITATION OF MERIT

Department of OHIO

REQUIREMENT

CHAIRMAN
Tara Warnement
200 S. River St.
Dupont, OH 45837
(419) 963-8594
Email: Warnement5@bright.net

NARRATIVE DUE TO DISTRICT CHAIRMAN BY: MAY 1, 2027

Department Report Form

This Form should be attached to each narrative submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information completely and accurately. A Unit must submit this report form with boxes completed and answer the questions below to earn the Citation of Merit. Narrative word count must follow directions given in award guidelines. Simple or elaborate stories will be accepted as a report.

Please complete the following with the complete name of your Unit:

_____

District: _____	Unit #: _____	Unit Membership Goal: _____	Unit Membership Total as of Report: _____
Name of Person Completing Report:		Unit Chair	Unit President
Phone #		Email:	Membership ID (if available)
Specific Award Name (if applicable)			

Narrative Deadline: May 1, 2027

Narrative must be typed or written in narrative form. Narrative must not exceed 1,000 words. (Can be fewer words if program dictates). Narrative may include photographs and news articles.

Answer the following Questions

During the year, how many Unit members volunteered to help with Memorial Services? (Note: Include numbers who attended memorial services of deceased members, serving wake meals, etc.)

_____

_____

How many of the Junior members participate in religious services at their meeting or church?

_____

What is the total number of prayer books, prayers, and devotions given to Veterans and where were they taken? (Example: CBOCs, clinics, nursing homes, hospitals, VAMCs)

_____

_____

_____

How many of your Unit members, both Juniors and Seniors, sent a prayer for President Mindi's Prayer Book?

_____

How much money did your Unit spend throughout the year on prayer books, devotions, etc.? What were some of the items you spent money on throughout the year? (Note: Include materials, stamps, ink, etc.)

_____

_____

Mail Narratives to Department Chaplain at the following address:
Tara Warnement 200 S. River St. Dupont, OH 45837

CHAPLAIN

Congratulations on your election or appointment as Chaplain of your Unit, County, or District. You will find the office of Chaplain to be a most rewarding experience. Serving as Chaplain can be such a source of joy and deep satisfaction. One very important thing to keep in mind is that the American Legion Auxiliary does not promote any one religion. Therefore, we must not offend anyone by promoting our own religion. Just as our military is made up of men and women of all faiths, we must remember that our Unit, County or District may have members of a faith other than our own. Let us work to preserve our religious freedom. Our veterans fought to keep our Nation strong and free – honor them by regarding each person's choice of prayer.

RESPONSIBILITIES OF AN AMERICAN LEGION AUXILIARY CHAPLAIN

The chaplain should attend all meetings and have an opening and closing prayer at each meeting. These prayers may come from any source: Reflections in the quarterly Auxiliary magazine, www.ALAforVeterans.org, self-composed prayers, or those found elsewhere.

As a chaplain, the most important thing for you to remember is the American Legion Auxiliary does not promote any one religion. We must not offend anyone by promoting our own religion.\

Suggested activities:

- Reporting the names of members who are ill and sending them cards
- Sending sympathy cards to family members. If possible, visiting the funeral and doing a memorial service for the deceased member.
- Being in charge of religious services for the Unit.
- Visiting members and veterans in nursing homes or those who are shut ins.
- Keeping in contact with Gold Star Families and remembering them on holidays.
- Volunteering at community projects.
- Making a prayer book or devotional book. In doing this, encourage member participation.

Ceremonies may be found in the Manual of Ceremonies of American Legion Auxiliary

Duties of the Chaplain

1) Attend all meetings and have an opening and closing prayer.
2) Report names of members who are ill or shut-in at meetings.

3) Send sympathy cards to the family who has lost someone and if possible, visit the funeral home; ask if the family would like an Auxiliary service or dinner. It is the Unit Chaplains responsibility to have a resolution of respect available for the family of a deceased Unit member. The Chaplain will coordinate with the Unit Membership Chairman to ensure a membership data form is completed and sent to Department.
4) Be in charge of religious services for your Unit, such as draping the charter or performing Memorial Services.
5) Visit members and veterans who may be shut-in or in nursing homes/hospital – make a simple prayer bookmark or card they can keep comforting them.
6) Keep in touch with Gold Star mothers; remember them during the holidays.
7) Send cards to members and their families in the case of illness, loss, or hard times.
8) Incorporate music into the Chaplain's program whenever possible.
9) Report deceased members names, date of death, and info to the Department Chairman.

CHAPLAIN RESOURCES

- ALA National website: https://member.legion-aux.org/member
- National Chaplains Facebook page: https://www.facebook.com/groups/ALAChaplains -
- Department of Ohio American Legion Auxiliary Chaplain's Facebook page: https://www.facebook.com/groups/826601167383941 -

YEAR-END REPORT

The year-end report is a narrative of your Chaplain duties/accomplishments from May 1, 2026, to April 1, 2027, along with the Department report form. Photos are always encouraged with your narratives to spotlight Chaplain's programs or events. **Each Unit Chaplain is required to submit a narrative report by April 15, 2027, to the Department Chaplain.**

NATIONAL AWARD INFORMATION & DEADLINE

There is no national award.

DEPARTMENT AWARD INFORMATION AND DEADLINE

Ruth Adams Plaque - Entries must be submitted in narrative form either typed, computer-generated, or neatly handwritten or hand-printed on 8-1/2" X 11" papers and bound in a softcover or folder. The narrative must be double-spaced and not exceed 1,000 words.

The cover page must include the following:

- Name and number of Unit
- District number
- Name and address of Unit Chaplain
- Subject of narrative: "Best Year-Round Chaplain Report."

Please include photos with your narratives of your Unit spotlighting your Chaplain program or events your Chaplain is holding.

Entries must be postmarked on or before **May 1, 2027.**

2026-2027 Senior Prayer Books – Entries must be typed, computer-generated or neatly handwritten. Certificates will be given to each Chaplain (Unit or District) submitting a **Book of Prayers and Devotional Thoughts** for judging. Prayer Books will be returned at Department Convention.

- The cover page must include the title: **Book of Prayers and Devotional Thoughts.**
- Size: book may be a 3" x 5" or 8.5" x 11".

- May use colored paper or clip art. Be respectful.
- Try to use Department President Mindi's theme: **Get on Board**
- First page should contain: Unit Name, Unit Number and Unit Chaplain's Name – all centered
- First page should also contain: Prayers and Devotional Thoughts – centered
- If this is a District Book, be sure to use the District Number and District Chaplain's Name only.
- Senior Chaplain Prayer Books are due to the Department Chaplain by **May 1, 2027**.

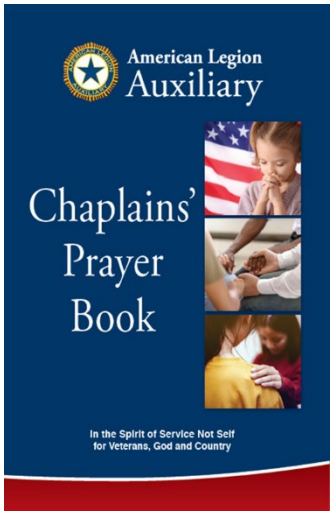
2026 – 2027 Junior Prayer Books – Entries must be typed, computer-generated or neatly handwritten. Certificates will be given to each Junior Chaplain (Member, Unit or District) submitting a **Book of Prayers and Devotional Thoughts** for judging. All prayer books will be returned at Department Junior Convention.

- The cover page must include the title: **Book of Prayers and Devotional Thoughts.**
- Size: book may be a 3" x 5" or 8.5" x 11".
- May use colored paper or clip art but be respectful.
- Try to use Department President Mindi's theme – **Get on Board**
- First page should contain: Unit Name, Unit Number and Unit Chaplain's Name – all centered
- First page should also contain: Prayers and Devotional Thoughts – centered
- If this is a District Book, be sure to use the District Number and District Junior Chaplain's Name only.
- Junior Chaplain Prayer Books are due to the Department Chaplain by **April 15, 2027**.

Prayer/Devotional Books – Each Unit, County or District (Seniors and/or Juniors) are asked to make a prayer or devotional book, to give to the VA Medical Center and/or Community Based Outpatient Clinics (CBOCs). These books could be completed at each Unit meeting and given to a member to take somewhere. Unit members could bring 1-2 prayers or devotions, and it could be compiled before or after the meeting. These are small books and shouldn't take very long to put together if everyone contributes.

Guidelines:

- Size: Book may be a 3" x 5" or 5" x 7".
- Page limit: Minimum of 10 pages. Maximum of 25 pages
- Front cover should read (centered) – **Book of Prayers and Devotional Readings**
- Inside cover should read (centered) – **May the readings be a reminder of God's love, guidance, and His many blessings**. Centered under that statement: **Prayers and Devotional Readings**.
- Last page should read (centered) – Auxiliary Emblem; District number, Unit Name and Number, City and State; your name is **optional, but NOT** recommended.



Ohio Unit Plan of Action

Unit or Member Prayer Book Guidelines

Book of Prayers and Devotional Thoughts – should also be on the front cover of the book as the title.

- Size: Book may be a 3" x 5" or 8.5" x 11".
- You may use colored paper or clipart but be respectful.
- Please try to use Department President Mindi's theme – **Get on Board**
- First page – centered with Unit Name, Unit Number, and Unit Chaplain's Name.
- If this is a District book, be sure to use the District Number and District Chaplain's Name only.
- "Prayers and Devotional Thoughts" should be next and centered on the page.
- 2026-2027 Prayer Book Awards
    - Personal gift and certificate – Unit and/or Member entry winner
    - Certificate to each Unit/Member that submits a **Book of Prayers and Devotional Thoughts**.

Chaplain Books are due to the Department Chaplain, Tara Warnement by **April 15, 2027.**

Department Chaplain Special Awards

- A certificate will be given to the Chaplain/Member who submits the most prayers for President Mindi's Prayer Book. Prayers need to be sent to Department Chaplain by **May 1, 2027.** Be sure to include your name, Unit, and District on any correspondence.
- A certificate will be given to the Chaplain/Member who submits a prayer or devotional thought selected to be used in the monthly bulk mailings, on the chaplains Facebook page, or during one of our Department meetings. Send these to the Department Chaplain by the **25th of each month**. Be sure to include your name, Unit, and District on any correspondence.