



**2017-2018 American Legion Auxiliary
Program Action Plan
Past Presidents Parley**

**Networking Tea Party Clues
to
Unify Our Mission Service**



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What is this networking?

Networking is “a supportive system of sharing information and services among individuals and groups having a common interest.”

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

The purpose of the Past Presidents Parley committee is to utilize the experience and knowledge of past Auxiliary leaders for training and encouragement of future Auxiliary leaders. Through the Past Presidents Parley committee, women who have served as a unit, department, and national presidents have an opportunity to continue in active service to the Auxiliary, helping ensure strong future leadership for the organization. The Past Presidents Parley also recognizes and honors outstanding unit members through Unit Member of the Year, and, female veterans through the Salute to Servicewomen awards.

What can you do?

1. Promote mentoring opportunities of members.

As former leaders, past presidents at all levels are encouraged to continue their support to the organization by accepting responsibility to contribute their experience, knowledge, and wisdom. As ambassadors for the organization, there is much information to share in achieving a stronger organization, at each level, by sustaining growth through positive actions.

Ideas: Unit & Districts

- Create a Unit & District Past Presidents Parley
- Encourage past presidents to continue providing support through the process of sharing ‘best practices’ with members.
- Create mentorship pairs utilizing Past Unit, District, and Department Presidents with members within your Units and Districts.

2. Promote and submit nominations for the Department Member of the Year Award (previously known as Unit Member of the Year).

This award is presented to a Senior Auxiliary member in good standing for three (3) years with dues paid for the current year. This Senior member must not have held any office or position higher than Unit President, whether appointed or elected. This honor is to be given to a Senior member who has assisted her Unit in numerous Auxiliary activities during the current year. This honor is bestowed to a member only one time.

Only one nominee can be submitted during the current fiscal year from each Unit in the Department of Virginia; each Unit will establish its method of selection of a nominee. An application for this award is contained in this Program Action Plan. The application shall be accompanied by a narrative, not to exceed 1,000 words, detailing the nominee’s accomplishments during the current year. Unit submission of a nominee must include a document attesting to the fact that the nominee has not held any position higher than Unit President. The applicant must be received by the Department Past Presidents Parley Chairman by April 1, 2018. The member your Unit selects is to be at Department Convention and also agree to attend the National Convention. If your Member of the Year is selected, she will be recognized at the Department Convention and at the National Convention in August.

Ideas: Unit

- Select one member to compete for the Department Member of the Year award by

researching the criteria within your department and personally making a nomination.

- Honor her within the unit.
- Districts should honor all the Unit Members of the Year within their District at an upcoming District meeting.

Department

The Department Member of the Year will be recognized at the Annual Department Convention and is to attend the ALA Woman of the Year Luncheon held at the National Convention where they will receive special recognition.

3. Promote and submit nominations for the Salute to Servicewomen Award. The Past Presidents Parley will continue to recognize the military service of female personnel, including the National Guard and Reserve components, representing each branch of service at the National Convention.

Ideas: Unit

- Seek candidates to nominate for the Salute to Servicewomen Award. Assist in the application process.
- Honor all nominees at a unit function.

Department

Nominees representing the Department on the National level for the Servicewomen Award will be announced at the Department Convention, and if the winner is available, they will be recognized along with the Unit.

4. Department Special Project: “Gifts for Our Treasures”

Our gifts will be for the female Veterans at the VA Hospitals and extended care facilities. Please place in a small colorful gift box with a red, white, or blue ribbon & bow items which are feminine in nature: body wash, shampoo & conditioner, hair brush, comb, toothbrush & paste (full size), body moisturizer (unscented no perfumes), lip balm, and/or compact mirror. Please deliver your “Gifts for Our Treasures” to the VA Hospital and/or VA extended care facility.

5. Past Presidents Parley Medical Scholarship:

The American Legion Auxiliary, Department of Virginia, offers a scholarship grant of \$1,000.00 to the daughters, sons, grandsons, granddaughters, etc. of Veterans who desire financial assistance to attend an accredited educational institution to pursue a degree in the medical field.

Ideas: Unit

- Promote and submit nominations for the Past Presidents Parley Medical Scholarship.
- Seek out deserving recipients to apply for this award.
- Assist in the application process.
- Recognize all nominees at a special unit function.
- Raise funds to support this scholarship. Consider donating a minimum of \$1 for each past Unit/District President of your Unit/District. What a wonderful way to thank these leaders that served. Donations should be sent to the Department Secretary/Treasurer earmarked Past Presidents Parley Medical Scholarship.

Additional Resources You Can Use

See the Past Presidents Parley program page at www.ALAforVeterans.org for additional resources.

Medical Scholarship Applicant Qualify Criteria:

1. Applicant must be attending an accredited institution of higher learning.
2. Applicant must request the accredited institution to submit a letter upon enrollment stating the recipient is enrolled so that the scholarship awarded may be paid directly to the accredited institution.
3. The winning entry should be postmarked by March 15, 2018, and sent to the Department Past Presidents Parley Chairman Sallie Rossman, 110 Forest Court, Danville, VA 24540

Past Presidents Parley Awards:

A. Department Member of the Year Award:

- Only senior members in good standing are eligible.
- Current membership dues must be paid.
- Member must be able to attend Department and National Convention.
- The member cannot have obtained an elected or appointed leadership role higher than that of the unit president.
- Selection is based on Auxiliary accomplishments, activities, etc., for the current administrative year.
- Years of membership are not a part of the criteria; the nominee may be a new member.
- All entry forms, including a narrative, must be completed and submitted by the deadline (see attached award forms for more details). The unit president and secretary must sign the entry form unless the nominee is one of them, in which case a past unit president must sign the entry form.
- Each department may submit only one department winner.

The winning entry from each department should be postmarked by **April 1, 2018**, and sent to the Department Past Presidents Parley Chairman Sallie Rossman, 110 Forest Court, Danville, VA 24540.

B. Salute to Servicewomen Award:

- Nominees should be willing to attend the 2018 National Convention in Minneapolis (Aug 24-30, 2018), if possible.
- All entry forms, including a narrative/YouTube video, must be completed and submitted by the deadline. A YouTube video can take the place of a written narrative. Please see awards form for details.
- Entry must have the nominee's name and address, unit name and number (if applicable) and most importantly, contact information for the servicewoman.
- One applicant for each branch of service per unit will be accepted.
- All entries must be postmarked by **April 1, 2018**, and sent to the Department Past Presidents Parley Chairman Sallie Rossman, 110 Forest Court, Danville, VA 24540.

Reporting :

Mid-Year and the Year-End reports are to be submitted. The Department Chairman should receive both reports and narratives by **December 1, 2017** (mid- year report) and **April 15, 2018** (year-end report). Reports and narratives are to be mailed to Department Past Presidents Parley Chairman Sallie Rossman, 110 Forest Court, Danville, VA 24540.

How To Sheets

- How to Establish a Past Presidents Parley in Your Department
- How to Host a National-Level Visitor at Your Department
- How to Mentor a New Member



HOW TO HOST A NATIONAL-LEVEL VISITOR AT YOUR DEPARTMENT

Committee:

Past Presidents Parley

Submitted by:

National Past Presidents Parley Committee

- Make sure all pre-visit forms are filled out completely and correctly. The national president's form requests detailed information regarding events, expectations for speaking obligations, appropriate attire, etc. Visitors should be informed of any changes made to the information submitted on the pre-visit forms.
 - Identify a distinguished guest committee that will be responsible for all activities during the visit. This committee should be familiar with the area and will represent your organization in a professional manner. Make the committee members aware of the dress code for a visit. Have them develop a plan that assigns individual responsibilities. If you have a national chairman, national officer or Past National President in your department, it is suggested she be on this committee.
 - If the guest is flying into the area, designate who will be at the airport at the scheduled time of arrival. The visit begins at the airport. Be on time and either at the gate or the luggage area to make your guest feel welcome. Assist with luggage at every location. Transport her in a clean vehicle that has a large luggage storage area. Many times, the guest has been traveling for several days and has multiple suitcases. Ask if she has eaten or would like to stop at a suitable restaurant prior to escorting her to the final destination.
 - If possible, pick up the key to your guest's room before her arrival. Check the room to make sure everything is prepared for her visit. You may choose to place a small gift, bottled water or small snacks in the room. When you arrive at the location where your guest will be staying, escort her immediately to her room. Allow the guest some time to unpack, check her messages and relax before the first scheduled event.
 - She should be escorted at all times. Ask if she prefers breakfast in her room or the dining room and what time she would like to retire to her room.
 - Facilitating a reception or social activity is an effective way of enabling the national-level visitor to meet as many members as possible.
 - The department president will introduce the guest. When addressing an audience, she should speak last. In a professional, the national president would be the last to be introduced and the last to be seated or step onto the platform.
 - A gift list of items given to the visitor is always appreciated. Send one list with the gifts mailed to her home and send a copy to National Headquarters. Prior to the day of departure, ask the visitor what time she would like to arrive at the airport. Many guests prefer to be checked in and waiting at their departure gate one hour prior to boarding the plane. Please plan departure day events accordingly.
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HOW TO MENTOR A NEW MEMBER

Committee:

Past Presidents Parley

Submitted by:

National Past Presidents Parley Committee

Unit Past Presidents Parley Responsibilities

- Offer to escort a new member to your meeting.
 - Introduce her to the president as well as other members in attendance. Ask her to share a little about herself. The information could be helpful in determining in which committee she may have the greatest interest. Have each attendee introduce herself.
 - As each program report is given, request that the chairman explains the purpose of the program and how the unit supports it. Explain the duties of the officers, the chairmen, and the committee members.
 - Help maintain a positive attitude and assist in avoiding controversy during the meeting. Interject some occasional humor to help make the meeting fun.
 - A prospective member is more likely to join if she feels she is joining an organization that is fun and whose activities support the community. All members will be more willing to attend meetings and assist with activities if the meetings are short and interesting. Remind the members to try new ideas without criticism if they fail. Suggest trying something else. Help keep the meeting moving toward a positive conclusion.
 - Evaluate your new member's capabilities. If you feel she is ready to participate, ask her which of the programs holds her greatest interest. Discourage naming a new member as an officer or a chairman, but instead suggest she be given the opportunity of working on a committee with an experienced chairman. Let her know you are willing to mentor her and assist by answering her questions. Remember to praise her efforts.
 - Past presidents should advise when asked, but preferably not serve as a chairman. Chairmanships should be held by other members so they may learn the programs and become good unit leaders who may develop an interest in moving into the district, county or department positions.
 - As a past president, you may wish to promote the nomination of a Unit Member of the Year. You may take the lead in recommending servicewomen to submit for an award. Develop a fundraising activity for donations to the nursing scholarship program.
 - Continue to support through your ongoing leadership!
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HOW TO ESTABLISH A PAST PRESIDENTS PARLEY IN YOUR DEPARTMENT

Committee:

Past Presidents Parley

Submitted by:

National Past Presidents Parley Committee

Establish a Past Presidents Parley in your department

- Departments are encouraged to establish a Past Presidents Parley (PPP) consisting of their past department presidents. These groups can continue their support of the organization by using their experience, knowledge, and wisdom to be goodwill ambassadors and to strengthen our organization and help maintain its growth.
 - PPPs can play an important part in the mentoring of current members to develop knowledgeable leadership within the department. They can support and assist in a recruitment effort for new members.
 - They are encouraged to select a mission outreach project of interest and support the program with time and/or financial contributions. They may choose to have a courtesy fund and chairman to remember past presidents when the need arises.
 - They should make themselves available to current officers as well as potential candidates for office. Their guidance and constructive feedback should help the department maintain continuity and good cooperation.
 - This group could hold a luncheon during department meetings to share current department news. They may choose to donate or raise funds for ex-servicewomen and PPP nurses scholarships. They may discuss making specific donations or how they could assist with issues within their department to help create a positive result. A discussion could be held about ideas for proposing a resolution to help clarify a questionable Constitution & Bylaws article. They may decide to take a leadership role regarding a proposal from the national organization. Some members of the Parley may be serving at the national level.
 - They could invite the current department president and any national guest who may be in attendance at their meeting.
 - Your knowledge can be invaluable on the department's Finance Committee, as PPP chairman, or as a parliamentarian, if appointed.
 - Continue to be involved: You are a valuable department member.
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Past Presidents Parley Committee Award Entry Form

**DEPARTMENT MEMBER OF THE
YEAR AWARD**

A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary National Convention.

Requirements:

- 1. Open to senior members who are not in an elected or appointed leadership role higher than the unit president.***
- 2. Each Unit may submit only one entry. Units must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address.***
- 3. Due to Department Past Presidents Parley Chairman by April 1, 2018.***

<i>Nominating Department:</i>	
<i>Dept PPP Chairman Information</i> <i>Name: Ad-</i> <i>dress:</i> <i>Email:</i> <i>Telephone Number:</i>	
<i>Nominee Information</i> <i>Name: Ad-</i> <i>dress:</i> <i>Email:</i> <i>Phone:</i>	
<i>Nominee's Unit Name and Number:</i>	

<i>Submit to:</i>	<i>Sallie Rossman Past Presidents Parley Chairman 110 Forest Court Danville, VA 24540</i>
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**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#: _____ Phonenumber: (_____) _____

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.



***Past Presidents Parley
Mid-End Report***

***Please complete and mail postmarked on or before December 1, 2017 to:
Sallie Rossman, 110 Forest Court, Danville, VA 24540 or email to PPP@vaauxiliary.org***

Unit Name & Number: _____ District: _____ Zone: _____
Chairman's Name: _____
Chairman's Address: _____

Describe the mentorship program in your Unit whereby the Past Presidents (Unit, District, & Department) provide mentoring to Unit members?

Number of members mentored: _____ Number of Mentors in the Unit: _____

Did your Unit submit a nomination for Department Member of the Year? Yes _____ No _____

Nominee's Name: _____

If the member is selected at Department level, will she travel to the National Convention to attend the luncheon? Yes _____ No _____

How did your Unit honor her on the Unit _____ District _____ level _____

Did your unit submit a nomination(s) for the Salute to Servicewoman Award? Yes _____ No _____

Branch: Army _____ Navy _____ Marines _____ Air Force _____ Coast Guard _____

Did your Unit participate in the Department Project "Gifts for Our Treasures"? Yes _____ No _____

How many bags did your Unit provide? _____ What was the total cost of these bags? \$ _____

Number of Volunteers: _____ Hours Volunteered: _____

How many Past Unit Presidents does your Unit have? _____

Did your Unit financially support the Past Presidents Parley Medical Scholarship?

Yes _____ No _____ Donation Amount \$ _____

Did your Unit have a nomination for the Medical Scholarship? Yes _____ No _____



***Past Presidents Parley
Year-End Report***

*Please complete and mail postmarked on or before April 15, 2018 to:
Sallie Rossman, 110 Forest Court, Danville, VA 24540 or email to PPP@vaauxiliary.org*

Unit Name & Number: _____ District: _____ Zone: _____

Chairman's Name: _____

Chairman's Address: _____

Describe the mentorship program in your Unit whereby the Past Presidents (Unit, District, & Department) provide mentoring to Unit members?

Number of members mentored: _____ Number of Mentors in the Unit: _____

Did your Unit submit a nomination for Department Member of the Year? Yes _____ No _____

Nominee's Name: _____

If the member is selected at Department level, will she travel to the National Convention to attend the luncheon? Yes _____ No _____

How did your Unit honor her on the Unit ___ District ___ level _____

Did your unit submit a nomination(s) for the Salute to Servicewoman Award? Yes _____ No _____

Branch: Army ___ Navy ___ Marines ___ Air Force ___ Coast Guard ___

Did your Unit participate in the Department Project "Gifts for Our Treasures"? Yes _____ No _____

How many bags did your Unit provide? _____ What was the total cost of these bags? \$ _____

Number of Volunteers: _____ Hours Volunteered: _____

How many Past Unit Presidents does your Unit have? _____

Did your Unit financially support the Past Presidents Parley Medical Scholarship?

Yes _____ No _____ Donation Amount \$ _____

Did your Unit have a nomination for the Medical Scholarship? Yes _____ No _____



American Legion Auxiliary
Department of Virginia
Past Presidents Parley Medical Scholarship
Application Requirements
2017-2018

The American Legion Auxiliary, Department of Virginia, offers a scholarship grant in the amount of \$1,000.00 to the daughters, sons, grandsons, granddaughters, etc. of Veterans who desire financial assistance to attend an accredited education institution to pursue a degree in the medical field.

Rules:

1. Applicants must be daughters, sons, grandsons, etc. of Veterans who served during eligibility dates for membership in the American Legion.
2. Applicants must be in their senior year or graduates of an accredited high school, but may not have attended an institute of higher learning.
3. Previous scholarship recipients are not eligible for further competition.
4. Participation in this scholarship program must be done voluntarily in all units.
5. No Unit may enter more than one candidate in the competition.

Applications for scholarships must be secured from the Unit President in the community in which the applicant resides.

Application Packet Requirements:

- A. Complete the application form.
- B. Three (3) letters of recommendation from the following are required:
 1. Principal or Counselor of the school from which the applicant is a graduate
 2. Two (2) from citizens, other than relatives, certifying the applicant's character, Americanism, and Scholarship.
- C. An original essay consisting of not more than 500 words on a topic of the applicant's choice.
- D. A certified transcript.

To Unit President: One completed application packet with the Unit President's approval should be submitted to the Department Past Presidents Parley Chairman for judging postmarked no later than March 15, 2018.

Please mail to: **Sallie Rossman, Department Past Presidents Parley Chairman, 110 Forest Court, Danville, VA 24540**



American Legion Auxiliary
Department of Virginia
Past Presidents Parley Medical Scholarship
Application
2017-2018

Name of Applicant: _____

Address of Applicant: _____

Date of Birth: _____ Phone # _____

Name of relative by whom applicant is eligible: _____

Relationship: _____ Living: _____ Deceased: _____ Divorced: _____

Number of dependent children in family (under 19 years) _____

Grade level: _____

Brief summary of military service of relative through whom applicant is eligible:

Occupations:

Father/Stepfather: _____ Annual Income: \$ _____

Mother/Stepmother: _____ Annual Income: \$ _____ Government

compensation/pension received by parent and/or child: \$ _____ Compensation/pension for applicant if mother has

remarried or died: \$ _____ Are you eligible for or drawing Social Security

payments? _____ yes _____ no

Are you eligible for benefits under the Jr. G. I. Bill? _____ yes _____ no

If so, amount: \$ _____ Time Limit: _____

Date of Graduation from High School: _____

Name and address of accredited institution of higher learning in which you wish to pursue your medical career?

Signature of Applicant: _____ Date: _____

Unit Approval:

Signature of Unit President: _____ Date: _____

This completed application including its requirements must be submitted to the Unit President for her approval by March 1, 2018. The Unit President must submit the completed application to Sallie Rossman, Past Presidents Parley Chairman, 110 Forest Court, Danville, VA 24540 postmarked no later than March 15, 2018.



**American Legion Auxiliary
Department of Virginia
Past Presidents Parley**

**Mentoring & Networking
To
Unify Our Mission Service**

Networking is defined as “a supportive system of sharing information and services among individuals and groups having a common interest.” The Department of Virginia will institute a Mentoring Program which will incorporate networking this year. Our Past Presidents at all levels will continue to support our Department by accepting responsibility to contribute their experience, knowledge, and wisdom. Past Department, District, and Unit Presidents will serve as ambassadors for the Department, there is much information to share in achieving a stronger Department, at each level, by sustaining growth through positive actions.

Please complete and return this form to Sallie Rossman, Past Presidents Parley Chairman, 110 Forest Court, Danville, VA 24540 or email to sabrossman@comcast.net.

1. Name: _____

2. Full Mailing Address: _____

3. Home Phone Number: _____

4. Cell Phone Number: _____

5. Email: _____

6. What type of work do you or did you do?

7. What interest you the most about serving in a position within the Unit, District and Department?

8. What are the top three positions and committees that you are interested in and why?

9. Please list positions and committees you have served on at the Unit, District, and Department (and year

possible). _____

10. What programs and activities have you been involved in at the Unit, District and Department level?

11. Do you have any experience in the following areas? (Check all that apply)

Finance Auditing Fundraising Public Speaking Management/Leadership
 Public Relations Technology

12. What is your level of computer skills?

Very capable- Use daily, communicate by email and cannot live without
 Moderately Capable- Use a few times a week, communicate by email and can find my way around the Internet
 Still Learning- Can get on the computer, I do not email, and find looking up information on the internet tedious

13. What computer software are you proficient in (Check all that apply)

Microsoft Word Microsoft Excel Microsoft PowerPoint Other _____

14. Please list your involvement in other non-profit organizations.

15. Do you enjoy working with youth? Yes No

16. What levels of involvement and type of involvement in the ALA do you foresee for yourself in the next five years?

Unit Level _____
 District Level _____
 Department Level _____