

**2018-2019 American Legion Auxiliary
Program Action Plan
Past President Parley**

SUPER HEROES NETWORKING FOR OUR
UNSUNG HEROES



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What is 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 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 the Unit Member of the Year Award and women veterans through the Salute to Servicewomen Award.

What can you do?

1. Promote mentoring opportunities of unit 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

- Create a Unit 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 to a Senior Auxiliary member in good standing for (3) three 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 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 1,00 words, detailing the nominee's accomplishments during the current year. Unit submission of a nominee has not held a position higher than Unit President. The application must be received by the Department Past President Parley Chairman by April 1, 2019. 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

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

Department

The Department Member of the Year will be recognized at the Annual Department Convention and is to attend the ALA Women 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 of Virginia 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 Unsung Heroes"

Our gifts will be for the female veterans at the VA Hospitals and extended care facilities. Please place in a medium size makeup bag a small comb or brush, medium size, body lotion, medium size shampoo, conditioner, hand lotion (unscented), small pack of tissues, compact mirror, lip balm, tooth brush & toothpaste. Please deliver your "Gifts for Our Unsung Heroes" to the VA Hospital and/or VA extended care Facility.

5. Past Presidents Parley Medical Scholarship:

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. The recipient of this scholarship must be a full time student at an accredited college or university of higher learning. This scholarship is not authorized for on line courses or part time classes.
3. 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.
4. The winning entry should be postmarked by March 15, 2019, and sent to the ALA Department of Virginia, 1708 Commonwealth Ave., Richmond, VA 23230

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, 2019**, and sent to the Department Past Presidents Parley Chairman Cheryl Shine, 2801 Stratton Major Rd., Shacklefords, VA 23156.

B. Salute to Servicewomen Award:

- Nominees should be willing to attend the 2018 National Convention in Indianapolis, Indiana (Aug 24-30, 2019), 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, 2019**, and sent to the Department Past Presidents Parley Chairman Cheryl Shine, 2801 Stratton Major Rd., Shacklefords, VA 23156.

Reporting :

Mid-Year and the Year-End reports are to be submitted. The Department Chairman should receive both reports and narratives by **December 1, 2018** (mid- year report) and **April 15, 2019** (year-end report). Reports and narratives are to be mailed to Department Past Presidents Parley Chairman Cheryl Shine, 2801 Stratton Major Rd, Shacklefords, VA 23156.

*** 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.



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, 2019.**

Nominating Department:	
Dept PPP Chairman Information Name: Address : Email: Telephone Number:	
Nominee Information Name: Address : Email: Phone:	
Nominee's Unit Name and Number:	

Submit to:	Cheryl Shine Past Presidents Parley Chairman 2810 Stratton Major Rd Shacklefords, VA 23156
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Past Presidents Parley Committee

SALUTE TO SERVICEWOMEN AWARD NOMINATION FORM

Established in 2003, this award has evolved from honoring women veterans to honoring women who are currently serving our country in the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard (includes National Guard and Reserve components of each branch).

One servicewoman from each branch of service will be recognized at the American Legion Auxiliary National Convention. Recipients attend the later portion of the 2018 National Convention in Minneapolis, as guests of the Auxiliary.

Nomination Criteria:

- A woman currently serving in the U.S. Armed Forces (active duty or Reserve).
- Demonstrate a track record of exemplary service both in and out of uniform.
- A narrative or YouTube video that shows the servicewoman demonstrating exemplary service both in and out of uniform, making her the future face of women in the military.
- Servicewoman must be willing to be a guest of the Auxiliary and speak to the general assembly of the American Legion Auxiliary National Convention.
- All nomination forms must be submitted by April 1, 2019, to the Department Past Presidents Parley Chairman.

YouTube Video Checklist

If you choose to submit a video, please be sure to check that your video:

- Video does not contain any copyrighted music, video, images or text (not legally owned)
- Is not set to "private;" your video must be public.
- Is under 2GB in size
- is in .AVI, MOV, WMV, or .MPG file formats
- is 3 minutes or less in length

Next Steps:

- The nominating person or the servicewoman writes a narrative (750 words or less) or creates a YouTube video (3 minutes or less) that shows the nominated servicewoman demonstrating exemplary service both in and out of uniform making her the future face of women in the military.
- The following form must be completed and submitted by April 1, 2018, to Department Past Presidents Parley Chairman. Written narratives should be attached. YouTube video links should be pasted in the box provided on the following form.

Servicewoman's Name:	
Servicewoman's Email:	
Servicewoman's Phone Number:	
Servicewoman's Branch of Service:	
Servicewoman's Rank:	
Servicewoman's Date of Enlistment:	
Servicewoman's Awards and Decorations, <i>if any</i>:	
Name of Person Making this Nomination, <i>if not the nominee</i>:	
Email of Person Making this Nomination, <i>if not the nominee</i>:	
Phone Number of Person Making this Nomination, <i>if not the nominee</i>:	
Is the servicewoman able to attend National Convention?	Yes No
Is the servicewoman comfortable with public speaking?	Yes No
Would servicewoman be willing to write a narrative/create a video?	Yes No
Written Narrative: 1) please attach a separate document to this form. 2) or type narrative directly into the box to the right.	
YouTube Video: copy and paste your video link in the box to the right.	

Return completed nomination form to Department Past Presidents Parley Chairman Cheryl Shine, 2801 Stratton Major Rd, Shackelfords, VA 23156 or ishine4jc2@yahoo.com.



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

***Please complete and mail postmarked on or before December 1, 2018 to:
Cheryl Shine, 2801 Stratton Major Rd, Shacklefords, VA 23156 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 Unsung Heroes"? 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:
Cheryl Shine, 2801 Stratton Major Rd, Shackelfords, VA 23156 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 Unsung Heroes"? 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.

DEPARTMENT Year-End Impact Numbers Report

Department _____

Number of Units in Department _____ Number of Units Reporting _____

Total Number of Members Reporting _____

Your Name & Title _____ Email _____

Here is what our department did in the 12 months from MAY 1, 2018 TO APRIL 30, 2019:

1. Our ALA Service for Veterans/Active Duty/Reserve Military

	Service for Veterans/Military	Obtain from Unit or District/County Forms	Total
Line 1	Total hours members volunteered	Line 1	
Line 2	Total dollars spent	Line 2	\$
Line 3	Total number of veterans/military assisted	Line 3	
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Line 4	
Line 5	Total value of in-kind donations* received	Line 5	\$
Line 6	Total number of poppies or poppy items distributed	Line 6	
Line 7	Total dollars raised from poppies	Line 7	\$
Line 8	Total number of veterans who made the poppies for distribution <i>(Does not apply to pre-assembled poppies)</i>	Dept. Records	
Line 9	Total amount paid to veterans who made poppies	Dept. Records	\$

*Estimated cash value of non-cash donations from NON-MEMBERS of goods (like paper goods, clothing) or services (pro-bono CPA services from a local firm)

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Totals from Unit or District/County Forms	Total
Line 10	Total hours members volunteered	Line 8	
Line 11	Total dollars spent	Line 9	\$
Line 12	Number of military families served	Line 10	

3. Our ALA Service for Youth

	Service for Children/Youth	Obtain Totals from Unit or District/County Forms	Enter Totals from Units or District/County Forms	Enter Department Amount	Total
Line 13	Total hours for ALA Girls State (include non-member volunteers)	Line 11			
Line 14	Total dollars spent for ALA Girls State	Line 12	\$	\$	\$
Line 15	Total hours for other Legion Family youth activities	Line 13		N/A	
Line 16	Total dollars spent on goods for youth activities	Line 14	\$	\$	\$
Line 17	Total dollar amount of direct aid to help a needy child	Line 15	\$	\$	\$
Line 18	All other expenses (parties, dinners, paper goods)	Line 16	\$	\$	\$
Line 19	Total number of children/youth served	Line 17			
Line 20	Total donations to other child service charities	Line 18	\$	\$	\$

4. Our Service Representing the ALA in our Communities

	For any service not included in Sections 1-3	Obtain Totals from Unit or District/County Forms	Total
Line 21	Total number of hours	Line 19	
Line 22	Total dollars spent	Line 20	\$

5. Mileage

		Obtain Totals from Unit or District/County Forms	Total
Line 23	Total miles driven by members in providing ALA service	Line 21	

6. Scholarships Our Units, Districts, Counties, and Department Presented/Awarded

	Scholarships presented by Units, Districts/Counties and Department	Obtain Totals from Unit or District/County Forms	Enter Totals from Units or Districts/Counties	Enter Department Amount	Total
Line 24	Total number of scholarships presented/awarded	Line 22			
Line 25	Dollar amount of scholarships	Line 23	\$	\$	\$
Line 26	Dollar amount donated to department scholarships	Line 24	\$	\$	\$

CONGRATULATIONS—YOU DID IT! THANK YOU FOR ALL YOU DO AND FOR REPORTING YOUR DEPARTMENT'S IMPACT!

Department Impact Numbers are due to ALAREports@ALAforVeterans.org by June 1, 2019.

Department presidents: Remember - This ALA Impact Numbers Report is separate from your Department President's Report



***American Legion Auxiliary
Department of Virginia
Mentorship Program***

The mission of the Mentorship Program is to grow our own internal talent by providing participants with leadership challenges and developmental opportunities.

Objectives:

- Help participants identify and achieve development and personal growth goals that support the American Legion Auxiliary
- Support building Unit, District, and Department leaders who have knowledge, skills, and abilities
- Foster higher levels of engagement and advancement
- Provide participants with the necessary tools to perform to their highest capability
- Create opportunities to meet and partner with other members
- Create a culture that sees mentorship as an effective way of developing skill sets

Mentees

The mentee's development depends on exploring advancement aspirations; strengths and weaknesses; collaborating on means to "get there"; implementing strategies; and evaluating along the way. The mentor will provide the "light" for the mentee to follow. Learning from the wisdom and past experiences of the mentor will serve the mentee well and produce great benefits.

Ideally, a mentee should be able to:

- Commit to self-development
- Assume responsibility for acquiring or improving skills and knowledge
- Discuss individual development planning with their mentor
- Be open and honest on their goals, expectations, challenges, and concerns
- Actively listen and ask questions
- Seek advice, opinion, feedback, and direction from their mentor
- Be open to constructive criticism/feedback and ask for it
- Respect their mentor's time and resources
- Stay accessible, committed, and engaged during the length of the program
- Comfortably give feedback to their mentor on what is working or not working in the mentoring relationship

***Mentorship Program
Confidentiality Agreement***

Trust must be a verb before it is a noun. You must trust and be trustworthy to be trusted. It is one of the most, if not the most, important factor in the partnership. Mentoring pairs will share information about one another throughout the association. Partners must be very clear on the limits they want to place on the information shared. Establishing clear boundaries is a big step toward building trust. Here are a couple of statements to start your agreement. You may accept these as they are, building upon them, or establish a complete new agreement. The important thing is that both partners concur with the confidentiality agreement.

1. What we discuss will stay between the two of us. [Use the space below to add to this]

2. What we discuss will stay between the two of us, unless we give each other permission or ask that the information be shared with others. [Use the space below to add to this]

3. Add other additional conditions you both mutually agree to.

Mentor signature

Date

Mentee Signature

Date

Mentor Benefits

Mentoring is an effective valuable tool for developing our most important asset, our members. Mentoring is both a "Get and Give" experience with the goal of providing a rich and rewarding experience for both partners. A successful mentoring process depends on the partners sharing common goals and expectations, having a commitment to the mentoring practice, and giving and receiving trust and respect. Both the mentor and the mentee give and grow in the mentoring process. Both partners must be respectful of each other's time and commitments. You, the mentor, have the opportunity to review your accomplishments and challenges, as a reminder of lessons learned. In sharing your expertise you are leaving a legacy and guiding another's career path. This also gives you an opportunity to review and reenergize you. You, the Mentor will get many benefits from this experience.

Here are just a few additional benefits you might consider:

- Personal satisfaction in helping someone grow professionally- paying it forward
- Learning from the Mentee
- Building new Relationships
- Developing your skill as a "teacher"—helping someone clarify their career goals
- Developing your skill as a "guide" – helping someone navigate the waters of the organization
- Developing your skill as an "advisor" – helping someone find their strengths and weaknesses
- Receiving recognition
- Future pay-offs As you reflect on being a mentor, think about who you would like as a mentee and what you would like to impart to them. This is, after all, going to be a partnership.
- Do you want someone who seems to be following your same career path?
- Do you want someone who has skills which you have strengths in? • Do you want someone who has different or similar skills as you?
- Do you want someone who has interest in similar skills and knowledge as you, but does not possess those competencies now?
- Do you want someone who is motivated by upward mobility?

Mentee Roles and Responsibilities

Your development depends on exploring career aspirations, strengths and weaknesses, collaborating on means to “get there,” implementing strategies, and evaluating along the way. Your mentor will provide the “light” for you to follow. Learning from the wisdom and past experiences of your mentor will serve you well and produce great benefits.

Here are a few roles and responsibilities to help you in the process:

- Commit to your development
- Assume responsibility for acquiring or improving skills and knowledge
- Discuss your IDP with your mentor
- Be open and honest on your goals, expectations, challenges and concerns
- Actively listen and question
- Build a supportive and trusting environment
- Seek advice, opinion, feedback, and direction from your mentor
- Be open to constructive criticism/feedback and ask for it
- Come to your meetings prepared with a clear idea of what topics or issues you want to

address

- Respect your mentor’s time and resources
- Apply what you learn from your meetings back on the job
- Keep your supervisor informed of the process and your progress
- Give feedback to your mentor on what is working or not working in the mentoring

relationship

- Participate in the scheduled events for the program

Ideas to Assist your Mentee

Shadowing Events: "Take your mentee to meetings" - include them in any when possible. Your mentee will be able to observe you and how you demonstrate your strong competencies.

Sharing: Look for or design learning activities, where your mentee can assist you with projects to better understand your contribution to the organization.

Hands-On Training: Find opportunities to share specific knowledge and introduce your mentee to new activities within the organization.

Introducing: Look for opportunities to introduce your mentee to key members or to others to broaden their prospective on the Organization.

Listen more than talk.

Review the Effective Questioning sheet for ideas on progressing and the Active Listening worksheet to find out what will work best with your mentee.

Effective Questioning Tips for Mentors

Effective Questioning as a Mentor, it can be very easy to want to just jump in and solve your Mentee's problems for her. However, your role is to help the Mentee think for herself, and to do so, this involves you asking thought-provoking questions. Help your partner self-discover. Questions should usually be open ended questions: Questions that can't be answered with a one word answer. We want you to be a Questioning Coach. Using questions to help your mentee reflect on their experiences and learn from yours.

Being a questioning coach gives you, the mentor, an opportunity to:

- Uncover additional facts and information about your mentee
- Confirm your mentee's goals, aspirations, and needs
- Explore strong feeling about situations
- Define problems and possible solutions
- Discover your mentee's commitment to their growth

Exploratory questions – to assess the real issues and gain greater understanding:

- What are the most interesting aspects of the organization?
- What and why did you what to concentrate on?
- What do you want to gain?
- What do you want to be known for?
- What did you learn from past experiences that you didn't expect to learn?

Empowering questions – to assist the Mentee to think for herself:

- What are the skills you want to develop?
- What strategies come to mind when looking at a situation?
- What outcomes are you after here?
- What forces may help and/or hinder you? •

What is the first step you need to take to achieve your preferred outcome?

- What alternative strategies should you develop?

Ask more questions to really understand the responses you've been given. Rephrase the answer to ensure you have heard the reply correctly. Most importantly—Ask more questions & give fewer answers. Remember, she who speaks the most, learns the most!

Giving Feedback—Checklist for Mentors

Think of feedback as a teaching opportunity. Exhibit positive or neutral body language.

Do use:

- Good Eye contact – no scary stares
- Interested/neutral facial expression
- Nodding of head to show understanding or agreement
- Calm tone of voice
- Even voice volume
- Sitting slightly forward
- Relaxed arm & hand placement

Do Not use:

- Reduced eye contact, scowling, or narrowing of eyes
- Tense or aggressive posture
- Rocking, pen bouncing, hand wringing, or your specific version of nervousness/ defensiveness
- Hands on hips or tightly clenched
- Arms tightly crossed across chest
- A blank expression Use “I” statements. Give examples from your experience. Don’t say, “but” or “however”. Avoid statements that describe someone instead of their actions. Ensure feedback is specific. Give the other person an opportunity to ask questions or share their viewpoint.

Listen – carefully, not only to the words but to the feelings and body language of the speaker. Don’t become defensive. Don’t interrupt when the other person is responding. Allow time and privacy for feedback- avoid/minimize distractions, set aside a uninterrupted time for your feedback session.

Help your mentee plan for next steps. Ask questions such as:

- What is a step you can do to reach your desired outcome?
- What are some ways you can think of to resolve this challenge?
- What resources are available to you?
- What can I do to help you?

Tips for Being a Good Mentor & Listener

Be an “active” listener. That means doing the following:

- Give the mentee your undivided attention.
- Stay off your phone, off your computer, and avoid disruptions.
- Hear the person out. Avoid interrupting.
- Be aware of your non-verbal cues such as nodding, smiling, and maintaining eye contact.
- To ensure that you heard the person correctly, Paraphrase “As I understand . . .” “So, you’re saying that . . .” “Let me see if I got that . . .” Summarize “So, your three concerns are . . .” “There seem to be a few issues . . .” “So, our main goals this time are . . .”

Mentee Benefits

Mentoring is a special partnership between two people based on commitment to the Mentoring process, common goals and expectations, focus, mutual trust and respect. Both the mentor and the mentee give and grow in the mentoring process. You, the mentee, can learn valuable knowledge from the mentor's expertise and past mistakes. You can increase your competencies in specific areas. You can establish valuable connections with higher level members. You, the Mentee will get many benefits from this experience.

Here are just a few additional benefits you might consider:

- Having a caring ear to hear your triumphs as well as your frustrations
- Developing your skill as a "planner" - getting a sharper focus on what's needed to grow professionally
- Developing your skill as a "learner"- getting new ways to acquire new skills
- Developing your skill as a communicator" – improving your ability to express your expectations, goals, and concerns
- Learning what it is like to be in a higher level position
- Getting an advocate within the organization
- Receiving knowledge about the "ins and outs" of the organization
- Getting honest feedback

As you reflect on being mentored, think about who you would like as a mentor and what you would like to receive from them. This is, after all, going to be a partnership. Do you want someone who has gone on the same path in the organization you would like to follow? Do you want someone who has modeled the competencies you would like to strengthen? Do you want someone who has skills you currently don't have but wish to acquire? Do you want someone who will be a good sounding board for your goals?

Mentor Roles and Responsibilities

Development of your mentee depends on exploring career aspirations, strengths and weaknesses, collaborating on means to “get there,” implementing strategies, and evaluating along the way. You as the mentor provide the “light” for the mentee to follow. Sharing your wisdom and past experiences is what the mentee looks for from you.

Here are a few roles and responsibilities to help you in the process:

- Support the mentee’s development of professional and interpersonal competencies through strategic questioning, goal setting, and planning

- Create a supportive and trusting environment
- Agree to, and schedule uninterrupted time with your mentee
- Stay accessible, committed, and engaged during the length of the program
- Actively listen and question
- Give feedback to the mentee on his/her goals, situations, plans and ideas
- Encourage your mentee by giving them genuine positive reinforcement
- Serve as a positive role model
- Provide frank (and kind) corrective feedback if necessary
- Openly and honestly share “lessons learned” from your own experience
- Keep discussions on track
- Respect your mentee’s time and resources
- Participate in the scheduled events for the program
- Seek assistance if questions arise that you cannot answer

Receiving Feedback—Checklist for Mentees

Think of feedback as a learning opportunity. Exhibit positive or neutral body language.

Do use:

- Good Eye contact -- no scary stares
- Interested/neutral facial expression
- Nodding of head to show understanding or agreement
- Calm tone of voice
- Even voice volume
- Sitting slightly forward
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- Tense or aggressive posture
- Rocking, pen bouncing, hand wringing, or your specific version of nervousness/
defensiveness

- Hands on hips or tightly clenched
- Arms tightly crossed across chest
- A blank expression

Don't interrupt when the other person is explaining. If you need more information ask for clarification or specific examples. Paraphrase and repeat back to make sure you understood what was said. Keep doing this until you are clear on the feedback. Say things like...

- What I understood you just told me was.....
- When I _____ you think I.....
- What I hear you say is if I.....
- I will.....

Ensuring Success

The first meeting between the mentor and mentee is their chance to share excitement and expectation about the Mentorship Program and the American Legion Auxiliary. Adequate preparation before your first meeting along with thoughtful self-reflection after your first meeting will ensure that the relationship gets off on the right start.

Prepare for the conversation

- **Develop your “getting to know you” questions**
 - Please tell me a bit more about yourself?
 - What else am I prepared to share about myself to build trust and rapport?
 - Did my mentor/mentee mention something in our first contact that deserves a follow-up?
 - What would you like to achieve from our mentorship relationship?

- **Start to think about your “My” Development areas (mentee) and how to achieve(mentor)**
 - How feedback is structure (strengthens and weaknesses)
 - What tasks/projects I have enjoyed and found the most developmental
 - What are 2 or 3 goals I would like to accomplish this year
 - What would I like to focus on
 - What are my goals in our organization
 - What is working and not working for you



HOW TO BE A MENTOR

Mentoring is an invaluable service we offer our new members and successors in the American Legion Auxiliary. Mentoring includes teaching, counseling, listening and advising in order to encourage the success of those members who are less experienced in the ways of the Auxiliary.

A mentor is a knowledgeable person who is willing to give her time to explain the policies and procedures of Auxiliary programs, provide encouragement and guidance and is enthusiastic about teaching others. She is patient and understands that a new member or a member taking on a new role may be hesitant and unsure about her role in the Auxiliary.

How do you mentor a new member or a member wishing to become active in the unit?

- Sit with the member during meetings, get to know her and explain acronyms as they are used during the meeting.
- Offer to carpool to meetings, if feasible.
- Introduce her to other members, particularly committee chairmen of any committees in which she has an interest.
- Encourage her participation in unit activities.



- Answer any questions she may have about procedures.
- Answer any questions she may have about programming.
- Follow up with a phone call or letter if she misses a meeting. Let her know that she was missed and send her any handouts or notes from the meeting.
- Stay in touch. Call her and send cards for occasions such as a birthday, get well, etc.
- Socialize with her.
- Invite her to attend district meetings and department workshops.

How do you mentor a member for a leadership position?

- Offer advice about the position and the things you wish you would have known as a beginner.
- Provide materials and resources that can help her transition into an officer role.
- Allow the member to take ownership of her position and use her own ideas.
- Support the decisions she makes as a leader.
- Assure her that she may call upon you for advice anytime.

Above all, share what you know and be a resource to her.

You could be the reason she renews her membership!



How to mentor a member

Committee:

Past Presidents Parley

Objective: Mentor Responsibilities

Suggestions:

Offer to accompany and sit with your mentor at meetings.

Ask her to share a little about herself. The information could be helpful in determining on which committee she may have the greatest interest. Have each attendee introduce herself.

Explain the duties of the officers, the chairmen, and the committee members.

Evaluate your mentee'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. Remember to praise her efforts.

As a Past President, you should promote nominating a Department Member of the Year. You may take the lead in recommending active-duty servicewomen to submit for an award. Develop a fundraising activity for donations to the nursing scholarship program.

Continue to support through your ongoing leadership!
