



“ROARing” for Real Heroes Who Wear Dog Tags

Program Action Plan 2018-2019

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Responsibility, Obligation and Requirements (ROAR) will be comprised of two sections:

32a. ROAR Section One will be Required Citations that all Units must fulfil.

1. Mail separate citation checks for the following assessments to the Department Secretary/Treasurer, postmarked by December 1st. To determine your Unit’s Required Citation amounts, use HQ Membership Report as of 9/13/2018. The number under “last year achievement” determines the Unit’s Citation amounts due and is the same thing as your Unit’s previous year’s membership, referred to below.

1A. Children & Youth Assessment, based on previous year’s membership. All funds derived from this assessment will be donated yearly to Patrick Henry Boys and Girls Plantation.

10-50 members	<u>\$6.00 per Unit</u>
51-100 members	<u>\$11.00 per Unit</u>
101 + members	<u>\$16.00 per Unit</u>

1B. Veterans Rehabilitation Assessment, based on previous year’s membership. All funds derived from this assessment will be restricted to usage for VA&R.

10-25 members	<u>\$.90 per member</u>
26-50 members	<u>\$.80 per member</u>
51-75 members	<u>\$.70 per member</u>
76-100 members	<u>\$.60 per member</u>
101-125 members	<u>\$.50 per member</u>
126 + members	<u>\$.40 per member</u>

1C. Entertainment of Veterans (minimum amount of \$10.00) for hospitalized veterans. These assessments may be designated for a specific VA Medical Center.

1D. Mail to the Department Secretary/Treasurer, postmarked by December 1st, a check for 10% of last year’s poppy receipts before expenses. Mail your current year’s poppy order to the Department Poppy Chairman, postmarked by February 1st. Units cannot order more than 500 poppies until they have paid the citations for 1A (Children and Youth Assessment), 1B

(Veterans Rehabilitation Assessment), 1C (Entertainment of Veterans), 1D (10% of Poppy proceeds), 1E (Bonding), and 1F (Building Fund).

1E. Mail a check for \$8.00 for bonding to the Department Secretary/Treasurer postmarked by December 1st.

1F. Mail a check for the Building Fund to the Department Secretary/Treasurer postmarked by March 1st for seventy-five cents (\$.75) per member based on the previous year's membership.

32b. ROAR Second Section requirements must be completed in conjunction with ROAR Section One – Required Citations to receive Meritorious Citation.

2A. Mail/email at least nine (9) monthly reports to the Department President and the District President by June 30th. Reports are due by the 10th of the following month after the meeting. Mail/email a courtesy copy to your Zone Vice President and retain a copy for the Unit files.

2B. Mail the Year-End Report form for each of the following Auxiliary programs/activities to the Department Chairman, postmarked by April 15th. Identify each report with the Unit Name, Number, District, and Zone. A "NO REPORT" will meet Citation requirements. Required reporting on the committees of:

Americanism	Children & Youth	Community Service
Education	Junior Activities	Leadership
Legislative	National Security	Poppy
Public Relations	Veterans Affairs & Rehabilitation.	

2C. Mail to the Department Secretary/Treasurer and your District President a list of the new Unit Officers as soon as elections are held in May.

2D. Each Unit must be represented at their Annual District Meeting and answer roll call each day of the Department Convention (Friday, Saturday and Sunday).

As ROAR Chairman, I have provided an extra page titled "Information and Suggestions For Receiving the Meritorious Citation".

My committee and I look forward to providing any assistance needed with ROAR this year.

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INFORMATION AND SUGGESTIONS FOR RECEIVING THE MERITORIOUS CITATION

In 2018 only 17 Units received the Meritorious Citation and I want to mention some of the problems I saw as the ROAR Chairman.

There were 21 additional Units that came close to receiving the Meritorious Citation but eight of the Units did not have the Department President showing she had received their nine required monthly meeting reports, Citation 2A. Please ensure your secretary provides the Unit President with copies of the monthly report, with the date and where it was sent.

Five Units paid some assessments late, Citations 1A through 1F, so be sure those checks are mailed several days BEFORE the 1 December deadline. I noticed Citation 1F, Building Fund, has a due date of 1 March instead of 1 December and several Units mailed this citation late. If your Unit has the funds available, I would suggest that Citation 1F be mailed the same time the other citations are mailed to ensure this doesn't happen. If your Unit does not have the funds available before 1 December for Citation 1F, perhaps your Post could help paying this citation until you collect enough dues or have fundraisers.

Four Units had yearend reports missing, Citation 2B. Unit Presidents should make sure their chairmen provide a copy of their report, with the date and place mailed. Another solution would be for the President of the Unit to collect all the reports before the deadline and mail those herself to the applicable Department Chairmen to make sure they arrive on time. Remember a "NO REPORT" will meet the Meritorious Citation requirement.

Three were late with paying Citation 1F, Building Fund plus had one missing yearend report, Citation 2B. Last year there were 19 yearend reports received by the Department Chairmen that had no Unit Name or Unit Number on the report, so be careful this information is on the report before it is mailed.

One Unit was late sending in the Poppy 10% of last year's poppy receipts before expenses, Citation 1D.

Bottom line is I WANT your Unit to receive the Meritorious Citation and will help you anyway I can. Hopefully these suggestions will help and the number of Units receiving this citation will more than DOUBLE in 2019.

**Aleta Perkins
Department ROAR Chairman**

Requirements, Obligations and Responsibilities (ROAR)
 Enter appropriate date under month Citations paid or sent

Item	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
SECTION ONE - UNIT CITATIONS												
1A. Children & Youth Assessment by Dec 1st. 10-50 mbrs \$6.00 51-100 mbrs \$11.00 101+ mbrs \$16.00												
1B. Veterans Rehabilitation Assessment by Dec 1st. 10-25, \$.90 per mbr 26-50, \$.80 per mbr 51-75, \$.70 per mbr 76-100, \$.60 per mbr 101-125, \$.50 per mbr 126 + \$.40 per mbr												
1C. Veterans Entertainment due by Dec 1st. Minimum of \$10.00												
1D. 10% Poppy Proceeds before expenses due by Dec 1st.												
1E. Bonding due by Dec 1st. \$8.00												
1F. Building Fund due by Mar 1st. \$.75 cents per member												
SECTION TWO - UNIT REQUIREMENTS												
2A. Mail/email nine (9) monthly reports due by the 10th of following month after meeting to Dept President, District President & Zone VP												
2B. All reports below are due to the DEPARTMENT CHAIRMAN by APRIL 15TH.												
Enter date report is mailed to the Department Chairman.												
AMERICANISM												
CHILDREN AND YOUTH												
COMMUNITY SERVICE												
EDUCATION												

Requirements, Obligations and Responsibilities (ROAR)
Enter appropriate date under month Citations paid or sent

Item	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
LEADERSHIP												
LEGISLATIVE												
JUNIORS ACTV												
NATIONAL SECURITY												
POPPY												
PUBLIC RELATIONS												
VETERANS AFFAIRS & REHABILITATION												
2C. Mail LIST of new UNIT OFFICERS after May elections to Dept Secy/Treasurer and District President												
2D. Each Unit must be represented at their Annual Distr Meeting												
2D. Each Unit must answer Department Convention ROLL CALL on FRIDAY...												
on SATURDAY...												
and SUNDAY												
UNITS MUST COMPLETE ALL THE ROAR REQUIREMENTS IN SECTIONS ONE AND TWO TO RECEIVE THE MERITORIOUS CITATION.												
Mail your current year's poppy order to the Department Poppy Chairman, postmarked by FEBRUARY 1st.												
Units cannot order more than 500 poppies until they have paid Citations 1A, 1B, 1C, 1D, 1E and 1F.												

**American Legion Auxiliary
Department of Virginia
Citation Report
2018-2019**

Name: _____

Position (Indicate by "x"): _____ Department Officer _____ (Office Held)
_____ Chairman of _____ (Committee Name)
_____ District President _____ (District Number)

Please submit this report by June 15, 2019 to: **Aleta Perkins**
Attn: ROAR Citation Report
109 Essex Road
Colonial Heights, VA 23834
ROAR@vaauxiliary.org

Department President: Citation 2A (9 Monthly Reports) - complete Column A

District Presidents: Citation 2A (9 Monthly Reports) - complete Column A
Citation 2C (List of Unit Officers for 2017-2018) – complete Column B
Citation 2D (Roll call at Annual District Meeting) – complete Column C

Department Poppy Chairman: Citation 1D (Poppy Orders) – complete Column B

Department Chairmen: Citation 2B (Annual Reports) – complete Column A

Americanism	Children & Youth
Community Service	Education
Junior Activities	Leadership
Legislative	National Security
Poppy	Public Relations
Veterans Affairs & Rehabilitation	

Department Secretary/Treasurer: Citation 1A (Children & Youth Assessment)
Citation 1B (Veterans Rehabilitation Assessment)
Citation 1C (Veterans Entertainment Assessment)
Citation 1D (Poppy Proceeds)
Citation 1E (Bonding)
Citation 1F (Building Fund, old Pride of VA Assessment)
Citation 2C (Listing of Unit Officers to Department)
Citation 2D (Department Convention Roll Call [Fri, Sat, & Sun])

Unit	1 st & 2 nd District	A	B	C
5	Norfolk Attucks			
56	Norfolk Hampton			
60	Norfolk Federal			
110	Virginia Beach			
113	Princess Anne			
159	Chincoteague			
190	Portsmouth			
280	Chesapeake			
310	Churchland			
327	Tidewater			
400	Exmore			

Unit	6 th District	A	B	C
29	Danville -Frances Walton			
42	Martinsville-Pannill			
48	Martinsville-Homer Dillard			
105	Stuart			
127	Floyd			
232	Gretna			
325	Danville- Memorial			
1097	Danville- Dan River			

Unit	3 rd District	A	B	C
25	Braxton-Perkins			
48	Phoebus			
67	Harry S. Foster			
75	Gloucester			
83	Mathews			
172	West Point			
273	Poquoson			
314	Aylett			
368	Newport News			
1997	Newport News			

Unit	7 th & 8 th District	A	B	C
7	Pulaski			
18	Marion			
20	Bland			
58	Dublin			
68	Narrows			
164	Grundy			
185	Jonesville			
229	Rural Retreat			

Unit	4 th District	A	B	C
2	Petersburg			
49	Smithfield			
73	Franklin			
120	Disputanta			
146	Hopewell			

Unit	9 th & 10 th District	A	B	C
16	Lynchburg			
17	Lovingston			
54	Bedford			
104	Appomattox			
134	Dillwyn			
182	Blacksburg			
269	Cumberland			
274	Madison Heights			

Unit	5 th District	A	B	C
8	South Boston			
32	Farmville			
43	Chase City			
45	Clarksville			
50	Crewe			
79	South Hill			
99	Halifax			
260	Keysville			
337	Virgilina			

Unit	11 th District	A	B	C
1	Richmond			
87	Amelia			
125	Lakeside			
136	Ettrick			
137	South Richmond			
144	Highland Springs			
186	Midlothian			
210	Richmond			
233	Varina			
242	Sandston			
244	Glen Allen			
284	Colonial Heights			
361	Richmond			

Unit	12 th District	A	B	C
55	Fredericksburg			
82	Saluda			
86	Kilmarnock			
89	King George			
148	Colonial Beach			
221	Caroline County			
241	Locust Hill			
320	Spotsylvania			
329	Dahlgren			

Unit	13 th District	A	B	C
74	Charlottesville			
90	Beaverdam			
116	Louisa			
157	Madison			
175	Mechanicsville			
215	Goochland			
2003	Fluvana			

Unit	14 th District	A	B	C
13	Staunton			
27	Dayton			
76	Harrisonburg- Newman Washington			
126	Buena Vista			
188	Harrisonburg- Shenandoah Valley			
340	East Augusta County- Stuarts Draft			

Unit	15 th District	A	B	C
21	Winchester			
22	Luray			
41	Berryville			
53	Front Royal			
77	Strasburg			
166	New Market			
199	Woodstock			

Unit	16 th District	A	B	C
10	Manassas			
28	Dumfries			
72	Warrenton-John D. Sudduth			
114	Manassas			
158	Manassas			
181	Leesburg			
247	Remington			
290	Stafford			
293	Purcellville			
330	Culpepper			
360	Warrenton			
364	Woodbridge			
1799	Haymarket			

Unit	17 th District	A	B	C
24	Alexandria			
85	Arlington-General Billy Mitchell			
130	Falls Church			
139	Arlington			
162	Lorton			
176	Springfield			
177	Fairfax			
180	Vienna			
194	Arlington-Dorie Miller			
225	Falls Church-Blue & Gray			
270	McLean			
1976	Annandale			
1995	Centreville			