

AMERICAN
LEGION
AUXILIARY
DEPARTMENT OF VIRGINIA

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

ROAR Section One required citations that Units must fulfill.

1. Standing Rule.28. B.1: Children & Youth Assessment, \$1.00 per unit member based on the previous year's membership. All funds derived from this assessment will be restricted to usage to the Departments Children & Youth Chair's special program.
2. Standing Rule.28. B.2: Veterans Rehabilitation Assessment, \$1.00 per unit member based on the previous year's membership. All funds derived from this assessment will be restricted to usage for VA&R.
3. Standing Rules.28. B3: Entertainment of Veterans (minimum amount of \$10.00) for hospitalized veterans. These assessments may be designated for a specific VA Medical Center.
4. Standing Rule 28.B.4: Mail to the Department Administrator, postmarked by December 1st, a check for 15% of last year's poppy receipts before expenses or \$10.00 if did not have poppy expenses. Mail your current year's poppy order to the Department Poppy Chairperson, postmarked by February 1st. Units cannot order more than 500 poppies until they have paid the citations for A.1.a (Children and Youth Assessment), A.1.b (Veterans Rehabilitation Assessment), A.1.c (Entertainment of Veterans), A.1.e (Bonding),
5. Standing Rule 28.B.5: Mail a check for \$10.00 for bonding to the Department Administrator postmarked by December 1st.
6. Standing Rule 28.B.6: Mail a check for the Building Fund postmarked by December 1st for one dollar (\$1.00) per unit member based on the previous year's membership.

ROAR Section 2 required citations for program reporting.

Identify each report with the Unit Name, Number, District, and Zone. A "NO REPORT" will not meet citation requirements. To meet citation requirements for reporting, a report must have content. A Unit must submit a minimum of 10 reports. To receive a Department Meritorious Section 1 & Section 2.

1. Standing Rule 28.C.1: Mail/email at least nine (9) monthly reports to the Department President and the Vice President by June 30th. Also, mail/email a courtesy copy to your District President and retain a copy for the Unit files.
2. Standing Rule 28.C.2: Mail the Year-End Report form for each of the following American Legion Auxiliary programs/activities to the Department Chairperson, postmarked by April 15th. Identify each report with the Unit Name, Number, District, and Zone. A "NO REPORT" will not meet citation requirements. To meet citation requirements for reporting, a report must have content. A Unit must submit a minimum of 10 reports, from the following categories as specified below

Required reports for the Four Pillars programs/committees. Unit must submit a report on each of the four (4) programs.

1. Americanism
2. Children and Youth
3. National Security
4. Veterans Affairs and Rehabilitation

Required a minimum of four (4) reports on the following mission outreach programs/committees:

1. ALA Virginia Girls State
2. Community Service
3. Education
4. Junior Activities
5. Legislative
6. Poppy

Required a minimum of two (2) reports of the following Membership Support committees:

1. AEF
2. Constitution & Bylaws
3. History
4. Leadership
5. Public Relations

3. Standing Rule 28.C.3: Mail to the Department Administrator and your District President a list of the new Unit Officers as soon as elections are held in May.
4. Standing Rule 28.C.4: Each Unit must be represented at their Annual District Meeting and answer roll call each day of the Department Convention (Friday and Saturday).