

American Legion Auxiliary Junior Leadership Correspondence Course Instructions

Please answer questions **1-50 on both TESTS** with the appropriate response. After you have completed the final examination, return both answer sheets and this completed cover sheet to the American Legion Auxiliary Department Leadership Chairman for grading.

Students passing the final examination will receive a wallet-size certificate.

Please complete the lower portion of this page and return it with your answer sheets.

Susan Britton
Department Leadership Chairman
Junior Correspondence Course
PO Box 114 167 CR353
Rensselaerville, NY 12147

Date _____

Attached is the answer sheet for my final examination covering the Junior Leadership Correspondence Course. I understand that it will be graded and a wallet-size certificate will be issued to me if I receive a passing score.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

UNIT NUMBER _____ UNIT NAME _____

DEPARTMENT OF _____

AUXILIARY MEMBER NUMBER _____

SECTION 9

AMERICAN LEGION AUXILIARY

PARLIAMENTARY PROCEDURE AND PROTOCOL

TEST 1

A. Match each definition below with the correct term on the left.

- | | |
|------------------------|---|
| 1. _____ majority vote | a. a formal proposal of a person as a candidate |
| 2. _____ adjourn | b. all votes were cast in favor of the motion and no votes were cast against the motion |
| 3. _____ agenda | c. the chairman or presiding officer |
| 4. _____ quorum | d. end a meeting officially |
| 5. _____ tellers | e. one more than half |
| 6. _____ unanimous | f. official record of motions made and actions taken by an organization |
| 7. _____ chair | g. members selected to count and tally votes in a secret ballot |
| 8. _____ amendment | h. the number of members who must be present to conduct a meeting |
| 9. _____ nomination | i. a list of business to be considered at a meeting |
| 10. _____ minutes | j. any proposal for action presented to a group |
| 11. _____ motion | k. a mallet used by the presiding officer to keep order |
| 12. _____ floor | l. a proposal to change a motion |
| 13. _____ ballot | m. recognition by the presiding officer for the purpose of speaking |
| 14. _____ second | n. a written vote |
| 15. _____ gavel | o. support or endorsement of a motion |

B. Number the entries below to indicate the usual order of business.

- | | |
|------------------------------|-------------------------------------|
| 16. _____ Announcements | 21. _____ Call to Order |
| 17. _____ New Business | 22. _____ Approval of Minutes |
| 18. _____ Roll Call | 23. _____ Unfinished Business |
| 19. _____ Reading of Minutes | 24. _____ Committee Reports |
| 20. _____ Adjournment | 25. _____ Reading of Communications |

C. Circle the letter of the word or words which will correctly complete each statement below.

26. The presiding officer is always seated _____.
- a. to the right of the center
 - b. in the center
 - c. to the left of the center
27. The American Legion Auxiliary pin is worn _____.
- a. on the left lapel
 - b. on the right lapel
 - c. over the heart
28. A distinguished guest is always _____ of her escort.
- a. to the right
 - b. to the left
 - c. behind
29. A distinguished guest known to the assembly is _____.
- a. introduced
 - b. presented
 - c. nominated
30. Guests should never be expected to participate in _____.
- a. raffles
 - b. banquets
 - c. entertainment

31. Gifts secured for a distinguished guest are presented _____.
- at the conclusion of the guest's remarks
 - upon the guest's arrival
 - when the guest is introduced
32. A reception line is headed by _____.
- the president
 - the honored guest
 - the reception chairman
33. Only two types of decoration can be worn over the Auxiliary pin. One of these is a _____.
- name tag
 - corsage
 - military insignia
34. As soon as a guest arrives, the Sergeant-at-Arms should _____.
- escort him/her to the dais
 - notify the presiding officer
 - request that he/she sign a guest book
35. It is considered disrespectful to _____.
- seat lesser ranking officers to the left of the presiding officer
 - walk between flags
 - rise when distinguished guests are escorted to the dais
36. When the flag of the United States of America is presented with a banner, the flag is always _____.
- to its own left
 - to its own right
 - behind the banner
37. When carrying the flag of the United States of America, the left hand is placed _____.
- up on the staff
 - down on the staff
 - upon the flag

38. When retiring colors, stop about three feet from the colors and _____ before retiring the colors.
- a. bow
 - b. address presiding
 - c. salute
39. Post colors are always posted _____ Auxiliary colors when advanced for a joint function.
- a. inside
 - b. outside
 - c. behind
40. The flag of the United States of America should be posted _____.
- a. before the banner
 - b. after the banner
 - c. at the same time as the banner

D. Mark T before each statement which is correct and F before each statement which is incorrect.

41. _____ The first two words of any motion presented are, "I move"
42. _____ Before a motion can be discussed or voted upon, it must be seconded.
43. _____ A member wishing to change a motion under consideration may move that the motion be tabled.
44. _____ A member may make only one motion at a meeting.
45. _____ The chair announces the results of a vote on a motion.
46. _____ A show of hands is an acceptable form of voting.
47. _____ A motion may be amended by adding, striking out, substituting, or a combination of the above.
48. _____ Written ballots are always counted by the presiding officer.
49. _____ Nominations of candidates for office do not require a second.
50. _____ An amendment must be voted upon before the main motion.

SECTION 11

AMERICAN LEGION AUXILIARY PROGRAMS

TEST 2

A. Match each activity below with the correct program listed on the left. Answers may be used more than once.

- A. Americanism
- B. Legislative
- C. Children and Youth

- D. Cavalcade of Memories
- E. Community Service

- _____ 1. Collect and help chronicle items to preserve the history of the local unit
- _____ 2. Promote an Operation Military Kids event
- _____ 3. Write a letter to your senator asking him/her to support veterans' bills.
- _____ 4. Plant trees and participate in community beautification projects
- _____ 5. Participate in Americanism essay contests
- _____ 6. Make a Difference Day
- _____ 7. Promote respect of the American Flag
- _____ 8. Promote the Youth Hero Award program and seek out a hero in your community
- _____ 9. Participate in the Oratorical Contest

B. Write the letter of the answer that best completes each statement on the line in front of the question.

- _____ 10. The _____ makes grants to nonprofit organizations that are concerned with the well-being of children and youth.

- A. Child Welfare Foundation
- B. Legislative Committee
- C. Children and Youth Committee

- _____ 11. The _____ Fund is used to give financial assistance to members who find themselves in temporary financial hardship.

- A. Cavalcade of Memories
- B. Auxiliary Emergency
- C. Community Service

- _____ 12. The _____ committee monitors the financial needs of unit programs and the unit income.

- A. Cavalcade of Memories
- B. Auxiliary Emergency
- C. Finance

- _____ 13. "Initiate, cooperate, but never duplicate" are watchwords of the _____ program.
- A. Americanism
 - B. Community Service
 - C. Veterans' Affairs and Rehabilitation
- _____ 14. There are two classes of membership: _____
- A. mothers and daughters
 - B. wives and sisters
 - C. Junior and Senior
- _____ 15. Assuring the care and protection of veterans' children, and improving conditions for all children are two purposes of the _____ program.
- A. Legislative
 - B. Poppy
 - C. Children and Youth
- _____ 16. The Girls State program began as a part of the _____ program in 1937.
- A. Poppy
 - B. Americanism
 - C. Leadership
- _____ 17. Learning about the Constitution of the United States and the Declaration of Independence is an important part of the _____ program.
- A. Americanism
 - B. Cavalcade of Memories
 - C. Children and Youth
- _____ 18. Earnings from the distribution of poppies can only be used for _____.
- A. Supporting Junior programs
 - B. Veterans Affairs and Rehabilitation work, and for the families of veterans
 - C. Community Service projects
- _____ 19. The purpose of the _____ is to keep those who have served as president in active service to the Auxiliary.
- A. Past Presidents Parley
 - B. Community Service
 - C. Cavalcade of Memories

_____ 20. The _____ Fund provides assistance to Senior members who, by reason of divorce, illness or death of a spouse, have been forced to enter or return to the job market and need additional skills for employment.

- A. Children and Youth
- B. Poppy
- C. Auxiliary Emergency Fund

_____ 21. Democracy can be learned through Junior meetings

- A. by having refreshments after the meeting
- B. by sitting next to a new member
- C. as members vote for and against motions

_____ 22. The American Legion was the first organization to adopt the _____ as a memorial flower.

- A. violet
- B. poppy
- C. rose

_____ 23. Women who are veterans can belong _____

- A. only to the American Legion Auxiliary since they are females
- B. to both the American Legion and the American Legion Auxiliary
- C. only to the American Legion since they are veterans

_____ 24. Girls Nation is an extension of the _____ program.

- A. Education
- B. Junior
- C. Girls State

_____ 25. The _____ committee has the responsibility for making the public aware of the image of the American Legion Auxiliary.

- A. Public Relations
- B. Community Service
- C. Education

_____ 26. Encouraging top-grade school systems and assuring the availability of advanced education to any student having the desire and ability to pursue higher education are goals of the _____ program.

- A. Community Service
- B. Education
- C. Legislative

_____ 27. The _____ is a document that describes how the organization functions.

- A. Constitution and Bylaws
- B. Declaration of Independence
- C. Pledge of Allegiance

_____ 28. The goal of the Legislative program is to stay informed about bills that relate to

- A. the number of days you attend school each year
- B. the federal holidays that are allowed during the year
- C. veterans' benefits, national security, and children and youth

C. Match each activity below with the correct program listed on the left. Answers may be used more than once.

- | | |
|----------------------|---------------|
| A. Leadership | D. Membership |
| B. National Security | E. Poppy |
| C. Public Relations | |

_____ 29. Make a Press Book

_____ 30. Teach another girl about the American Legion Auxiliary

_____ 31. Learn the history of the poppy

_____ 32. Create a scrapbook for your Junior unit

_____ 33. Collect coupons for military bases

_____ 34. Create a calendar of events for Juniors to get other girls interested in joining

_____ 35. Distribute poppies for Memorial Day

_____ 36. Participate in Welcome Home Troops

D. Mark **T** before each statement that is correct and **F** before each statement that is incorrect.

_____ 37. Community Service projects may be in the categories of health, recreation, safety, and beautification.

_____ 38. Leaders in the Auxiliary should be knowledgeable in all phases of Auxiliary work, as well as the guidelines for specific programs.

_____ 39. The "Need a Lift?" booklet helps students who are Juniors in high school learn how to drive their cars.

_____ 40. Funding for the Auxiliary Emergency Fund originally came from the estate of Helen Colby Small of Wisconsin.

- _____ 41. Junior members include pre-school, high school, and all college-aged girls.
- _____ 42. The Cavalcade of Memories is a video that shows how to correctly say the Pledge of Allegiance.
- _____ 43. The Girls State program teaches the duties, privileges and obligations of good citizenship.
- _____ 44. Auxiliary members should always work only with other Auxiliary members on Community Service projects.

E. Match each activity below with the correct program listed on the left. Answers may be used more than once.

- A. Home Service
- B. Constitution and Bylaws
- C. Juniors

- D. Field Service
- E. Education

- _____ 45. Doing volunteer work for the veteran in your own home, such as sewing and cooking
- _____ 46. Memorize the American Legion Auxiliary Preamble
- _____ 47. A program for girls age 18 and younger.
- _____ 48. Invite a veteran to your classroom to share his/her story
- _____ 49. Working with veterans in nursing homes, day care centers, and in the veterans homes
- _____ 50. Read to a group of children