

**2023-2024 American Legion Auxiliary
Department of New York
Leadership**

Department Leadership Chairman

**Carrie Davenport
340 Franklin Avenue
Dunkirk, NY 14048
C: 716-640-8695
E-mail: nyalaleadership@gmail.com**

Purpose: The purpose of the Leadership Committee is to better equip members to serve in leadership positions with confidence and skill

Raise awareness of ALA leadership development opportunities.

- Attend American Legion Auxiliary Mission Training
- Watch for event announcements in Auxiliary magazine, ALA emails, and social media for dates and locations.
- After Mission Training, share the information you received with your unit, district/county, and department.
- Attend leadership conferences/workshops within your district/department.
- Participate in ALA Academy courses
- Be aware of ALA leadership opportunities in your community:
- Speak to other community organizations about veterans' support.
- Speak to high schools about veterans to develop your own leadership abilities.
- ALA Unit Member of the Year Award
- Nominate a fellow unit member for Unit Member of the Year.
- Open to senior members who are not currently, nor have ever been, in an elected or appointed leadership role higher than unit president.
- Follow procedures for submitting nominations.

Promote participation in the ALA Academy.

- Log in to the MyAuxiliary member portal at <https://member.legion-aux.org/member/memberprofile>.
- Go to the ALA Academy
- Available courses include many topics – leadership, communications, mission outreach, etc.

Enhance knowledge about ALA history, programs, and organization.

- Attend district/department training sessions/workshops.
- Participate in the ALA Academy — these courses are self-paced and designed to help you learn about the ALA online and at no cost to you.
- Participate in Mission Training — this is a one-day, interactive conference geared toward learning more about the ALA's core programs and deliver our mission.
- Download/purchase and become familiar with the:
- Unit Guide Book
- Constitution & Bylaws
- Department Operations Guide
- Parliamentary Procedure
- And other ALA guidebooks available to enhance your knowledge of and promote our organization.

DEPARTMENT LEADERSHIP AWARDS

Department Award Rules

- Entries must be typed, double spaced, not to exceed 1,000 words.
- Word count in lower left corner of cover sheet unless otherwise noted under award instructions.
- Entries must be in narrative form and placed in a folder.
- Pictures, newspaper clippings and other materials and/or documents may be included.
- All entries must include a cover sheet with the name of the award entry, name of the Unit/County/District, name, and address of the Unit/County/Chairman.
- Entries must be received by the Department Chairman no later than MAY 1st unless a different date is specified.

THE MARION CAPASSO AWARD: To the **Unit** Leadership Chairman who submits a written report of the most outstanding accomplishments through leadership in her Unit during the year. The narrative must include the number of senior and junior members in attendance at each program.

THE PRICILLA IMBURGIA AWARD: To the Senior member that participates at the County level showing leadership; encouraging membership; promoting good will among members and demonstrating a commitment to "Service Not Self". Member is NOT to have served in an elected office beyond the County level. County/Unit to submit a nomination of members to include a 1,000 words or less written nomination of the qualifying reasons in support of the nomination.

Junior Award: To the **junior** member who exemplifies the best leadership role model at the **Unit or County** level.

MID-WINTER AWARDS/CERTIFICATES - PRESENTED AT MID-WINTER

MID-WINTER AWARD: *to the **Unit** with the most first-time attendees at the Mid-Winter Conference. For a Unit to be eligible, the Unit President must attend (although not be a first-time attendee herself).*

Available Now:

The American Legion Auxiliary is providing all members with the tools they need to help grow the organization as a team. The Academy courses are designed to help members learn online and at no cost to them.

The ALA Academy offers two options:

Self-paced courses that you can take any from any device. These are designed for you take whenever you have time with no need to pre-register.

Live virtual webinars are now also offered. These courses are free but are offered live and you will need to register in advance.

Self-Paced Courses:

ALA 101: is the introductory course to the ALA Academy, focusing on who we are, what we do and why we matter. ALA 101 provides a general overview of the ALA and our mission, with

information helpful for most new (and not-so-new) members to learn. The entire online course will take about 35-40 minutes to complete.

ALA Branding and Why It Matters to Me: ALA members will learn that branding is more than just a logo – it's also how the public perceives our organization and our values. In this course, members will gain a better understanding of why branding is critical to continue our mission of serving veterans, military, and their families.

ALA Communication Methods: is an introduction to how the ALA uses E-Communication. It also provides basic how-to information about using social media. This course is part of the Effective Communications Module and will take only about 15 minutes to complete.

Establishing an ALA Culture of Goodwill: is a thought-provoking course designed to help ALA members better understand how our attitudes, beliefs and behaviors impact ALA membership and the ALA's ability to serve our mission. This course is part of the Culture Basics Module and will take about 40 minutes to complete.

The ALA Fundraising course teaches members about the four different ALA Foundation grants and how to apply for them, how to plan a fundraiser, how to market a fundraiser, and much more.

How to Deal with Conflict: How you handle conflict determines whether it turns into a major battle or leads to a deeper understanding of others and a more positive relationship. In this module, you will learn about conflict and the process of resolving it in a professional, positive and proactive manner.

ALA Leadership: Living Our Motto of Service Not Self: reviews what it means to be a leader and that leadership is not only a title - it is helping others to stay mission-focused and leading by our guiding principles. By the end of this course, participants will have the tools they need to develop a personal leadership plan. This course will take about 30 minutes to complete.

The Academy also has a course specifically designed for Junior Members:

ALA Juniors E-Learning Course is designed with younger members in mind. Juniors will learn about the purpose of the program, how to excel as leaders, tips for speaking to groups, and much more.

ALA Academy Live:

The ALA Academy has been expanded to include live virtual webinars. The courses change and are offered a few times to accommodate different schedules and time zones.

Watch ALA National Headquarters' social media channels @ALAforVeterans for the most up-to-date course registration information.

Self-paced courses that you can take from any device. These are designed for you whenever you have time with no need to pre-register.

NATIONAL LEADERSHIP AWARDS

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the Department Plan of Action.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines.

Unit Award: Most Outstanding Unit Leadership Program (per division)

- Deadline: May 1, 2024
- Send to the Department chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.

Member Award: Unit Member of the Year

- Deadline: May 1, 2024
- Must submit Unit Member of the Year Award Form available for download on the Leadership page on the national website
- Send to Department Leadership Chairman postmarked or emailed by May 1, 2023

Department Award: Best Department Leadership Program (per division)

- Deadline: May 1, 2024
- Send to the national division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.



Leadership Committee Award Entry Form

UNIT 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 unit president.***
- 2. Each department 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.***

<i>Nominating Department:</i>	
<i>Dept Leadership Chairman Information</i> <i>Name:</i> <i>Address:</i> <i>Email:</i> <i>Telephone Number:</i>	
<i>Nominee Information</i> <i>Name:</i> <i>Address:</i> <i>Email:</i> <i>Phone:</i>	
<i>Nominee's Unit Name and Number:</i>	

<i>Form must be completed and submitted to Department Leadership Chairman May 1, 2024.</i>	
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**Send to Leadership Chairman:
Carrie Davenport
340 Franklin Avenue
Dunkirk, NY 14048
E-mail: nyalaleadership@gmail.com**



**LEADERSHIP COMMITTEE
“UNIT MEMBER OF THE YEAR NOMINATION FORM”**

Deadline for entries, May 1, 2024 - Please Print

Unit Name _____ Unit # _____

County _____ District _____

Unit
President _____

Address _____

President’s Cell # _____ Home # _____

email _____

“Unit member of the Year”

Nominee’s name & Member # _____

Cell # _____ Home # _____ email _____

Nominee’s background, eligibility, years of membership, involvement & notes of interest

List nominee’s accomplishments & activities during this administrative year 2023-2024

Read & follow rules carefully, you may add an attachment if needed.

Signature of Unit President

Signature of Unit Secretary

**Carrie Davenport
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American Legion Auxiliary
Member Data Form

Name

Home Phone Number

Address

Cell Phone Number

City/State/Zip

Work Phone Number

Briefly tell us about yourself and your family:

What interests or hobbies do you have?

In order to help our unit and community grow and to honor our military and veterans would you be interested in any of the following: **Please check all that are of interest to you:**

Participating in Education Activities _____ Scholarships _____

Working with young people _____ Community Awareness activities _____

Helping with unit activities _____ Fundraising _____

Assisting auxiliary members in need (Auxiliary Emergency Fund) _____

Working projects that benefit our military and veterans _____

If you are physically able, would you be able to assist, in your home, with projects

Or helping with a phone tree when the need arises _____

Do you have any experience in a leadership role? _____ Please Explain:

Thank you for continuing to honor our military, veterans, and their families.

**UNIT LEADERSHIP REPORT FORM
2023-2024**

REPORTING DATES November 1, 2023 April 1, 2024

Unit Name _____ Unit # _____

Unit Leadership Chairman's Name _____

Chairman's Address _____

Home Phone (_____) _____ Cell Phone (_____) _____

_____ **Unit does not have a Leadership Chairman**

Number of Unit Leadership Training Sessions held _____

What topics were covered in these training sessions?

Did you hold training on "nurturing a culture of good will"? YES ____ NO ____

Did your Unit use Leadership material from the Department Website? YES ____ NO ____

Number of Senior members that completed the ALA Academy Courses _____ (LIST NAMES of members, UNIT AND COURSES watched ON BACK OF THIS FORM)

Number of Junior members that completed the Junior Leadership Course _____ (LIST NAMES ON BACK OF THIS FORM)

Number of Senior members who attended Mission Training _____ (LIST NAMES ON BACK OF THIS FORM)

Number of Junior members who attended the National Junior Meeting _____ (LIST NAMES ON BACK OF THIS FORM)

Are you promoting "Unit Member of the Year" _____yes _____no

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact Report ****

**Please send a copy to the County Leadership Chairman
Keep a copy for your records**

COUNTY LEADERSHIP REPORT FORM

2023-2024

REPORTING DATES: November 10, 2023 April 10, 2024

County Name _____ District _____

County Leadership Chairman's Name _____

Chairman's Address _____

Home Phone (_____) _____ Cell Phone (_____) _____

_____ **County does not have a Leadership Chairman**

Number of Leadership Training Sessions held by: Unit Level _____ County Level _____

What topics were covered in these training sessions?

Number of training sessions held on "nurturing a culture of good will":
on the Unit level _____ on the County level _____

Was Leadership material from the Department Website used? _____

By # of Units? _____ By your County? _____

Number of Senior members that completed the ALA Senior Academy Courses. _____
(LIST MEMBER NAMES, UNIT AND COURSES NAMES ON BACK OF THIS FORM)

Number of Junior members that completed the Junior Leadership Course _____
(LIST NAMES AND UNIT # ON BACK OF THIS FORM)

Number of Senior members who attended Mission Training _____
(LIST NAMES AND UNIT # ON BACK OF THIS FORM)

Number of Junior members who attended the National Junior Meeting _____
(LIST NAMES AND UNIT # ON BACK OF THIS FORM)

Are your units and county promoting "Unit Member of the Year" _____yes _____no

**** No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact Report ****

Send a copy of the County Report to the Department Leadership Chairman
Carrie Davenport
340 Franklin Avenue
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**2024 ALA Mid Winter Leadership Conference
Presenter Application**

Name: _____

Email: _____

Address: _____

Phone: _____ County: _____ District: _____

Do you have ideas for a presentation in mind?

- **Yes! I have an idea!**
Please share the topic and describe your presentation

- **No! I don't have an Idea yet**
Let's develop something together!
Please share a day and time of the week that are best to connect.

Do you prefer zoom or the phone?

What additional information should the committee know about you when considering you to present?

If selected, I will be working to get presenter apparel donated. If successful, what size (unisex) would you be?

Prefer to complete this form online?

Use this link: <https://forms.gle/nW1JaV1qvoyz1Hnp9> or scan the code!

You will be notified via email regarding your selection!



ALA Department of New York Leadership Suggestion Form

1. What workshops or programs would you like to see for members via Zoom during the year?
2. What workshops or programs would you like to see held in person during the year for members?
3. What workshops would you like to see held at the MidWinter Leadership Conference?
4. Would you like to provide other feedback on the Leadership program?

Interested in filling this out online? Scan the QR code or visit the link below. <https://forms.gle/vs3Nk1RybDzt55Wc6>

