

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

**Department Legislative Chairman**

**MaryAnn Calbo**

**61 Hemlock Circle**

**Peekskill, NY 10566**

**C: 917-689-8305**

**E-mail: [nyalalegislative@gmail.com](mailto:nyalalegislative@gmail.com)**

**Purpose:** The purpose of the Legislative Committee is to provide information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of The American Legion.

**Visit The American Legion's Legislative Website at [www.legion.org/legislative](http://www.legion.org/legislative) to keep current on legislative priorities.**

- The site contains the Legion's legislative priority sheets and point papers, available for download. The priority/drop sheets outline the Legion's priorities, and you can "drop" these in your elected official's office. The point papers provide more information on the issue and the Legion's position.
- Host a Meet the Candidates Night — a question-and-answer session where all candidates for a specific election are invited to answer questions. It is not intended to be a debate.  
<https://member.legion-aux.org/Member/Committees/Legislative/How-to-Host-a-Meet-the-Candidate-Night>
- Sign up for Legislative Alerts: Subscribe to the Legion's Legislative Action Alerts to receive notification when they call on all Legion Family members to take immediate action on a topic  
<https://www.votervoice.net/AmericanLegion/Register>
- Contact Your Representatives: <https://www.votervoice.net/AmericanLegion/Address>
- Download a copy of the ALA Legislative Advocacy Guide and follow the suggestions it contains to help build legislative awareness in your community.  
<https://www.legion-aux.org/Member/Guides/Advocacy-Guide>

**DEPARTMENT LEGISLATIVE AWARDS**

**Department Award Rules**

- Entries must be typed, double spaced, not to exceed 1,000 words.
- Word count in the lower left corner of the cover sheet.
- 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 1<sup>st</sup> unless a different date is specified.

**THE ANN GEER AWARD:** To the County with the best overall Legislative Program.

## **NATIONAL LEGISLATIVE AWARDS**

1) Please 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.

**A. Unit Award:** Most Outstanding Unit Legislative Program (per division)

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

**B. Department Award:** Best Department Legislative Program (per division)

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

**UNIT LEGISLATIVE REPORT FORM  
2023-2024**

**REPORTING DATES:**  November 1, 2023     April 1, 2024

Unit Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_ County: \_\_\_\_\_

Name of Person Reporting: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ **County does not have a Leadership Chairman**

**Check the activities/programs that the unit completed. Please describe activities/projects carried out in your unit. Additional paper or the back of this form may be used.**

**LOCAL ELECTED OFFICIALS:**

\_\_\_ # of phone calls to  
\_\_\_ # of emails & letters sent to  
\_\_\_ # of personal visits to

**STATE ELECTED OFFICIALS:**

\_\_\_ # of phone calls to  
\_\_\_ # of emails & letters sent to  
\_\_\_ # of personal visits to

**NATIONAL ELECTED OFFICIALS:**

\_\_\_ # of phone calls to  
\_\_\_ # of emails & letters sent to  
\_\_\_ # of personal visits to

**POST FAMILY MEMBERS:**

\_\_\_ # of Post Family Functions shared leg. Issues  
\_\_\_ # of Post Events elected officials attended

**SUBSCRIPTIONS:**

\_\_\_ # to *The Dispatch*  
\_\_\_ # to Auxiliary Legislative e-newsletter  
\_\_\_ # to American Legion e-newsletter  
\_\_\_ # to www.capwiz.com/legion

**EVENTS:**

\_\_\_ Coordinate/Attend "Meet the Candidate"  
\_\_\_ Coordinate/Attend "Town Hall Meeting"  
  
\_\_\_ Coordinate/Attend a Legislative Reception  
\_\_\_ Attend "Hill Day" in Albany  
\_\_\_ Attend Washington DC Conference

**RESPONSE:**

Y N Did you receive a response from an official?  
If yes, how many? \_\_\_\_\_ From whom? \_\_\_\_\_

**SUMMARY QUESTIONS:**

What is the total number of hours donated by your Unit to the legislative program? \_\_\_\_\_

What is the total dollar amount expended by your Unit to promote the Legislative program? \_\_\_\_\_

What are the Legislative issues you have been focusing on? \_\_\_\_\_

\_\_\_\_\_

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

**PLEASE SEND TO YOUR COUNTY CHAIRPERSON  
KEEP A COPY FOR YOUR RECORDS**



**COUNTY LEGISLATIVE REPORT FORM  
2023-2024**

**REPORTING DATES:**  November 10, 2023  April 10, 2024

County Name: \_\_\_\_\_ District \_\_\_\_\_

Name of Person Reporting: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_ County does not have a Legislative Chairman

**Check the activities/programs that the unit completed. Please describe activities/projects carried out in your unit. Additional paper or the back of this form may be used.**

**LOCAL ELECTED OFFICIALS:**

\_\_\_\_ # of phone calls to  
\_\_\_\_ # of emails & letters sent to  
\_\_\_\_ # of personal visits to

**STATE ELECTED OFFICIALS:**

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**EVENTS:**

\_\_\_\_ Coordinate/Attend "Meet the Candidate"  
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\_\_\_\_ Attend "Hill Day" in Albany  
\_\_\_\_ Attend Washington DC Conference

**RESPONSE:**

Y N Did you receive a response from an official?  
If yes, how many? \_\_\_\_\_ From whom? \_\_\_\_\_

**SUMMARY QUESTIONS:**

1. What is the total number of hours donated by your Unit to the legislative program? \_\_\_\_\_
  2. What is the total dollar amount expended by your Unit to promote the Legislative program? \_\_\_\_\_
  3. What are the Legislative issues your County has been focusing on? \_\_\_\_\_
- What other Legislative issues are veterans in your area concerned with? \_\_\_\_\_

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

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KEEP A COPY FOR YOUR RECORDS

MaryAnn Calbo  
61 Hemlock Circle  
Peekskill, NY 10566  
C: 917-689-8305

E-mail: [nyalalegislativ@gmail.com](mailto:nyalalegislativ@gmail.com)



**In all matters of legislation, The American Legion Auxiliary follows the action of The American Legion, never endorsing any measure until the American Legion has first endorsed it and never following a policy that does not coincide exactly with the American Legion's stand. When writing a letter, the following suggestions will improve the effectiveness of the letter.**

**Addressing Correspondence:**

**To a Senator:**

The Honorable (full name)  
United States Senate  
Washington, D.C. 20510

**To a Representative:**

The Honorable (full name)  
House of Representatives  
Washington, D.C. 20510

When writing to the Chair of a Committee or the Speaker of the House, it is proper to address him or her as:

Dear Mr. Chairman (last name)  
Dear Speaker (last name)

Dear Madam Chairman (last name)  
Dear Madam Speaker (last name)

**SAMPLE LETTER FOR LEGISLATOR'S SUPPORT/VOTE**

**Please Note:**

- The brackets should not be in your final copy
- This is Block Business Letter Format. There needs to be a line space between your paragraphs.

Your Address  
Your City, State Zip Code  
Date

The Honorable \_\_\_\_\_  
His/her Address  
His/her City, State Zip Code

Dear Honorable \_\_\_\_\_:

I am writing to you to co-sponsor the [Bill's, Bill's Number].

[Explain the purpose of the Bill].

[Explain why the bill is important. If you have a personal connection with the bill issue, please mention.]

Thank you for your time and consideration of my views. I hope you will soon become a co-sponsor of [Bill's Name, Bill's Number].

Sincerely,

Your Name  
Your Auxiliary Title, if applicable

**SAMPLE LETTER FOR LEGISLATIVE THANK YOU**

**Please Note: You are to fill in the specific information that is listed in the brackets. Your letter's final draft should not have the brackets.**

Your Address  
Your City, State Zip Code

Date

The Honorable \_\_\_\_\_  
His/her Address  
His/her City, State Zip Code

Dear Honorable \_\_\_\_\_:

Thank you for responding to my letter regarding *[whichever legislative issue or bill he/she supported]*.

*[Explain why this issue is important to our veterans.]*

Your response will be shared with many of our American Legion Family members. We will remember to support you at election time.

Sincerely,

Your Name  
Your Auxiliary Title or Unit Name

### **SAMPLE LETTER FOR REQUESTING A MEETING (FAX)**

**Please Note:**

- Faxes are the preferred way for requesting appointments with legislators
- The brackets should not be in your final copy

**FAX COVER SHEET**

**TO:** \_\_\_\_\_  
Scheduler  
The Honorable \_\_\_\_\_

**FAX NUMBER:**

**SENT BY:** Your Name (include your email address & phone number)  
Unit or Department Position (if you are serving in one)

**SENDER'S PHONE NUMBER:**

**RE:** Meeting Request

**DATE:**

Dear [insert Scheduler's name]:

Please accept this fax as a meeting request with The Honorable \_\_\_\_\_ for about 10 minutes on \_\_\_\_\_. My schedule is flexible and open between \_\_\_\_\_ and \_\_\_\_\_. Would the Honorable \_\_\_\_\_ have some time available?

I am a constituent, and I am an active member of the American Legion Auxiliary, [insert Unit name and number] in \_\_\_\_\_ County, New York.

[Use the next paragraph if it applies to your situation]

I would like to visit with you during my stay in Albany for the American Legion Legislative Hill Day. "Hill Day" focuses on Veterans Affairs, and I would like the opportunity to speak with you about some concerns pending Legislation [cite bill numbers].

Your assistance is appreciated. Thank you.

Sincerely,

Your Name  
Your title – if you have one