

**2025-2026 American Legion Auxiliary
Department of New York
Legislative**

Department Legislative Chairman

Dena Restaino

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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.

- Utilize The American Legion's Legislative Website at www.legion.org/legislative to obtain information on legislative priorities, call for immediate action, and connect with representatives.
 - [Grassroots Action Center](#)
 - [Sign up for alerts.](#)
 - [Locate pending legislation.](#)
 - [Contact your representatives.](#)
 - [Report on meetings with representatives.](#)
- Host a Meet the Candidates Night. Invite all candidates involved in a specific election for a question-and-answer session, not a debate with a townhall format with no Legion Family signage.
<https://member.legion-aux.org/Member/Committees/Legislative/How-to-Host-a-Meet-the-Candidate-Night>
- Promote the ALA Legislative Advocacy Guide to develop a plan to increase legislative awareness in your community.
<https://member.legion-aux.org/Member/Guides/Advocacy-Guide>
- If you are interested in joining the Legislative Council to advocate for The American Legion Family's legislative priorities with members of Congress with whom you have personal relationships, reach out to your Department's Legion Legislative Council Vice Chair.
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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 1st unless a different date is specified.

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

2025-2026 NATIONAL LEGISLATIVE AWARDS

Deadlines and Submission Requirements

All award submissions must include a narrative (either a PDF or Microsoft Word document) explaining why the department or unit you're nominating should receive the award. The narrative can also be the department chair's report. You may also upload other supporting documentation that will give the committee a full picture of the important mission work your department or unit has accomplished this year. These files can be photos (JPG, JPEG or TIFs -- no larger than 14MB) or PDF documents. If you have more than three supporting files, please email the committee email address listed in the form.

National Awards Form Link: <https://www.legion-aux.org/National-Awards-Form>

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

Presented: One unit in each division

Materials and guidelines:

- The narrative should not exceed 1,000 words and should include specific examples of how the unit delivered mission service. The narrative can also include portions from the department chair's report.
- It should include action (high-resolution) photos, scans/links to news articles, etc.
- All unit entries must be submitted via electronic form by 5 p.m. EST on June 1.
- Note: You will receive a confirmation when your award is submitted.

Department Award: Best Department Legislative Program (per division)

Presented to: One department in each division.

Materials and guidelines:

- The narrative should not exceed 1,000 words and should include program-related mission service; it may consist of the department chair's report.
- Should include action (high-resolution) photos, scans/links to news articles, etc.
- All department entries must be submitted via electronic form by 5 p.m. EST on June 1.
- Note: You will receive a confirmation when your award is submitted.

2025-2026 UNIT LEGISLATIVE REPORT FORM

REPORTING DATES: November 1, 2025 March 1, 2026 May 1, 2026

Name: _____

Address: _____

Phone: _____ Email: _____

Unit: _____ County: _____ District: _____

_____ Unit 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
 _____ # of emails & letters sent
 _____ # of personal visits

STATE ELECTED OFFICIALS:

_____ # of phone calls
 _____ # of emails & letters sent
 _____ # of personal visits

NATIONAL ELECTED OFFICIALS:

_____ # of phone calls
 _____ # of emails & letters sent
 _____ # of personal visits

POST FAMILY MEMBERS:

_____ # of Post Family Functions shared Legislative 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 Washington DC Conference

RESPONSE:

Y N Did you receive a response from an official?
 If yes, how many? _____ From whom? _____
 Value of a volunteer hour is \$34.79

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? _____

***** YOU MUST FILL IN THIS INFORMATION FOR IMPACT REPORTS*****

1. Our ALA Service for Veterans/Active-Duty/Reserve Military

Impact Report	Service for Veterans/Military	Obtain Total From	Total
Line 1	Total hours members volunteered		
Line 2	Total dollars spent		\$
Line 3	Total number of veterans/military assisted		
Line 4	Total number of "Veterans in Community Schools" presentations facilitated		
Line 5	Value of in-kind donations received*	Unit Records	\$

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

2025-2026 COUNTY LEGISLATIVE REPORT FORM

REPORTING DATES: November 10, 2025 March 10, 2026 May 10, 2026

Name: _____

Address: _____

Email: _____ Phone: _____

County: _____ District: _____

_____ 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
 _____ # of emails
 _____ # of personal visits

SUBSCRIPTIONS:

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

STATE ELECTED OFFICIALS:

_____ # of phone calls
 _____ # of emails & letters sent
 _____ # of personal visits

EVENTS:

_____ Coordinate/Attend "Meet the Candidate"
 _____ Coordinate/Attend "Town Hall Meeting"
 _____ Coordinate/Attend a Legislative Reception
 _____ Attend Washington DC Conference

NATIONAL ELECTED OFFICIALS:

_____ # of phone calls
 _____ # of emails & letters sent
 _____ # of personal visits

RESPONSE:

POST FAMILY MEMBERS:

_____ # of Post Family Functions shared Legislative Issues
 _____ # of Post Events elected officials attended

Y N Did you receive a response from an official?
 If yes, how many? _____ From whom? _____
 Value of a volunteer hour is \$34.79

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? _____

***** YOU MUST FILL IN THIS INFORMATION FOR IMPACT REPORTS**

1. Our ALA Service for Veterans/Active-Duty/Reserve Military

Impact Report form	Service for Veterans/Military	Obtain Total From	Total
Line 1	Total hours members volunteered	Unit Reports	
Line 2	Total dollars spent	Unit Reports	\$
Line 3	Total number of veterans/military assisted	Unit Reports	
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Unit Reports	
Line 5	Value of in-kind donations received*	Unit Reports	\$

PLEASE SEND TO DEPARTMENT CHAIRPERSON

KEEP A COPY FOR YOUR RECORDS

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12 Thelma Place
White Plains, NY 10605
C: 914-261-5757

nyalalegislative@gmail.com

Sample letter - Introduction Letter to Representative

Name
Street Address
City, State, Zip Code
Phone Number
Email Address

Date

Representative Name
Representative Address
Representative City, State, Zip Code

Dear (*See proper salutation below),

As a constituent of the Department of New York and a member of the American Legion Auxiliary, I, **(your name here)** trust that you will advocate for our veterans, active military members, and their families during your term in office. The American Legion's legislative agenda supports initiatives aimed at improving benefits for those we advocate for, as detailed in the attached current Legislative Agenda.

Your office will be contacted throughout your term to discuss pending resolutions and bills. I sincerely hope you will consider sponsoring and supporting the proposed legislation.

As you keep constituents updated on your legislative work, I look forward to receiving those communications. This will allow me to report back to Legion Family members, not only in New York but across the United States, about your dedicated efforts to advance legislation affecting our veterans, active-duty personnel, and their families.

I look forward to speaking with you and your staff in the coming year.
In the spirit of "Service, Not Self,"

Your Name
Your Title or American Legion Auxiliary Member

A Community of Volunteers Serving Veterans, Military, and Their Families.

Sample Letter to Support Legislation

Unit/Department Name
Street Address
City, State, Zip Code
Phone Number
Email Address

Date

Representative Name
Representative Address
Representative City, State, Zip Code

Dear (*See proper salutation below),

The American Legion Auxiliary is one component of the nation's most prominent supporters of veterans, the military, and their families - The American Legion Family. The American Legion Auxiliary Unit _____, Department of New York members stand in support of The American Legion's legislative agenda, advocating for laws that enhance the quality of life for our veterans, active-duty personnel, and their families. Our Unit _____, Department of New York aims to maintain a valued relationship with you during your term in office.

The American Legion has endorsed the (name of the resolution/bill); and therefore, the auxiliary advocates for your support in honor of those who have fought and continue to fight for our nation's democracy.

In the spirit of "Service, Not Self,"

American Legion Auxiliary Members Signatures

A Community of Volunteers Serving Veterans, Military, and Their Families.

***5 FAH-1 H-516 SALUTATION**

(CT:CH-41; 07-28-2015)

a. When preparing a Congressional letter for the Assistant Secretary for Legislative Affairs, the drafter must use one of the following salutations:

- (1) Dear Senator _____: (To a U.S. Senator (male or female));
- (2) Dear Mr. or Ms. _____: (To a Member of the House of Representatives);
- (3) Dear Mr. or Madam Chairman: (To a male or female Member as chairperson of a committee or subcommittee);
- (4) Dear Mr. or Madam Speaker: (To the Speaker of the House of Representatives); or
- (5) Dear Mr. or Madam President: (To the Vice President of the United States in his/her capacity as the President of the Senate).