

ACTIVITY LIST

Girls/Boys State	Cadet Law
VA Gift Shop	Canteen books
Dollar Bill Day	VA bingo
VA Cheer fund	VA clothes closet
Overseas care packages	Poppies
Voting	Election worker
Donating blood	Honor Flight support
Flag burning	Flag display
Frag presentations	Pocket Flags/prayer cards
Turkey Run at Fort Riley	Operation North Pole at Fort Riley
Staffing/Purchasing Student Concession stands	School Supplies
Scholarship donations	Reading to students
Adopting families	Veteran errands *
Veteran transportation *	Attendance at Youth activities
Student Fund raisers	Trunk or Treat
Easter Egg Hunt	Christmas Youth party
Red Cross donations	Salvation Army donations
ALA Foundation donations	Green or Blue outside light bulbs
Memorial Day participation	Veterans Day participation
Big Brothers/Sisters	Day of Service
Church programs assistance	School volunteer/PTA
First Responders support	Military Children activities
ALA publicity	Facebook page
Branding	Leadership courses
Mentoring Junior or new members	
Putting ALA/TAL info/magazines in waiting rooms	

Unit, District, Department, National meetings
Spa or free day for Military spouses—deployed or not.
Food donations especially buy one/get one free or 1/2 price. Then donate the extra one.
One Unit writes a note and signs the birthday, thinking of you, thank you, and blank cards the ALA and TAL send. On the outside the cards are address Happy Birthday, Thinking of you, Thank you, and Just a note. They are then delivered to the VA. It could even be to a nursing home or rehabilitation facility. These could also be mailed to a deployed Unit to be distributed.

* not your spouse

One 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 currently, nor have ever been, in an elected or appointed leadership role higher than unit president.
2. **Units: Follow the directions and deadlines of your department.** Submit a narrative of 1,000 words or less to your **department**. Describe the nominee's accomplishments and activities and include the nominee's name and address.
3. **Departments:** Submit only one entry. Please include the unit's narrative when submitting this form. Entry is due June 1st and must be signed by the Leadership or PPP chairman. Please send entry to Leadership@ALAforVeterans.org.

Unit Member of the Year

Nominating Department*

**Department Leadership/PPP Chairman
Information**

Name*

First Name

*

Last Name

*

Address*

Address Line 1

Address Line 2

City

State

ZIP Code

Email*

Phone*

Signature*

[\[clear\]](#)

Use your mouse or finger to draw your signature above

Unit Member of the Year Information

Name*

First Name

*

Last Name

*

Member Number*

Address*

Address Line 1

Address Line 2

City

State

ZIP Code

Email*

Phone*

Unit Name and Number*

Unit Nomination narrative

UNIT ALAMIS REQUEST FORM

ALAMIS is the American Legion Auxiliary Membership Information System. This program helps you track membership, run reports, and depending on Access (read/write and full access) you can make changes to membership information.

There can be up to (2) unit members on ALAMIS each year. After your unit elections, please send this form to the ALA Department of Kansas, along with the payment of the level you are requesting. Access is only available for one year and will need to be renewed each year.

1. Read-only access \$10.00 per person (cannot make changes)
2. Read and Write \$15.00 per person (units only) (can make limited changes to information)
3. Full Access \$20.00 per person (units only) (pay your unit memberships without sending into the department, make updates to member's profiles, send a letter to the department requesting access, complete a training, and have a unit credit card)

Please put the names of the individuals needing access to ALAMIS Unit

Name and Number and District _____

1. _____ Name of Unit member handling membership
Access level 1 2 3 Circle which level

Membership Number of Member _____ Email Address _____

2. _____ Name of Unit President
Access level 1 2 3 Circle which level

Membership Number of Member _____ Email _____

ALAMIS access is available on the American Legion Auxiliary National Website. You will get a verification notice from National once your access is completed. You will need your membership number to log on.

This is a vitally important tool for your unit. Please keep a copy of this for your unit records.

For Questions please call your membership chair.

AMERICAN LEGION AUXILIARY

1314-B SW TOPEKA BLVD

TOPEKA, KANSAS 66612

Dear District presidents:

District: _____

Please select members of your district to serve on the following committees for the Department Convention. **Please fill out form and return it to the Department Office by May 1st.**

RULES: _____

CREDENTIALS: _____

CONSTITUTION AND BYLAWS: _____

RESOLUTIONS: _____

PAGE: _____

American Legion Auxiliary
Department of Kansas

POPPY REPORT

PLEASE MAIL THIS REPORT AND YOUR CHECK AFTER YOUR
POPPY DISTRIBUTION DAY.

****DEPARTMENT BYLAWS ARTICLE VIII SECTION 12 PROVIDES
THAT 50% OF THE NET PROCEEDS OF THE POPPY
DISTRIBUTION SHALL BE REMITTED TO THE DEPARTMENT
OFFICE FOR REHABILITATION, CHILDREN AND YOUTH FUND****

District # _____ Unit
_____ City _____

Total amount collected from distribution
\$ _____

Expenses – Cost of Order \$ _____ Totals
\$ _____

Net Profit After Expenses
\$ _____

Enclosed 50% Net Profit
\$ _____

Please remit to: American Legion Auxiliary
1314-B SW Topeka Blvd
Topeka, Kansas 66612

Signed by Unit President _____

AMERICAN LEGION AUXILIARY
DIRECT BILLING UNIT DATA FORM

IT IS **MANDATORY** THAT EVERY UNIT RETURN THIS FORM TO DEPARTMENT HEADQUARTERS **EVERY YEAR**, EVEN IF THERE IS NO CHANGE TO THE INFORMATION PROVIDED PREVIOUSLY. This information is provided to the National Auxiliary every year in order to be printed on the yearly membership renewal notices that go to the members of the unit.

THIS INFORMATION IS DUE TO DEPARTMENT HEADQUARTERS BY MAY 1. Mail this form to: American Legion Auxiliary, Department of Kansas, 1314-B SW Topeka Blvd., Topeka, Kansas 66612; or E-Mail: departmentoffice@kslegionaux.org.

DATE: _____ UNIT #: _____ DISTRICT #: _____

DUES:

Senior dues of the unit are: \$ _____

Junior dues of the unit are: \$ _____

DUES REMITTANCE ADDRESSES:

“Remit to” Member for Member Dues: _____

Address: _____

Telephone: _____ E-Mail: _____

Unit President: _____

Address: _____

Telephone: _____ E-Mail: _____

Unit Vice President: _____

Address: _____

Telephone: _____ E-Mail: _____

Unit Secretary: _____

Address: _____

Telephone: _____ E-Mail: _____

Please note we are requesting each Unit to submit either one (1) or two (2) members email addresses as we will be sending information and reporting information via email to Units with email addresses.

If you **DO NOT** have internet access, please indicate here that you need hard copies mailed to your Unit and who they need to be sent to.

Name: _____

ADDRESS: _____

DISTRICT OFFICERS

PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE DEPARTMENT OFFICER DIRECTOR IMMEDIATELY AFTER YOUR DISTRICT CONVENTION.

THE FOLLOWING OFFICERS WERE NOMINATE/APPOINTED AT OUR DISTRICT CONVENTION: (PLEASE PRINT)

PRESIDENT _____ () _____
NAME ADDRESS PHONE

EMAIL UNIT NUMBER

VICE PRESIDENT _____ () _____
NAME ADDRESS PHONE

EMAIL UNIT NUMBER

SECRETARY _____ () _____
NAME ADDRESS PHONE

EMAIL UNIT NUMBER

TREASURER _____ () _____
NAME ADDRESS PHONE

EMAIL UNIT NUMBER

CHAPLAIN _____ () _____
NAME ADDRESS PHONE

EMAIL UNIT NUMBER

HISTORIAN _____ () _____
NAME ADDRESS PHONE

EMAIL UNIT NUMBER

SGT.-AT-ARMS _____ () _____
NAME ADDRESS PHONE

EMAIL UNIT NUMBER

ALAMIS _____ () _____
User 1 NAME ADDRESS PHONE

EMAIL UNIT NUMBER

ALAMIS _____ () _____
User 2 NAME ADDRESS PHONE

EMAIL _____ # _____
UNIT NUMBER

THE FOLLOWING DELEGATES AND ALTERNATES TO NATIONAL CONVENTION WERE NOMINATED:

DELEGATES TO NATIONAL CONVENTION

1st DELEGATE _____ () _____
NAME ADDRESS PHONE

EMAIL _____ # _____
UNIT NUMBER

2ND DELEGATE _____ () _____
NAME ADDRESS PHONE

EMAIL _____ # _____
UNIT NUMBER

ALTERNATES TO NATIONAL CONVENTION

1st ALTERNATE _____ () _____
NAME ADDRESS PHONE

EMAIL _____ # _____
UNIT NUMBER

2ND ALTERNATE _____ () _____
NAME ADDRESS PHONE

EMAIL _____ # _____
UNIT NUMBER

DISTRICT NUMBER _____

MAIL TO:

AMERICAN LEGION AUXILIARY

1314-B SW TOPEKA BLVD.

TOPEKA, KS 66612

UNIT OFFICER AND CHAIRPERSON LIST

Unit Presidents please report the following information to the incoming District President by JUNE 1 of each year. If your unit has not appointed anyone for all of the below officer and/or chairpersons, the unit president's information will be inserted for that position in order to receive all correspondence necessary for your unit. Please make sure that the information provided below is correct, for it will be published by the Department of Kansas.

UNIT NAME AND NUMBER: _____ CITY: _____ DISTRICT: _____

UNIT OFFICERS:

OFFICER POSITION	OFFICER NAME	ADDRESS, CITY, AND ZIP CODE	PHONE NUMBER	E-MAIL ADDRESS
President				
Vice President				
Secretary				
Treasurer				
Chaplain (3)				
Historian (3)				
Sgt-At-Arms				

UNIT CHAIRPERSONS:

CHAIRPERSON POSITION	CHAIRPERSON NAME	ADDRESS, CITY, AND ZIP CODE	PHONE NUMBER	E-MAIL ADDRESS
Advisory (1)				
ALA Girls State (2)				
Americanism (2)				
(AM) Oratorical (2)				
Audit (1)				
Auxiliary Emergency Fund (3)				
Cavalcade of Memories (1)				
Children and Youth (2)				
(CY) Cadet Law (2)				
Community Service (2)				
(CS) Eisenhower Pilgrimage (2)				
Constitution and Bylaws (3)				
Education and Scholarship (2)				
Finance (1)				
Junior Activities (2)				

Leadership (3)				
Legislative (2)				
Membership (3)				
National Security (2)				
Past Presidents Parley (1)				
Poppy (2)				
Public Relations (3)				
Strategic Planning (1)				
Technology (1)				
Veterans Affairs & Rehabilitation (2)				

1. Kansas Standing Committees via Department Bylaws, Article 4-Appointment of Committees, Section 2 (2020).
2. Mission Support Committees via Department Bylaws, Article 4-Appointment of Committees, Section 2 (2020).
3. Member Support Committees via Department Bylaws, Article 4-Appointment of Committees, Section 2 (2020).

Last updated: July, 2021

AMERICAN LEGION AUXILIARY

DEPARTMENT OF KANSAS

2023-2024 POPPY PROGRAM

UNIT REPORT

1. Did your unit distribute poppies on National Poppy Day? Yes ____ No ____
2. Did your unit distribute poppies on days in addition to/or instead of on National Poppy Day?
Yes ____ No ____ If yes, please describe what days.
3. Did your unit order paper poppies through the Department of Kansas? Yes ____ No ____
4. Did your unit order paper poppies through AL Emblem Sales? Yes ____ No ____
5. Did you or your unit order other poppy materials through AL Emblem Sales? Yes ____ No ____
If yes, please describe items. (e.g.-poppy pins, coloring books, etc.) How many were
Ordered?
6. How did you publicize your poppy program? (e.g.- tradition, facebook, newspaper, etc.)
7. Did you send half your net proceeds to the Department? Yes ____ No ____
If yes, how much was sent. _____
8. How many total volunteers distributed poppies? _____ How many were ALA
members? _____
9. How many poppy posters did your unit present for district judging? _____
10. Did your unit have entries in the Miss Poppy contests? Yes ____ No ____
11. Please describe other activities your unit used to promote the memorial poppy and the poppy
program.

AMERICAN LEGION AUXILIARY

DEPARTMENT OF KANSAS

DISTRICT POPPY REPORT

2023-24

1. How many units in the district distributed poppies on National Poppy Day? _____
2. How many units distributed poppies on days other than National Poppy Day? _____
What days were poppies distributed? _____
3. How many units ordered paper poppies through Department? _____
4. How many units ordered paper poppies through AL Emblem Sales? _____
5. How many units ordered other poppy materials through AL Emblem Sales? _____
What materials were ordered?
6. How was the program publicized in the district?
7. How many units sent half their net proceeds to department? _____
8. How many volunteers distributed poppies? _____ How many volunteers were ALA members? _____
9. How many units presented poppy posters for district judging? _____
10. How many units had entries for the Miss Poppy contests? _____
11. Please describe other activities that units used to promote the memorial poppies and the poppy program.

AMERICAN LEGION AUXILIARY, DEPARTMENT OF KANSAS
UNIT YEAR-END REPORT: EISENHOWER PILGRIMAGE LIAISON

*

YEAR-END REPORT COVERS UNIT ACTIVITIES FROM FEBRUARY 1 – JANUARY 31

*

YEAR-END REPORTS ARE DUE TO DISTRICT CHAIRMAN BY MARCH 1.

Unit Number: _____ Unit Name: _____

Unit Chairman's Name: _____

Address: _____

Telephone: _____ E-Mail Address: _____

The Eisenhower Pilgrimage Program is a joint program of The American Legion and the American Legion Auxiliary. Auxiliary Eisenhower Pilgrimage Liaisons is an important part of the Auxiliary's Community Service program. The Eisenhower Pilgrimage program is a yearly remembrance for former president, Dwight D. Eisenhower. Roses and wreaths are purchased and laid out in remembrance at a beautiful ceremony. *Please visit the Kansas website's ALA Eisenhower Pilgrimage Liaison page, at: http://kslegionaux.org/CS_Eisen_Pilg.html, to learn more about the ALA Eisenhower Pilgrimage Liaison program, various resources, and other ways to support the program.*

NARRATIVE REPORTING

Pictures, newspaper articles, and other documentation are always welcome, and highly encouraged to be included with your unit's narrative reports. This is your unit's time to shine and be recognized by the Department of Kansas. Please include anything that you feel is relevant to this program in the narrative report. The following, is a guide to help determine what should be in your unit's narrative report:

Please include responses to the following questions in the narrative reports:

- How many unit senior members participated in the Eisenhower Pilgrimage Liaison program?
- How many unit junior members participated in the Eisenhower Pilgrimage Liaison program?
- How many volunteer hours did unit members work for Eisenhower Pilgrimage Liaison program?
- How many miles did unit members drive in promotion of Eisenhower Pilgrimage Liaison program?
- How much money did unit members spend promoting Eisenhower Pilgrimage Liaison? Any in-kind donations?
- How many roses were purchased by the unit?
- How many wreaths were purchased by the unit?
- How did the unit promote the Eisenhower Pilgrimage Liaison program?
- How many unit members attend Eisenhower Pilgrimage as a volunteer?
- How many unit members attend Eisenhower Pilgrimage as a guest/attendee?

ALL UNITS ARE ENCOURAGED TO DOWNLOAD THIS FORM (WORD DOCUMENT) FROM THE KANSAS WEBSITE, TYPE YOUR NARRATIVE/QUESTION RESPONSES DIRECTLY INTO THE DOCUMENT, SAVE THE DOCUMENT, THEN E-MAIL IT (WITH ATTACHMENTS) TO YOUR DISTRICT CHAIRMAN.

AMERICAN LEGION AUXILIARY, DEPARTMENT OF KANSAS
DISTRICT YEAR-END REPORT: EISENHOWER PILGRIMAGE LIAISON

*

^{End}
MID-YEAR REPORTS COVER UNIT/DISTRICT ACTIVITIES FROM FEBRUARY 1 -- JANUARY 31

*

^{End}
MID-YEAR REPORTS ARE DUE TO DEPARTMENT CHAIRMAN BY MARCH 15.

District Number: _____

District Chairman's Name: _____

Address: _____

Telephone: _____ E-Mail Address: _____

The Eisenhower Pilgrimage Program is a joint program of The American Legion and the American Legion Auxiliary. Auxiliary Eisenhower Pilgrimage Liaisons is an important part of the Auxiliary's Community Service program. The Eisenhower Pilgrimage program is a yearly remembrance for former president, Dwight D. Eisenhower. Roses and wreaths are purchased and laid out in remembrance at a beautiful ceremony. *Please visit the Kansas website's ALA Eisenhower Pilgrimage Liaison page, at: http://kslegionaux.org/CS_Eisen_Pilg.html, to learn more about the ALA Eisenhower Pilgrimage Liaison program, various resources, and other ways to support the program.*

NARRATIVE REPORTING

Pictures, newspaper articles, and other documentation are always welcome, and highly encouraged to be included with your unit's narrative reports. This is your unit's time to shine and be recognized by the Department of Kansas. Please include anything that you feel is relevant to this program in the narrative report. The following, is a guide to help determine what should be in your unit's narrative report:

Please include responses to the following questions in the narrative reports:

- How many unit senior members participated in the Eisenhower Pilgrimage Liaison program?
- How many unit junior members participated in the Eisenhower Pilgrimage Liaison program?
- How many volunteer hours did unit members work for Eisenhower Pilgrimage Liaison program?
- How many miles did unit members drive in promotion of Eisenhower Pilgrimage Liaison program?
- How much money did unit members spend promoting Eisenhower Pilgrimage Liaison? Any in-kind donations?
- How many roses were purchased by the unit?
- How many wreaths were purchased by the unit?
- How did the unit promote the Eisenhower Pilgrimage Liaison program?
- How many unit members attend Eisenhower Pilgrimage as a volunteer?
- How many unit members attend Eisenhower Pilgrimage as a guest/attendee?

IN ADDITION TO THE ABOVE INFORMATION REGARDING THE UNITS, PLEASE REPORT WHAT ACTIVITIES YOU, AS DISTRICT CHAIRMAN, COMPLETED ON BEHALF OF YOUR DISTRICT. How did you promote this program in your District? Handouts, telephone calls, e-mails, special trainings, etc. Was money raised or collected to support this program in your District? Did you collect items from units to donate as a group? Tell us your incredible story!

ALL DISTRICTS ARE ENCOURAGED TO DOWNLOAD THIS FORM (WORD DOCUMENT) FROM THE KANSAS WEBSITE, TYPE YOUR NARRATIVE/QUESTION RESPONSES DIRECTLY INTO THE DOCUMENT, SAVE THE DOCUMENT, THEN E-MAIL IT (WITH ATTACHMENTS) TO YOUR DEPARTMENT CHAIRMAN.