



WISCONSIN AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN
2017-2018 **Community Service** Program Action Plan
Sue Keyzers, Department Chairman
1025 N Main Street, Seymour, WI 54165
Email: suekeyzers.ala@gmail.com

What is this program and why do we have it?

The Community Service Program promotes the American Legion Auxiliary's visibility within our localities through our commitment to community, state and nation. By being visible in our communities, the Community Service Program demonstrates who we are, what we do and why we matter.

What can you do?

Become visible within our communities. Work with and invite other organizations to work on service projects to heighten awareness of the American Legion Auxiliary's local efforts to support our veterans, service members, their families and the community.

Ideas:

Member

- Review and implement the tips, ideas and strategies in the *ALA Service Not Self Volunteer Toolbox* to be a better volunteer and offer well-rounded service projects.
 - Topic areas include who and how your service helps; be a successful volunteer; be an effective volunteer manager; start serving; join a project, make a project and sponsor a project; and share your service.
- Volunteer at and help organize service projects on ALA suggested days of service.
- Volunteer at local libraries, food pantries, domestic violence shelters, senior citizen centers, assisted living centers, nursing homes, and for service projects and causes (walks, special events, etc.). Wear your Auxiliary apparel while doing so.
- Represent the Auxiliary as a member of local community boards and committees.
- Attend and represent the Auxiliary at special celebrations and events in the community like holiday parades, grand openings of community facilities and community leader recognition ceremonies.
- Complete a year of AmeriCorps service for a veteran's organization. The time commitment varies by project and could be anywhere from 8 hours per week to 40 hours per week.
- Volunteer with your local Meals on Wheels to deliver meals on days when they are typically closed (examples; Christmas and Thanksgiving). Wear your Auxiliary apparel while doing so.
- Remember to always be a visible representative of the Auxiliary. You can do this by wearing a shirt with the ALA name or emblem, an emblem pin, etc.
 - **Note:** If you are ordering anything with the ALA name or emblem from a source other than Emblem Sales, remember that a request first must be submitted through your department headquarters to National Headquarters for approval by the national secretary. Contact your unit for more information on this process.

Unit

- Purchase shirts with the American Legion Auxiliary name or emblem for members to wear while they volunteer.
 - **Note:** If your unit is ordering anything with the ALA name or emblem from a source other than Emblem Sales or your department, remember that a request first must be submitted through your department headquarters to National Headquarters for approval by the national secretary. Contact your department headquarters for more information on this process.
- Implement and promote the tips, ideas and strategies in the *ALA Service Not Self Volunteer Toolbox* to offer more well-rounded service projects.
 - Topic areas include who and how your service helps; be a successful volunteer; be an effective volunteer manager; start serving; join a project, make a project and sponsor a project; and share your service.
- Organize and participate in service projects for veterans, service members, their families and local community programs on ALA suggested days of service.
- Register service projects on websites, community forums and social media to attract other community members to participate in your service projects.
- Volunteer for local service projects and causes (walks, special events, etc.). Work with your post home to offer space and their participation in local service projects and causes.
- Sponsor and participate in activities at local libraries, senior citizen centers, assisted living centers, nursing homes, service projects and causes (walks, special events, etc.).
- Attend and represent the Auxiliary at special celebration events in the community such as holiday parades, grand openings of community facilities and community leader recognition ceremonies.
- Connect to and be supportive of ALA Call to Service Corps AmeriCorps members and members serving other AmeriCorps veteran and military family projects in their communities.
- Partner with local Meals on Wheels to deliver meals on days they are closed (i.e. Christmas and Thanksgiving).

Community Service Reporting

Mid-Year Reports

Each Community Service chairman is requested to submit a narrative report by **December 15, 2017** to Sue Keyzers, Community Service chairman at 1025 N Main Street, Seymour, WI 54165, or email to suekeyzers@gmail.com.

Year-End Reports

Each Community Service chairman is requested to submit a narrative report by **May 1, 2018**, to Sue Keyzers, Community Service chairman at 1025 N Main Street, Seymour, WI 54165, or email to suekeyzers@gmail.com.

Things to think about for your report:

- How did members recruit community volunteers (non-members) while engaged in ALA Community Service activities and/or projects?
- How did members engage high school students (with or without service hour requirements to graduate) in ALA Community Service activities and/or projects?
- Did members volunteer for or organize service projects for any of the ALA suggested days of service? If so, which days were most successful for offering service projects? Did you have any challenges?
- What types of community service activities and/or projects were done in your unit?
- What was the number of volunteers completing Community Service activities/projects? How many hours did your members volunteer?

Community Service Awards

Please be sure each award entry includes a cover sheet and make arrangements for the return of materials in advance, if desired. All awards, with the exception of the Unit Award, will be announced at national convention during the Community Service pre-convention meetings.

Unit Award: Unit Community Service Award (**due to Sue Keyzers by May 15, 2018**)

Type of Award: Citation

Presented to: One unit chairman in each division (5 awards)

Materials and Guidelines:

- Entries must include the award cover sheet.
- Awarded to the most outstanding overall Community Service program in the division during the 2017-2018 administrative year.
- Include pictures and newspaper articles.
- Attach an award cover sheet, including the name of the award, as well as the name and contact information for the department and unit Community Service chairmen.

National Community Service Contact Information:

Beth McGinn, National Chairman
Department of Delaware
beth1011@msn.net ♦ 302-947-2984

Martha Setlock, National Central Division Chairman
Department of Ohio
msetlock@sbcglobe.net ♦ 440-951-2227

National Community Service Committee Contact Information

communityservice@ALAforVeterans.org

Additional Resources You Can Use

1. www.ALAforVeterans.org:
 - *ALA Service Not Self Volunteer Toolbox*
 - How to Partner with Organizations for Community Outreach
 - How to Register a Service Project with All for Good
 - How to Register a Service Project with Eventbrite
 - How to Mobilize Community Support for Those Who Serve
 - How to Participate in a Martin Luther King Jr. Day of Service
 - How to Offer a Day of Service to a Veteran/Service member/Family/Community
2. ALA suggested days of service:
 - 9-11 National Day of Service and Remembrance (Sept. 11, 2017)
 - Make a Difference Day (Oct. 28, 2017)
 - Veterans Day (Nov. 11, 2017)
 - National Family Volunteer Day (Nov. 18, 2017)
 - Martin Luther King Jr. Day of Service (Jan. 15, 2018)
 - National Volunteer Week (April 15-22, 2018)
3. 9/11 National Day of Service and Remembrance website: www.911day.org
4. Martin Luther King Jr. Day of Service website: www.mlkday.gov
5. The Community Blueprint website:
www.pointsoflight.org/programs/military-initiatives/community-blueprint
6. Follow us on Facebook:
 - American Legion Auxiliary National Headquarters: www.facebook.com/alaforveterans
 - American Legion Auxiliary Community Service Facebook group:
www.facebook.com/groups/ALACommunityService
7. Joining Community Forces Alliance website: www.jointservicesupport.org/communityforces/
8. ALA Call to Service Corps AmeriCorps Project:
9. www.ALAforVeterans.org/About/ALA-Call-to-Service-Corps



**American Legion Auxiliary
2017-2018 National Award Cover Sheet**

This cover sheet should be attached to each narrative submitted for a national award. Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please print legibly.

National committee sponsoring award: COMMUNITY SERVICE

Type of Award: Department Unit Member

Name of the award you are applying for: _____

Complete the following if you are applying for a department award:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please complete the following if you are applying for a unit award. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____

Unit president/chairman (circle one) name: _____

Phone number: (____) _____ ALA member ID#: _____

Email address: _____

Please complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____

Full official unit name: _____

Name of department: _____

Member Name: _____

ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____