



## AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN 2017-2018 PAST PRESIDENTS PARLEY PROGRAM ACTION PLAN

The purpose of the Past Presidents Parley committee is to utilize the experience and knowledge of past Auxiliary leaders for training and encouragement of future Auxiliary leaders. Through the Past Presidents Parley committee, women who have served as unit, department, and national presidents have an opportunity to continue in active service to the Auxiliary, helping ensure strong future leadership for the organization. The Past Presidents Parley also recognizes and honors outstanding unit members through the Unit Member of the Year Award and women veterans through the Salute to Servicewomen Award. In keeping with the Strategic Plan Goals 2, 3 and 4, this program is designed to encourage past leaders at all levels of the organization to be models of civility, show loyalty and exemplify the principal of service not self as they actively work to build a strong future for this organization.

### Committee Contact Information:



Diana Sirovina  
Department Chairman  
9428 W Eden Place  
Milwaukee, WI 53228-1410  
414-321-1479-home  
Email: [sirovina@att.net](mailto:sirovina@att.net)

### What can you do?

#### 1. Promote mentoring opportunities of unit members.

As former leaders, past presidents at all levels are encouraged to continue their support to the organization by accepting responsibility to contribute their experience, knowledge and wisdom. As ambassadors for the organization, there is much information to share in achieving a stronger organization, at each level, by sustaining growth through positive actions.

#### Ideas for Units:

- If you don't have one, form a unit Past Presidents Parley.
- Encourage past presidents to continue providing support through the process of sharing 'best practices' with members.
- Use the ALA "How to" sheet for mentoring members.

#### 2. Promote and submit nominations for the Unit Member of the Year Award.

This award recognizes the contributions made by a valued unit member. All Unit Members of the Year are recognized at National Convention.

#### Ideas for Units:

- The goal for 2017-2018 is to have at least one nominee for Department Unit Member of the Year from each District in Wisconsin. Multiple submissions from each district will be accepted, but only one member from each unit is eligible.
- Each unit should select one member to compete for department recognition.
- Units should plan a special way to honor the member for significant contributions made to the unit.
- Check the "Awards" section of this Programs Action Plan for specific criteria needed to qualify for the Unit Member of the Year award.

### **3. Promote and submit nominations for the Salute to Servicewomen Award.**

The Past Presidents Parley will continue to recognize the military service of female personnel, including the National Guard and Reserve components, representing each branch of service at the national convention.

#### **Ideas for Units:**

- Seek candidates to nominate for the Salute to Servicewomen Award.
- Assist in the application process.
- Unit nominating a Servicewoman for this award should plan to honor their nominee at a unit function.

### **4. Donate to the Department Past Presidents Parley Scholarship Fund.**

The Department Past Presidents Parley provides the following scholarships each year:

- Harriet Hubbard Registered Nurse Scholarships – Applicant must be in nursing school or have positive acceptance to an accredited hospital or university Registered Nurse program.
- Health Career Scholarships – course of study need not be a 4-year program. Hospital, university or technical school program is acceptable.

#### **Ideas for Units:**

- Encourage eligible students to apply for the scholarships.
- Donations may be submitted from the units' general fund on the Past Presidents Parley Scholarship Donation form found on the Department website.

#### **Past Presidents Parley Awards:**

##### **Unit Member of the Year:**

Nomination Criteria:

- Nominees must be an adult American Legion Auxiliary unit member who has not attained an elected or appointed leadership role higher than unit president.
- Selection is based on accomplishments, activities, etc. for the current year only, April 1, 2017 to March 31, 2018. Provide details/examples about the activity.
- Years of membership are not part of the criteria; nominee could be a new member.
- All entries must include the Department of Wisconsin Award Cover Sheet (found in this plan) as well as the National Unit Member of the Year Award Cover Sheet (will be available after November 15<sup>th</sup>).
- All entry forms, including a written narrative of not more than 1,000 words, must be completed and submitted to the Department Chairman listed on page 1 of this plan, postmarked or emailed by 5 PM CST on May 15, 2018.
- The selection of the winner is at the discretion of the Department Past Presidents Parley chairman.
- Unit may only submit one member.

#### **NOTE:**

The Salute to Service Women Award & Unit Member of the Year award nomination forms were not available for printing. National has informed us that the forms should be available after November 1, 2017. Please check the Department website: [www.amlegionauxwi.org](http://www.amlegionauxwi.org) for nomination forms or call Department at 608-745-0124.

## **Salute to Servicewomen Award**

### Nomination Criteria:

- A woman currently serving in the U.S. Armed Forces (active duty or Reserve).
- Demonstrate a track record of exemplary service both in and out of uniform.
- A narrative (750 words or less) or YouTube video that shows the servicewoman demonstrating exemplary service both in and out of uniform, making her the future face of women in the military.
- Nominees should be willing to attend the 2018 Department Convention in Oshkosh, WI. If nominee is the national winner, Servicewoman must be willing to be a guest of the Auxiliary and speak to the general assembly of the American Legion Auxiliary National Convention.
- All entries must include the Department of Wisconsin Award Cover Sheet (found in this plan) as well as the National Salute to Servicewomen Award Cover Sheet (will be available after November 15<sup>th</sup>).
- All entry forms, including a written narrative or YouTube video must be completed and submitted to the Department Chairman listed on page 1 of this plan, postmarked or emailed by 5 PM CST on May 15, 2018. A YouTube video can take the place of a written narrative. Please see award form for details.
- The selection of the winner is at the discretion of the Department Past Presidents Parley chairman.
- Entry must have the nominee's name and address, unit name and number (if applicable), and most importantly, contact information for the servicewoman.

### **Past Presidents Parley Reporting:**

Although specific mid-year and annual reports are not required by the National Programs Action Plan, units are strongly encouraged to submit a mid-year progress report as well as a year-end report to the Department Chairman so she has appropriate information to forward to the National Chairman.

- Please include information as to how many past presidents are in your unit and any activities done by your Parley.
- Mid-year Progress Report deadline: December 15, 2017

### Additional Resources:

#### **National Past Presidents Parley Contact Information**

Mary Davis, National Chairman  
Department of Washington  
2339 Glen Kerry Court SE, Lacey WA 98513  
360-459-7468 ♦ [marydavis.ala@comcast.net](mailto:marydavis.ala@comcast.net)

#### **Committee Contact Information**

[pastpresidentsparley@ALAforVeterans.org](mailto:pastpresidentsparley@ALAforVeterans.org)

#### **NOTE:**

The Salute to Service Women Award & Unit Member of the Year award nomination forms were not available for printing. National has informed us that the forms should be available after November 1, 2017. Please check the Department website: [www.amlegionauxwi.org](http://www.amlegionauxwi.org) for nomination forms or call Department at 608-745-0124.

# HOW TO MENTOR A NEW MEMBER

## **Committee:**

Past Presidents Parley

## **Contact Information for Questions:**

[pastpresidentparley@ALAforVeterans.org](mailto:pastpresidentparley@ALAforVeterans.org)

## **Unit Past President Parley Responsibilities**

- Offer to escort a new member to your meeting.
- Introduce her to the president as well as other members in attendance. Ask her to share a little about herself. The information could be helpful in determining in which committee she may have the greatest interest. Have each attendee introduce herself.
- As each program report is given, request that the chairman explain the purpose of the program and how the unit supports it. Explain the duties of the officers, the chairmen and the committee members.
- Help maintain a positive attitude and assist in avoiding controversy during the meeting. Interject some occasional humor to help make the meeting fun.
- A prospective member is more likely to join if she feels she is joining an organization that is fun and whose activities support the community. All members will be more willing to attend meetings and assist with activities if the meetings are short and interesting. Remind the members to try new ideas without criticism if they fail. Suggest trying something else. Help keep the meeting moving toward a positive conclusion.
- Evaluate your new member's capabilities. If you feel she is ready to participate, ask her which of the programs holds her greatest interest. Discourage naming a new member as an officer or a chairman, but instead suggest she be given the opportunity of working on a committee with an experienced chairman. Let her know you are willing to mentor her and assist by answering her questions. Remember to praise her efforts.
- Past presidents should advise when asked, but preferably not serve as a chairman. Chairmanships should be held by other members so they may learn the programs and become good unit leaders who may develop an interest in moving into district, county or department positions.
- As a past president, you may wish to promote the nomination of a Unit Member of the Year. You may take the lead in recommending servicewomen to submit for an award. Develop a fundraising activity for donations to the nursing scholarship program.
- Continue to support through your ongoing leadership!

**American Legion Auxiliary  
National Report and Award Cover Sheet**

Send completed form to Past Presidents Parley Chairman Diana Sirovina:  
9428 W Eden Place, Milwaukee WI 53228

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 write carefully. All awards will be mailed to the department office after national convention. Department presidents may wish to recognize award recipients by presenting them at a department function.

National committee sponsoring award: PAST PRESIDENTS PARLEY

Type of Award:     Department             Unit             Member

Name of award you are applying for: \_\_\_\_\_

**For a department award or to submit a year-end department narrative report, please complete this section:**

Name of department: \_\_\_\_\_

Name of department chairman: \_\_\_\_\_

Chairman's phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Chairman's email address: \_\_\_\_\_

**For a unit award or to submit a year-end unit narrative report, please complete this section.** 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: \_\_\_\_\_

Unit president/chairman (circle one) name: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Email address: \_\_\_\_\_

**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: \_\_\_\_\_

Member Name: \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Nominating Member (if different from above): \_\_\_\_\_

Nominator's Phone number: (\_\_\_\_) \_\_\_\_\_

Nominator's Email address: \_\_\_\_\_