



**AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN
2018-2019 PAST PRESIDENTS PARLEY PROGRAM ACTION PLAN**

The purpose of the Past Presidents Parley (PPP) 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, county, district, department, and national presidents have an opportunity and are encouraged 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 Unit Member of the Year, and female veterans through the Salute to Servicewomen awards.

Past Presidents Parley and the 2014-2019 Centennial Strategic Plan: Designed to help Auxiliary women who have served as local, department or national president and members of this committee, model civility, loyalty, and service before self as they actively work to build a strong future for the organization (*reference the ALA Strategic Plan – Goal 2, Goal 3 and Goal 4*).

Committee Contact Information:



2018-2019 Past President Parley Chairman:

Joyce E. Endres
1147 Fleetwood Avenue
Madison, WI 53716-1417

608-221-1763 (h) ♦ 608-772-1763 (c)
lendres@charter.net

What can you do?

1. Establish a Unit Past President's Parley (PPP) and become a member

Past ALA presidents at all levels are encouraged to establish, maintain and become members of the Past President's Parley. The PPP serves as a forum that brings together former and current presidents to utilize past president's expertise in active service to the American Legion Auxiliary. The PPP also offers opportunities for past presidents to provide ongoing mentorship to empower and bolster the Auxiliary's present leaders to ensure continuity and strengthen the organization.

See "How to Establish a Past President's Parley" Worksheet

Your membership supports the PPP Scholarship Fund.

2. 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. Past presidents are encouraged to share their information with members to engage and grow leadership to achieve an active and engaged organization, at each level as one way sustain organizational growth through positive actions.

Ideas for Units:

- If you don't have one, form a unit Past Presidents Parley
- Ask all past presidents to join the PPP
- Encourage past presidents to continue to provide support through the process of sharing 'best practices' with members.
- Use the ALA "How to" worksheets found in this plan

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

This award recognizes the contributions made by a valued unit member. The department unit member of the year is recognized at department convention. All Department Unit Members of the Year are recognized at National Convention.

Ideas for Units:

- The goal for 2018-2019 is to have at least one nominee for Department Unit Member of the Year from each of the 12 Districts 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.

4. 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
- Encourage Units to nominate candidates for the Servicewoman for this award
- Plan to honor their nominee at a unit or American Legion Family function.

5. Donate to the Department Past Presidents Parley Scholarship Fund.

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

- **Harriet Hubbard Registered Nurse Scholarship:** Applicant must be in nursing school or have positive acceptance to an accredited hospital or university Registered Nurse program.
- **Health Career Scholarship:** 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.

AWARDS

Past Presidents Parley Awards Deadlines and Submission Requirements:

Take the time to share a favorite story about the positive impact you or someone you know has had on our mission. It is worth doing and helps the ALA tell the world who we are, what we do, and why we matter.

A. Member Award: Unit Member of the Year

Deadline: May 15, 2019

Requirements:

- Presented to: A senior member in good standing who hasn't obtained an elected or appointed leadership role higher than that of unit president.
- Material and Guidelines
 - Unit Member of the Year form included in this plan, including a 1,000 word narrative, must be completed and submitted by the deadline. The unit president and secretary must sign the entry form unless the nominee is one of them, in which case a past unit president must sign the entry form.

- Selection is based on accomplishments, activities, etc. for the current administrative year (April 1, 2018 to March 31, 2019). Provide details/examples about the activity.
- Years of membership are not a part of the criteria; the nominee may be a new member
- Unit may only submit one member.
- Only one unit member of the year will be selected for each department. Each department may submit only one department winner to national
- Send completed Unit Member of the Year Award form to Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716, post marked or emailed (ljendres@charter.net) by 5 p.m. CST on May 15, 2019
- The selection of the winner is at the discretion of the Department Past Presidents Parley chairman.

B. National Award: Salute to Servicewomen
Deadline: May 15, 2019

- Presented to: One servicewoman in each branch of the U.S. Armed Forces
- Material and guidelines:
 - Nominees should be willing to attend Department and National Convention, if possible.
 - All entry forms, including a narrative / YouTube video, must be completed and submitted by the deadline. A YouTube video can take the place of a written narrative.
 - See Salute to Servicewoman Award Nomination form for more information
 - Entry must have the nominee's name and address, unit name and number (if applicable) and, most importantly, contact information for the servicewoman
 - One applicant for each branch of service per unit will be accepted
 - Send completed Salute to Servicewoman Award Nomination form to Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716, post marked or emailed (ljendres@charter.net) by 5 p.m. CST on May 15, 2019
 - The selection of the winner is at the discretion of the Department Past Presidents Parley chairman.

Past Presidents Parley Reporting:

Mid-year and annual reports are not required; however, an annual summary and a mid-year progress report are suggested as tools to gauge the effectiveness of department activities.

Mid-Year Reports: Mid-Year reports reflect unit PPP accomplishment for the first half of the ALA year. If you choose to report, submit a mid-year narrative report by **December 1, 2018**.

Annual Reports: Annual reports reflect the unit and members' Past President Parley accomplishments and activities for the ALA administrative year. Photos of activities are encouraged to accompany the unit's annual narrative report by **May 1, 2019**.

“How to” Worksheets:

- How to Mentor a New Member
- How to Establish a Past Presidents Parley in your Department
- How to Host a National-Level Visitor at your Department

Additional Resources: National Past Presidents Parley Committee (*see Past President's Parley program page on the national website or Annual Supplement for contact information*)

UNIT MEMBER OF THE YEAR AWARD

A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary Department and National Conventions.

Requirements:

1. Open to senior members in good standing who are not in an elected or appointed leadership role higher than unit president.
2. Units must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address.

Nominating Department:	<i>Department of Wisconsin</i>
Dept PPP Chairman Information Name: Joyce E. Endres Address: 1147 Fleetwood Ave Madison WI 53716-1417 Email: ljendres@charter.net Telephone Number: 608-221-1763	
Nominee Information Name: Address: Email: Phone:	
Nominee's Unit Name and Number:	
Form must be completed and submitted to PDP Joyce E. Endres by May 15, 2019	Joyce E. Endres 1147 Fleetwood Avenue Madison, WI 53716-1417 608-221-1763 (h) ♦ 608-772-1763 (c) ljendres@charter.net

Attach narrative of 1,000 words or less describing the nominee's accomplishments and activities



SALUTE TO SERVICEWOMEN AWARD NOMINATION FORM

Established in 2003, this award has evolved from honoring women veterans to honoring women who are currently serving our country in the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard – including the National Guard and Reserve components of each branch.

One servicewoman from each branch of service will be recognized at the American Legion Auxiliary National Convention. Recipients attend the National Convention as guests of the Auxiliary.

Nomination Criteria:

- A woman currently serving in the U.S. Armed Forces (includes National Guard/Reserve).
- A written narrative or YouTube video that demonstrates exemplary service both in and out of uniform, making her the face of women in the military.
- Servicewoman must be willing to be a guest of the Auxiliary and speak to the general assembly of the American Legion Auxiliary Department and National Conventions.
- All nomination forms must be submitted by May 15, 2019.

Next Steps:

- The nominating person or the servicewoman writes a narrative (750 words or less) or creates a YouTube video (3 minutes or less) that shows the nominated servicewoman demonstrating exemplary service both in and out of uniform, making her the face of women in the military.
- The following form must be completed and submitted by May 15, 2019, to Department Chairman Joyce E. Endres. Written narratives should be attached. YouTube video links should be pasted in the box provided on the following form.

YouTube Video Checklist

If you choose to submit a video, please be sure to check that your video:

- does not contain any copyrighted music, video, images or text (not legally owned)
- is not set to "private;" your video must be public.
- is under 2GB in size
- is in .AVI, .MOV, .WMV, or .MPG file formats
- is 3 minutes or less in length

SALUTE TO SERVICEWOMEN AWARD NOMINATION FORM, continued

<p>Servicewoman's Name:</p>	
<p>Servicewoman's Email:</p>	
<p>Servicewoman's Phone Number:</p>	
<p>Servicewoman's Branch of Service:</p>	
<p>Servicewoman's Rank:</p>	
<p>Servicewoman's Date of Enlistment:</p>	
<p>Servicewoman's Awards and Decorations, <i>if any</i>:</p>	
<p>Name of Person Making this Nomination, <i>if not the nominee</i>:</p>	
<p>Email of Person Making this Nomination, <i>if not the nominee</i>:</p>	
<p>Phone Number of Person Making this Nomination, <i>if not the nominee</i>:</p>	
<p>Is the servicewoman able to attend National Convention?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Is the servicewoman comfortable with public speaking?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Written Narrative:</p> <p>1. Please attach separate document to this form</p> <p>OR</p> <p>2. Type narrative directly into the box to the right.</p>	
<p>YouTube Video:</p> <p>Copy and paste your video link in the box to the right.</p>	

Return completed nomination form to Past Presidents Parley Department Chairman Joyce E. Endres, 1147 Fleetwood Ave., Madison, WI 53716-1417 or email to Joyce Endres at ljendres@charter.net NO LATER THAN MAY 15, 2019.



HOW TO MENTOR A NEW MEMBER

Committee: Past Presidents Parley

Contact Information for Questions:

pastpresidentsparley@ALAforVeterans.org

Unit Past President Parley Responsibilities

- Offer to escort a new member to your meeting.
- Introduce her to the president and 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 new and current members through your ongoing leadership!



HOW TO ESTABLISH A PAST PRESIDENTS PARLEY IN YOUR DEPARTMENT

Committee: Past Presidents Parley

Contact Information for Questions:

pastpresidentsparley@ALAforVeterans.org

Establish a Past Presidents Parley in your department

- Departments are encouraged to establish a Past Presidents Parley (PPP) consisting of their past department presidents. These groups can continue their support of the organization by using their experience, knowledge and wisdom to be goodwill ambassadors and to strengthen our organization and help maintain its growth.
- PPPs can play an important part in the mentoring of current members to develop knowledgeable leadership within the department. They can support and assist in a recruitment effort for new members.
- They are encouraged to select a mission-outreach project of interest and support the program with time and/or financial contributions. They may choose to have a courtesy fund and chairman to remember past presidents when the need arises.
- They should make themselves available to current officers as well as potential candidates for office. Their guidance and constructive feedback should help the department maintain continuity and good cooperation.
- This group could hold a luncheon during department meetings to share current department news.
- They may choose to donate or raise funds for ex-servicewomen and PPP nurses scholarships.
- They may discuss making specific donations or how they could assist with issues within their department to help create a positive result. A discussion could be held about ideas for proposing a resolution to help clarify a questionable Constitution & Bylaws article.
- They may decide to take a leadership role regarding a proposal from the national organization. Some members of the Parley may be serving at the national level.
- They could invite the current department president and any national guest who may be in attendance at their meeting.
- Your knowledge can be invaluable on the department's Finance Committee, as PPP chairman, or as parliamentarian, if appointed.
- Continue to be involved: You are a valuable department member.



HOW TO HOST A NATIONAL-LEVEL VISITOR AT YOUR DEPARTMENT

Committee: Past Presidents Parley

Contact Information for Questions:
pastpresidentsparley@ALAforVeterans.org

Suggestions for hosting a national-level visitor at your department

- Make sure all pre-visit forms are filled out completely and correctly. The national president's form requests detailed information regarding events, expectations for speaking obligations, appropriate attire, etc. Visitors should be informed of any changes made to the information submitted on the pre-visit forms.
- Identify a distinguished guest committee that will be responsible for all activities during the visit. This committee should be familiar with the area and will represent your organization in a professional manner. Make the committee members aware of the dress code for the visit.
- Have them develop a plan that assigns individual responsibilities. If you have a national chairman, national officer or Past National President in your department, it is suggested she be on this committee.
- If the guest is flying into the area, designate who will be at the airport at the scheduled time of arrival. The visit begins at the airport. Be on time and either at the gate or at the luggage area to make your guest feel welcome. Assist with luggage at every location. Transport her in a clean vehicle that has a large luggage storage area. Many times, the guest has been traveling for several days and has multiple suitcases. Ask if she has eaten or would like to stop at a suitable restaurant prior to escorting her to the final destination.
- If possible, pick up the key to your guest's room before her arrival. Check the room to make sure everything is prepared for her visit. You may choose to place a small gift, bottled water or small snacks in the room. When you arrive at the location where your guest will be staying, escort her immediately to her room. Allow the guest some time to unpack, check her messages and relax before the first scheduled event.
- She should be escorted at all times. Ask if she prefers breakfast in her room or in the dining room and what time she would like to retire to her room.
- Facilitating a reception or social activity is an effective way of enabling the national-level visitor to meet as many members as possible.
- The department president will introduce the guest. When addressing an audience, she should speak last. In a processional, the national president would be the last to be introduced and the last to be seated or step onto the platform.
- A gift list of items given to the visitor is always appreciated. Send one list with the gifts mailed to her home and send a copy to National Headquarters. Prior to the day of departure, ask the visitor what time she would like to arrive at the airport. Many guests prefer to be checked in and waiting at their departure gate one hour prior to boarding the plane. Please plan departure day events accordingly.