

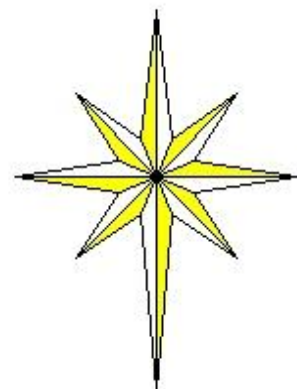


For December/January Meetings 2011 - 2012

Note: There will be no Unit mailing in December

This mailing includes:

- ♦ **Notes from President Joan**
- ♦ **Education article**
- ♦ **Greetings from Department Headquarters**
- ♦ **ALA National letter - Tax Exempt information**
- ♦ **Important Tax Information**
- ♦ **Do you need help filing your Unit's 990-N form**
- ♦ **Badger Girls State Poster**
- ♦ **Home Service article & pattern for playing cards box**
- ♦ **Homeless Women Veterans article & Zablocki Needs list**
- ♦ **Membership article**
- ♦ **Poppy shop article**
- ♦ **Mid-Winter Luncheon registration form**
- ♦ **Constitution & By-Laws article**
- ♦ **Standing Rules article**
- ♦ **Parliamentarian article**
- ♦ **Redbook Corrections & Dates and Deadlines**
- ♦ **Camp American Legion spotlight item**
- ♦ **Camp American Legion Wish List**





Honoring Our Veterans by Engaging the American Legion Family in Service Not Self for God and Country

Merry Christmas and Happy New Year to you and your families,

- ❖ Watch for the “Making Connections-Women to Women” program to prevent homelessness among our women veterans. We need your help to make it work. We hope to have a training session in every county in Wisconsin.
- ❖ We have a wonderful speaker lined up for our Mid-Winter Luncheon. Please plan to attend. I look forward to seeing many of you there.
- ❖ Are you telling the world about the wonderful things you do? Send your newspaper articles to Mary Petrie with the paper’s title and dateline. Send your pictures to Vonda Kinas at mandv@centurytel.net and I’d like to see them, too! My email is ctr68552@centurytel.net
- ❖ I’m watching for units who do something special. Email your success stories to me. You all know how I love celebrating success! Get together with others in your Pods and do it! Plan to enter all contests!
- ❖ Support American Legion Youth Programs-Its oratorical time so attend those contests and compliment the students who work so hard.
- ❖ Have fun at your Christmas parties and remember to keep God in all of your plans-saying special prayers for all those who are less fortunate than we are. Remember our veterans and our military and their families with your kindness and good deeds.

Joan V. Chwala

Joan V. Chwala

Your Department President



Betty Stone, Education Chairman
2170 W. 9th Ave. Apt. 1, Oshkosh, WI 54904
Ph: 608-738-9542 ❖ Email: bjstone626@hotmail.com

Dear Fellow Auxiliary members,

This is the time of the year to seek out Senior High School students, who are planning on going to college or Tech school. They may be able to receive a scholarship from the American Legion or Auxiliary.

Enclosed are scholarship opportunities for High School Seniors. So, if anyone in your unit knows Seniors that are planning on going to College PLEASE pass on this information. Deadlines have to be met, so do it soon.

If one of your members is going back to school as a non-traditional student (that means, going back to school after years of being out of school) please pass this information on to them also. We need your help to get the word out to the people that qualify.

The High Schools receive the same information but it is better if the information comes from the Unit. The students can ask their guidance counselors about the information if they know it is there. So, don't be afraid to broadcast!

If you have any questions give me a call.

Thank you for your cooperation in this matter.

Keep up the great job you are doing!

Betty Stone
Education Committee Chairperson



GREETINGS FROM DEPARTMENT HEADQUARTERS

Executive Secretary/Treasurer – Bonnie Dorniak

Website: www.amlegionauxwi.org

Email: deptsec@amlegionauxwi.org

Phone: 608-745-0124

Toll free: 866-664-3863

FAX: 608-745-1947

2012 Calendar Fundraiser: Entry forms for the 2012 Calendar Fundraiser must be mailed to Department Headquarters **no later than December 31, 2011 to be eligible for the 2012 drawings**. Winning entry stubs are always returned to the drum for the next day's drawing, creating 366 chances to win! Total prizes are over \$12,000!!! Fundraiser donations support the Americanism, Children & Youth, Community Service, Education, Junior Activities, Legislative, National Security and VA&R programs of the Wisconsin ALA. Contact Department Headquarters for entry forms.

NOTE TO UNIT TREASURERS: Department has been experiencing more problems than usual with payments made by check. Please ensure that the dollar amount listed on the check matches the words written on the line. The bank rejects these checks if not completed correctly, resulting in a delay in payment and additional expenses for the Unit and Department.



These amounts
must be the same.

Annual Reports: Based on feedback that National Headquarters received, they revised the format of the Annual Reports. The new report still captures the statistical information they need to report to Congress, but in a less confusing manner. The Annual Report also includes a narrative report so Units can describe the projects they supported during the year. The Annual Report forms are enclosed in this mailing and also posted the Department of Wisconsin website: www.amlegionauxwi.org; Units must submit these reports by **March 15, 2012**.

Membership Cards and “Continuous Years”: When the 2012 membership cards were mailed to Units in June, Membership Chairmen were asked to inform members that the continuous years star reflected the number of years of membership that had already been paid. In other words, the number on the 2012 cards would be the same as was printed on the 2011 cards because the 2012 dues had not yet been processed at the time the cards were printed. This was due to limitations with the new database that National Headquarters (NHQ) implemented this past year.

We have since been informed that NHQ is working on modifying the database. Next year, the cards will reflect “Member Since (Year).” If a member allowed her membership to lapse for any length of time, the year will reflect the date she renewed her membership (i.e., if a member joined in 1980, but didn't pay dues in 1995, her card will state “Member Since 1996”). If it is important to a member that her membership reflects all years since she originally joined, she must pay back dues for any years that payments were missed.

PUFL Applications: December 31, 2011 is the last day for processing 2011 PUFL applications. All PUFL applications received after that date will need to pay their 2012 dues before we can accept them. Applications failing to meet this standard will be returned to the Unit.

PUFL Credits: Department issued PUFL credit slips and checks to Units in early November. Please submit PUFL credit slips with your Unit Transmittal or the transmittal will be returned.

2012 Poppy Orders: Units that have not paid their 20% poppy profits on their 2011 poppy orders will not receive 2012 poppies until this payment is received.

Unit Bonding: More than 100 Units have failed to pay their 2011-2012 bonding fee of \$5.50. Please submit payment with a Bonding Invoice form as soon as possible. A bonding invoice was mailed to all Units earlier this year, but is available from the department website (see Online Forms) or by contacting Linda Cason at Department Headquarters.

ALA Luncheon: The Auxiliary will be hosting a luncheon during The American Legion Mid-Winter Conference at Ho-Chunk (Saturday, January 21, 2012, at 12:00 noon). *Advance reservations are required.* The ALA Mid-Winter Luncheon Registration Form, which is **due January 4, 2012**, is enclosed in this mailing.

Use of American Legion Auxiliary Emblem: In accordance with national Trademark Regulations, National Headquarters is required to “control and protect” the use of the American Legion Auxiliary emblem. Due to increased examination of compliance with these regulations, National Headquarters requires that use of the ALA emblem must be approved before it is printed on any materials. Units that wish to use the ALA emblem must submit their request to the Department Secretary, including a sample of the graphic, the purpose, the quantity that will be printed, and the name and address of the vendor who will be printing the materials. The Department Secretary will seek approval from the National Secretary. Please allow 2-4 weeks for the approval process.

IRS 990 and Tax Exempt Status: The IRS has intensified their review of the tax-exempt status of non-profit organizations. As a result, any non-profit organization that fails to submit an IRS Form 990, 990EZ or 990N e-Postcard for three consecutive years will have their tax-exempt status revoked. This has impacted many American Legion Auxiliary Units in Wisconsin and throughout the country. ***Units whose tax-exempt status is revoked must work directly with the IRS to have it reinstated.*** Units should notify Department Secretary as to the status of actions taken to resolve this situation. Units may want to consult a tax accountant or tax attorney for assistance.

If a Unit receives a new Federal Employer Identification Number (EIN), they must notify Department Headquarters so this information can be updated at both the Department and National level to ensure the Unit remains listed as a subsidiary of the Group Exemption Number.

Other tax-related information provided by National Headquarters is included in this mailing. Please read and retain it for future reference. If a Unit’s tax-exempt status has not been revoked and the Unit’s tax filings are current, but the Unit needs help filing their current 990N (e-Postcard), please complete the enclosed form and submit it to the Department Secretary. Due to the large number of ALA Units in Wisconsin, please submit the form requesting assistance only if you are unable to complete the tax filing on your own.



**READ AND RETAIN FOR
FUTURE REFERENCE**

AMERICAN LEGION AUXILIARY
National Headquarters
8945 N. Meridian Street, Suite 200
Indianapolis, IN 46260
317-569-4500
www.ALAforVeterans.org

October 8, 2010

AMERICAN LEGION AUXILIARY NATIONAL HEADQUARTERS
TAX EXEMPT INFORMATION

To Whom It May Concern:

This letter confirms that American Legion Auxiliary, Inc., 8945 N. Meridian Street, Suite 200; Indianapolis, Indiana 46260; (317-569-4500) is a national not-for-profit veterans support, advocacy, youth development, and patriotic community service organization that has operated continuously since its establishment in 1919. Contributions may be tax deductible according to the Internal Revenue Code and Internal Revenue Service regulations.

American Legion Auxiliary, Inc. is duly registered with the Internal Revenue Service and is **tax exempt under section 501(c)(19)** of the Internal Revenue Code.

American Legion Auxiliary, Inc., federal tax Exemption Identification Number is:
EIN 35-0144340

The American Legion Auxiliary, Inc. national
Group Exemption Number is: GEN 0964

American Legion Auxiliary affiliated Departments and Units are separately incorporated, each with its own tax identification number, and are exempt under the national organization's Group Exemption.

American Legion Auxiliary, Inc. is nationally headquartered in Indianapolis, incorporated in the State of Indiana, duly registered with the Office of Secretary of State for Indiana, and is wholly exempt from payment of gross income tax and sales tax to the Indiana Department of Revenue in accordance with Indiana Code 6-21-3. American Legion Auxiliary, Inc., Indiana Taxpayer Identification Number is: TIN 0001757610

Sincerely,

Mary "Dubbie" Buckler
Executive Director/National Secretary

Marta Hedding
National Treasurer

AMERICAN LEGION AUXILIARY NATIONAL HEADQUARTERS



IMPORTANT TAX INFORMATION

The following information is intended to inform and assist Units and Departments in understanding the basic tax structure under which the American Legion Auxiliary operates. ALA Departments and Units are considered affiliates of the ALA National Headquarters. Departments and Units that have maintained their exempt status by complying with IRS requirements and that are in good standing are tax exempt under the ALA National Headquarters Group Exemption Number (GEN).

Units that have had their exempt status revoked by the IRS for failure to file or, in some instances, due to IRS error need to initiate appropriate steps to regain tax exempt status. Unit and Department leaders should be knowledgeable about the following information.

NOT FOR PROFIT CORPORATION

Incorporation provides legal protection by limiting the liability of the individual members but the act of incorporating does not automatically confer tax-exempt status.

FEDERAL TAX EXEMPTION

501(c) (19) as of 3/73

Exemption from Federal income taxes is granted the American Legion Auxiliary National Organization and all Departments and Units under **Section 501 (c) (19)** of the Internal Revenue Service Code. This was confirmed by a letter from the Internal Revenue Service dated March 26, 1973.

(All Departments have been provided a copy of this letter. Another is attached. Please file for ready reference.)

GROUP EXEMPTION NUMBER (GEN)

0964

This is the GEN for National Headquarters and all Departments and Units. Often when Units are applying for special permits that require proof of tax-exempt status a copy of this ruling is needed. A photocopy of the letter will be sufficient. Although the American Legion Auxiliary is exempt from Federal income tax, we are subject to other Federal taxes such as payroll taxes and tax on unrelated business income.

EMPLOYER IDENTIFICATION NUMBER

(unique for each Unit)

An Employer Identification Number (EIN) is a unique 9-digit identification number. Each Unit has a unique EIN and each newly chartered Unit must apply for this ID number. **THE EMPLOYER IDENTIFICATION NUMBER IS NOT AN INDICATOR OF TAX EXEMPT STATUS.** Each Unit's EIN is on file with the Internal Revenue Service and that number must be used on all tax returns.

FORM 990

Units must file IRS Form 990 or 990EZ if their annual gross receipts are greater than \$50,000.

If a Unit, which normally has gross receipts less than \$50,000 receives an IRS Form 990 package with a pre-addressed mailing label, it should complete Section 1, stating that its receipts are less than \$50,000, and return the form to the correct filing center. It is not necessary to complete the remainder of the form when gross receipts are normally \$50,000 or less. For those Units with gross receipts of \$50,000 or less, please see instructions for filing the Form 990N (e-Postcard) on the following page. The filing due date is the same regardless of which form the Unit is required to file. IRS Form 990, 990EZ, or e-Postcard are each due every year by the 15th day of the 5th month after the close of the Unit tax year. All organizations that file Form 990 are required by law to make this form available for public inspection upon request during regular business hours and at the organization's principal office or at a reasonable location if there is no office.

AMERICAN LEGION AUXILIARY NATIONAL HEADQUARTERS

OVERVIEW – RECOMMENDED REINSTATEMENT PROCESS FOR UNITS WHOSE EXEMPT STATUS WAS REVOKED BY IRS

1. Units must deal directly with IRS. Since each Unit is separately incorporated each with its own employer identification number (EIN), the American Legion Auxiliary national organization is not allowed to assist, per IRS requirements.
2. Units can contact the IRS in Cincinnati, Ohio. This IRS group is especially trained in tax exempt issues and may help solve a lot of the problems Units are having. The usual IRS telephone numbers reach people who have not been trained and may not give the proper information. The toll free number to call in Cincinnati is: **(877) 829-5500**.
3. Units should confer with a tax attorney and/or CPA/tax accountant concerning revocation particulars.
 - a. Filing for reinstatement of tax exempt status requires the use of IRS Form 1024.
 - b. Reinstatement of tax exempt status is for each individual Unit only. A Unit reinstated as tax exempt under these circumstances will now have its own EIN; The IRS will not allow that Unit to be reinstated under the ALA's National Group Exemption (GEN).
4. Units should retain a tax attorney knowledgeable in nonprofit tax matters and exemptions and a CPA/tax accountant, both with tax exempt experience to review the situation and handle reinstatement of tax exempt status if retaining tax exempt status is desired. Revoked Units have the option of being a taxable entity.
 - a. Units might be able to retain a tax attorney and a CPA/tax accountant pro bono, or may consider working with other Units, Posts, or districts to retain counsel and a CPA at a discounted group rate.
 - b. If a Unit loses its exempt status and chooses to remain a taxable entity, it must file the appropriate corporate tax forms with the IRS (IRS Form 1120 etc.). This is a time consuming and costly process.
5. If a tax attorney's and/or CPA/tax accountant's review of the details regarding a Unit's exempt status revocation determines that the revocation was due to IRS error, then the Unit may send documentation that proves the revocation was due to IRS error to ALA National Headquarters, Attention: Membership Division.
6. ALA National Headquarters will forward the Unit's documentation disputing the IRS error to the National Judge Advocate for review and appeal assistance.

From IRS website:

Annual Electronic Filing Requirement for Small Exempt Organizations- Form 990-N (e-Postcard)

Most small tax-exempt organizations whose annual **gross receipts** are **normally \$50,000 or less** (\$25,000 for tax years ending before December 31, 2010) are required to electronically submit Form 990-N, also known as the *e-Postcard*, unless they choose to file a complete Form 990 or Form 990-EZ instead.

If you do not file your *e-Postcard* on time, the IRS will send you a reminder notice. There is no penalty assessment for late filing the *e-Postcard*, but an organization that fails to file required *e-Postcards* (or information returns- Forms 990 or 990-EZ) for three consecutive years will **automatically lose its tax-exempt status**. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.

Due Date of the e-Postcard

The *e-Postcard* is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. **You cannot file the e-Postcard until after your tax year ends.**

Information You Will Need To File the e-Postcard

The *e-Postcard* is easy to complete. All you need is **eight items of basic information** about your organization:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
2. Tax year
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization's annual **gross receipts** are **normally \$50,000 or less** for tax years ending on or after December 31, 2010.
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

Who Must File

Most small tax-exempt organizations with gross receipts that are normally \$50,000 or less (\$25,000 for tax years ending on or after December 31, 2007 and before December 31, 2010) must file the *e-Postcard*. Exceptions to this requirement include:

- Organizations that are included in a group return.
- Churches, their integrated auxiliaries, and conventions or associations of churches, and
- Organizations required to file a different return

Account, tax law, or questions about filing the *e-Postcard* should be directed to Customer Account Services at 1-877-829-5500.

For questions about or problems with the *e-Postcard* filing system, use the **Technical Support** link on the filing site.

From IRS website, last reviewed/updated: August 03, 2011
[blue/underlined](#) indicates link on website to additional information



MAIL TO:

AMERICAN LEGION AUXILIARY - DEPARTMENT HEADQUARTERS
ATTN: EXECUTIVE SECRETARY/TREASURER
P. O. BOX 140
PORTAGE, WI 53901
FAX: 608-745-1947

DO YOU NEED HELP FILING YOUR UNIT'S 990-N (E-POSTCARD)?

If your Unit's tax-exempt status has not been revoked AND your Unit's tax filing is current, but you need help filing this year's 990N e-Postcard, please submit the following information to Department Headquarters for assistance with filing the IRS 990N e-Postcard income tax report.

Federal Employer Identification Number (EIN) _____

Tax Year End (Calendar or Fiscal) _____

Legal Name of Unit _____

Address where Unit mail is being sent _____

Name & address of Principal Officer (president, vice president, secretary or treasurer)

Name _____ Title: _____

Address _____

Email address where confirmation of filing may be sent: _____

Confirmation that Unit's annual gross receipts are \$50,000 or less:

I agree that _____ (name & number of unit)

Did not receive more than \$55,000 during the last tax year

_____ Signature of Officer

_____ Printed Name of Officer

I give Wisconsin American Legion Auxiliary, Executive Secretary/Treasurer permission to file IRS 990-N on behalf of: _____ (name & number of unit)

_____ Signature of Officer

_____ Printed Name of Officer

DATE: _____ Contact Phone Number _____

AMERICAN LEGION AUXILIARY BADGER GIRLS STATE

JUNE 17 - 22, 2012



Open to all eligible Junior High School girls

Stay at UW-Oshkosh and experience dorm life

A chance to meet awesome girls from around WI

Campaigning, Pep rallies, State Fair, Talent Show

A unique citizenship educational opportunity

Want more information?

Contact your Guidance Counselor

or

Visit the Badger Girls State website: www.badgergirlsstate.org



Home Service
Judy Kuta, Department Chairman
Ph: 262-377-8613 ❖ email: ronkarmy@aol.com

You can make a difference in the life of a veteran, an active duty military person or their family right from your home. That is what Home Service is all about. You could knit or crochet hats, gloves, mittens or create computer generated greeting cards for them to send to their family and friends. You could make bingo prize cards that would include quarters the facility could use for prizes to their bingo winners, Tray tents that say "Thank you", "Get well soon", "Happy Spring", also Tray favors and bedside favors could be created all in your home. A meal could be prepared for a veteran in your community. These are just a few examples.

The Unit mailing for the November meetings included lists from each VA medical center and other veteran's homes that gave a wish list of items they can use. Check those lists for items you and the members in your Unit would enjoy making. Contact the facility and verify their continued need, and then get your creative juices flowing, your fingers working and have fun creating items for veterans or active duty military members. Remember, the only restriction is that the veteran cannot be a relative of yours.

I am including a pattern for a box used to cover a deck of cards. It has a flag on the front and back and is sewed with red, white and blue yarn on plastic canvas. Any veteran that enjoys playing cards would enjoy this box filled with a deck of cards as a gift. Thanks to Linda Faas of Unit 355 for sharing the pattern with all of us.

- DO record the hours you spent working on projects.
- DO record the money you spent on supplies.
- DO encourage other members to work on Home Service too.
- DO have fun with Home Service.

You will be rewarded with a sense of accomplishment and a good feeling about helping our veterans and active duty military and their families. You can make a difference.



HOMELESS WOMEN VETERANS GRANT FUND

Kathy Wollmer, Chairman

Ph: 608-343-5502 ❖ Email: k.wollmer@yahoo.com

Thank you for your donations to the Wisconsin American Legion Auxiliary – Homeless Women Veterans Grant Fund. Your ongoing support will assure that the Wisconsin American Legion Auxiliary continues to honor the service of Wisconsin women Veterans, provide support and hope as they struggle to find peace and security. To date, you have made a difference in the lives of 18 women Veterans who were homeless or at-risk of being homeless.

One Veteran was living in her car. Three had received eviction notices; all three have children. Two had an interruption of income; we paid their rent for the next two months. Two received assistance in purchasing household furnishing as they take another step to independent living by moving into permanent housing. Two received assistance to pay storage rent for their household and personal items while they are patients at VA Medical Centers. Most others have received assistance for security deposit and first month rent as they transition from VA housing and in-patient care to independent living.

The 2010 Annual Homeless Report to Congress estimates 144,842 Veterans are at some point during the year in emergency shelter or transitional housing. 11,587 or 6% are women and 2,880 or 2% are households with children. One study found that 61% of homeless women Veterans are disabled and 27% have a service-connected disability. One in four is unemployed and nearly all have an annual income of less than \$20,000. They are younger than their male counterparts, have lower incomes in their civilian jobs than their male counterparts, and experience high rates of unemployment (16% higher than male veterans and double that of non-veterans). 40% of homeless women Veterans have reported experiences of military sexual trauma and the majority suffers post traumatic stress.

Reports for Wisconsin estimate that on a single night in January, 609 Veterans were homeless (living in emergency shelter, transitional housing or unsheltered). 48 are women and 12 are households with children. *“No Veteran should have to sleep on the streets they fought to protect.”* VA Assistance Secretary Tammy Duckworth.

Please continue to support the Homeless Women Veterans Fund.

Send cash donations to: ALA-Dept Headquarters, PO Box 140, Portage, WI 53901.

(Please include a Poppy Fund Suggested Donation Sheet with your contribution, designating #4456-Homeless Women Veterans to ensure proper processing.)



WOMEN VETERANS PROGRAMS

CLEMENT J. ZABLOCKI – VA MEDICAL CENTER, MILWAUKEE

IN-KIND NEEDS:

ZABLOCKI VA WOMEN’S DOMICILIARY #43– presently 12 women

Contact – Courtney Zeller, Recreation Therapist, 414-384-2000, ext. 45981

Suggested items to donate:

Body Lotion	Mittens	Journals
Hair, Hygiene Products	Hats	Greeting Cards
Socks	Herbal Tea	Picture Frames
Slippers	Instant Coffee	Chocolate Candy
Bathrobes	Hot Chocolate	Relaxation Music CD’s
Blankets	Stainless Steel Water Bottles	Personal CD Players
Comforters	Travel Coffee Mugs	Pedometers
Scarves	Gift Cards: Target, McDonald’s, Cousins, Culvers, Marcus Cinema	

When donating items for Domiciliary #43 be sure there is enough items for every patient. You cannot donate to 10 women and leave 2 without.

ZABLOCKI VA WOMEN’S VETERANS HEALTH CLINIC

Contact – Romelle (Mel) Nowak 262-377-1776

LAYETTES FOR NEWBORNS OF WOMEN VETERANS – Layettes could include (new) receiving blankets, outfits for leaving the hospital, quilts or blankets, knitted hats/mittens/booties, any additional items you think a new mother and baby will need.

**BEFORE YOU ASSEMBLE THE ABOVE ITEMS,
PLEASE CONTACT THE PERSON RESPONSIBLE
AT EACH LOCATION FOR IMMEDIATE NEEDS,
DELIVERY TIME AND LOCATION.**



Honoring our Veterans by Engaging the American Legion Family in Service not Self for God and Country

2011-2012 American Legion Auxiliary “Honoring their Service” with our Membership

Thank you Department of Wisconsin members for getting us to the 55% National Milestone Goal by October 6th. Our next Milestone goal is 70% and we are close. We only need 1,662 members. We can do it and add another Membership chapter to our Libraries of Love 2012 Auxiliary Book.

Do not Assume! Show respect for other’s opinions! Think Positively! Pay Attention! Listen!

Our organization was founded on the principals of Justice, Freedom and Democracy, with our mission of service not self, to enhance the lives of our veterans, our military, and their families, both at home and abroad.

Don’t let bad feelings and misunderstandings within your Unit force members to turn away. We need to RETAIN our current members and RECRUIT new members, with civility and respect.

Do not Assume – that you know what each member is thinking or base your assumption about a person on her race, income level, or education. We are not all the same and each of us brings to this organization the best of their own abilities. Not everyone is the same.

Show respect for other’s opinions – Listen to other’s opinions and respect their feelings, their time, even their physical space. Have manners, do not interrupt a conversation, be polite, use please and thank you. By showing manners toward someone, you make them feel valuable. Always follow the golden rule “Do unto others as you would have them do unto you.”

Think Positively – A positive mind anticipates happiness, joy, health, and a successful outcome of every situation and action. If a member brings up an idea, think positively; if it doesn’t work well then try something new. Sometimes when we hear a silly idea (or what we think is silly), it’s easy to shoot down someone’s hopes and dreams. Don’t make them feel unimportant, but encourage them and empower them to think positively.

Pay Attention – Sometimes we go through our daily routines and are unaware of our surroundings and the people in them. “The greatest gift you can give another is the purity of your attention” – Richard Moss. Treat them with kindness, don’t speak while they are speaking, attend to this person by being respectful and listen to their thoughts and ideas.

Listen – “We were given two ears but only one mouth, because listening is twice as hard as talking.” The ability to listen actively can improve personal relationships through reducing conflicts, strengthening cooperation, and fostering understanding. Keep your cool and express your needs without intruding on others, do it in a calm and kindly way.

Membership Chairman: Teresa Isensee (10th District), isensee@centurytel.net (home) 715-667-3528 (cell) 715-577-5259

Membership Committee: Kitty Larkin (1st District), kittysltr@wi.rr.com (home) 262-649-3399

Membership Committee: Linda Kostka (11th District), miss_linda57@hotmail.com (home) 715-685-0111 (cell) 715-209-8135

Membership Headquarters: Andrea Stoltz, alawi@amlegionauxwi.org 608-745-0124



POPPY SHOP

Karen Schroeder, Manager

Shirley Meyer, Assistant

Ph: 414-384-2000 ext 42208

Here we are at the beginning of another season for ordering Poppies; here are a few friendly tips to remember when ordering.

- Remember to (clearly) print your name, address and phone number.
- Don't forget your zip code
- Always make sure you list a pick-up date.
- When ordering your poppies, please double check the pick- up date. There have been times when the pick-up date has been scheduled for Saturday/Sunday. If for some reason you are unable to pick-up your order on the days we are open (Wednesday-Friday: 9am – 1pm), please contact myself at 262-617-1711 or Shirley Meyer at 414-421-3671 to schedule a more convenient pick-up time.
- When picking up your order **Call first** to make sure someone is available at the Poppy Shop. There have been times, especially during inclement weather when we are not available for pick-ups.
- When you receive your Poppies, please open the box and **inspect them**. Don't wait until your distribution date; if there is a problem we can not guarantee that we will have time to correct it.

Karen and I would appreciate it if you could pass this information on to your members and Legion Posts, especially if the Post orders separately. Thank you, we appreciate your cooperation.

POPPY SHOP HOURS:

Wednesday - Friday: 9 a.m. – 1 p.m.

Zablocki VA Hospital, Bldg. #1

5000 W. National Avenue, Milwaukee, WI 53295

414-384-2000 ext. 42208



AMERICAN LEGION AUXILIARY-DEPT OF WISCONSIN
MID-WINTER LUNCHEON
SATURDAY – JANUARY 21, 2012
12:00 noon – 2:00 pm

Ho-Chunk Hotel & Convention Center, S3214 Highway 12, Baraboo WI 53913

LUNCHEON TICKET - \$15.00 EACH (DEADLINE: Wednesday, January 4, 2012)
(Luncheon tickets must be purchased in advance and will be distributed at the door on Saturday)

Checks payable to: American Legion Auxiliary – Wisconsin
 Mail to: ALA-WI, P.O. Box 140, Portage, WI 53901

Attending Luncheon _____ @ \$15.00 each = \$ _____ enclosed

****Provide Name, Unit #, Phone, Email Address and meal choice for each attendee.**

Name	Unit #	Phone	Email Address	* Chef Salad or Chicken Wrap
		()		
		()		
		()		

(If more space is needed, please write on back of form.)

Meals include fresh brewed coffee, milk, soda or iced tea. Select choice of:

- Traditional Chef Salad: Julienne strips of tender turkey, ham, Swiss and cheddar cheese. Served w/mixed baby greens and assortment of dressings, bread stick and cracker basket.
- Chicken Tender Wrap: Large tortilla filled w/three crispy tenders, sliced tomato, colby-jack cheese, lettuce, bistro sauce, chips and fresh fruit cup.

The Luncheon program will include: Motivational Guest Speaker, Dr. Barbara Phillips (an American Legion Auxiliary member from Marinette) and a Membership program update with special incentive awards!

Dr. Barbara A. Phillips, Biological Psychologist, has been recognized as one of the top 14 members in her field. For the past eight years, she has led a team of five Psychology Specialists and two Astrobiologists at NASA's shuttle and International Space Station. Dr. Phillips demonstrates leadership and excellence. She has suffered from breast cancer and a severe form of leukemia over the course of her professional studies. She donated her body to leukemia research programs and continues to participate in their studies, despite her illness. As an intern, she visited veterans' hospitals for amputees arriving from Iraq and maintained a professional practice.

A graduate of the University of Green Bay, she earned a liberal arts degree with an emphasis in Psychology, a Ph.D. in Biological Psychology, Managerial Systems and Research Specialist from the University Consortium of the University of Wisconsin, Columbia University and Cambridge University. She assisted in writing the handbook for the textbook, "The Leadership Challenge." She was also employed as a Senior Accountant for Christensen, Roland and Johnson, CPA's as well as Enstrom Helicopter.

Please note: If you plan to attend any of The American Legion Mid-Winter Conference meetings or training sessions, please register with the Legion (\$20.00 before 1/8/2012). Hotel room reservations must be made through The American Legion – Headquarters, P.O. Box 388, Portage, WI 53901. Registration and housing forms are available on the American Legion website (www.wilegion.org) or at Legion Headquarters, 608-745-1090.



ARE YOUR CONSTITUTION AND BYLAWS UP-TO-DATE?

By Barbara Kranig, Department Chairman

The Constitution and Bylaws of a unit are legal documents, and care should be taken to keep them current. The rights of each member are stated in the documents, and they may never be set aside, even temporarily. In those cases where the IRS investigates the finances of various organizations, they will first look at the bylaws to determine who is responsible for activities of the group. For these reasons, it is in the interest of our units to review bylaws annually and update them as needed.

Department Bylaws require units to submit copies of their Constitution and Bylaws to Department where they are reviewed for conflicts that may lead to problems. Another benefit is that the unit may obtain a copy from Department if their copy is lost.

There are some common problems found in the documents received recently. In listing officers, some units state that the office of secretary may be combined with treasurer. Each unit must decide if the offices are combined, and if so, the bylaws must reflect this.

Units are also encouraged to change language concerning parliamentary authority to “the latest edition of Robert’s Rules of Order, Newly Revised.” The first rule of Robert’s is that only the latest edition is the proper authority, and this will help to clarify that without having to change bylaws every time a new edition is published.

Another recurring error in unit documents includes a statement that amendments not having been previously read or other given, may be adopted by unanimous vote of the members present. This is not legal, and must be deleted if in your bylaws. This exemption from prior notice pertains only to organizations having one meeting per year, such as our Department and National conventions.

When numbering sections in the documents, if there is only one section it should not be numbered. If there are 2 or more sections, numbering is proper. A unit need not revise bylaws because of numbering, but when other amendments are necessary, it is good to make the revisions at that time.

The Constitution and Bylaws may be combined into one document and called Bylaws. Many units have done this already. If you are interested in simplifying your bylaws by combining the two documents, or for any other questions, feel free to contact Chairman Barbara Kranig for assistance.



STANDING RULES

Kay Arndt, Department Chairman

Ph: 715-453-1613 ❖ Email: katyannarn@hotmail.com

According to Roberts Rules of Order, Standing Rules are those which are related to details rather than to parliamentary procedure or member's rights and which can be adopted or changed by a majority vote at any business meeting without previous notice. Although such rules remain in effect until rescinded or amended, they can be suspended temporarily upon the decision of a majority.

Examples of Standing rules are those setting the day and time for meetings; duties of the Sunshine Chairman or other chairman, as well as who is responsible for publicizing events; gifts and memorials and expenses allowed for attendance at District Conference, Informational Forum and State Convention.

Standing Rules should be reviewed annually. If changes are made the revised rules should be sent to Department Headquarters to be kept on file for your Unit.



Gayle Janson, Parliamentarian

Ph. 715-463-5723 ❖ Email: gmagayle@grantsburgtelcom.net

YOUR BUSINESS MEETING

The business of your organization is taken care of at your meetings. Whether these meetings are productive is not only the responsibility of the President, but, also of the members.

1. MEMBERS make motions by saying...I move that etc. Discussion begins after the motion is seconded, and is directed through the chair.
2. No one should speak more than twice on any one motion. The maker of the motion has the right to speak first. Everyone who desires to speak should be allowed to do so, before anyone speaks a second time.
3. Members should not indulge in personalities.
4. THE PRESIDENT restates the motion before calling for discussion.
5. She must remain strictly neutral. If she feels it necessary to enter the discussion she should turn her chair over to a Vice President. She does not resume the chair until after the vote has been taken.
6. Debate stops when the President determines that everyone who wishes to speak has done so. Debate can also be stopped if someone calls for the question. If no one objects the Chair can then proceed to the vote. If even one person objects to stopping the debate it requires a second and a 2/3 vote.
7. Before calling for the vote the Chair should restate the motion. She should always call for both the affirmative and negative vote. Voting may be either voice, a show of hands, standing, or paper depending on the circumstances. This may also be determined by your by-laws.
8. The Chair announces the motion "carried" or "lost."

TYPE OF VOTES - Majority - one over ½. Plurality - largest number when more than 2 voted on and 2/3 of votes cast. (To determine quickly double the negative vote. If equal to or less than the affirmative vote, the motion carries. If tied the motion is lost.

OFFICERS – MEETINGS

PRESIDENT - Agenda

1. Call to order
2. Opening ceremony
3. Roll call (if needed)
4. Minutes read and approved
5. Reports of officers, Chairman etc.
6. Unfinished business
7. New business
8. Elections if needed.
9. Announcements
10. Adjournment
11. Program

SECRETARY – MINUTES

1. Kind of meeting, name of organization, date and place, those present and approval of previous minutes.
2. All reports and actions taken.
 - A. Main motions carried or lost. Omit those not seconded.
 - B. Name of the person who made the motion - do not need the name of who seconded - just that someone did.
 - C. How the motion was handled - amended, passed or failed.
 - D. Time of adjournment.
 - E. Secretaries signature - do not sign respectfully submitted.

TREASURER - REPORT

1. The report should include expenditures, income, and balances.
 - A. The report should be filed for audit. A motion to accept the Treasurers report is in order only after an audit.
 - B. Should have at least 3 copies - One each for President, Secretary and for the Treasurer to keep with books.

ELECTIONS

Elections should be held at the end of the meeting. Notice should be given to all members before elections are held. No one should be nominated without their consent. Unit By-Laws should dictate election procedure. If more than one candidate is running a ballot vote should be used.

Redbook Corrections



Pg. 7 – Add Maealine Bottoni (Columbia County President), 1019 Franklin St., Portage, WI 53901. Ph: 608-742-2787 ❖ Email: maebottoni@gmail.com

Pg. 28 – Judy Walters' complete address is – W3105 State Rd 37, Eau Claire, WI 54701

Corrections as of October 27, 2011

DATES & DEADLINES

Last updated 11/4/11 (subject to change)

EVENT	LOCATION	DATE
COMMANDER/PRESIDENT'S OFFICIAL HOSPITAL VISIT	ZABLOCKI MEMORIAL VAMC (9:00 am)	11/10/2011
COMMANDER/PRESIDENT'S OFFICIAL HOSPITAL VISIT	WISCONSIN VETERANS HOME-UNION GROVE (2:00 PM)	11/10/2011
LEADERSHIP WORKSHOP	MAZOMANIE UNIT 437	11/12/2011
VETERANS POW WOW	BAD RIVER COMMUNITY CENTER, ODANAH	12/12/2011
COMMANDER/PRESIDENT'S OFFICIAL HOSPITAL VISIT	USVA MEDICAL CENTER-IRON MOUNTAIN (2:00 pm)	11/18/2011
COMMANDER/PRESIDENT'S OFFICIAL HOSPITAL VISIT	VA GREAT LAKES HEALTH CARE SYSTEM-TOMAH (10:00 am)	12/05/2011
COMMANDER/PRESIDENT'S OFFICIAL HOSPITAL VISIT	MIDDLETON MEMORIAL VAMC-MADISON (1:00 pm)	12/09/2011
COMMANDER/PRESIDENT'S OFFICIAL HOSPITAL VISIT	WISCONSIN VETERANS HOME-KING (10:00 am)	12/12/2011
TAL MID-WINTER CONF	HO-CHUNK CASINO, WISCONSIN DELLS	01/19-20, 2012
AMERICAN LEGION AUXILIARY LUNCHEON AT TAL MID-WINTER CONFERENCE	HO-CHUNK CASINO, WISCONSIN DELLS	01/21/2012
COMMANDER/PRESIDENT'S OFFICIAL HOSPITAL VISIT	USVA MEDICAL CENTER-MINNEAPOLIS (9:00 am)	02/03/2012
MILWAUKEE COUNTY CONFERENCE OF UNITS-GEORGE WASHINGTON LUNCHEON	KLEMMER'S BANQUET CENTER 10401 W. OKLAHOMA AVENUE, MILWAUKEE	02/20/2012
DEPARTMENT ORATORICAL CONTEST	RIPON COLLEGE	02/25/2012
LEGION BIRTHDAY DINNER	POST 209, ORFORDVILLE	03/17/2012
7 TH DISTRICT SPRING CONFERENCE	NORTH FREEDOM, WI	03/24/2012
8 TH DISTRICT SPRING CONFERENCE	MOOSE FAMILY CENTER, STEVENS POINT, WI	04/14/2012
WALASBA - TOURNAMENT	WATERTOWN, WI	04/14-15, 2012
3 RD DISTRICT SPRING CONFERENCE	BARNEVELD, WI	04/21/2012



CAMP AMERICAN LEGION NEEDS THE AMERICAN LEGION AUXILIARY'S HELP!

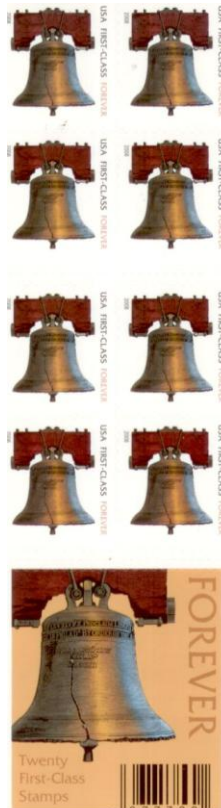
Each month, Camp Director Kevin Moshea will feature a small donation "Item of the Month." Units that are able and interested are encouraged to donate this item directly to Camp American Legion to support their mission and our veterans.

**PLEASE DO NOT SEND THIS DONATION TO
ALA HEADQUARTERS IN PORTAGE.**

The "featured item of the month" should be sent directly to:

**Camp American Legion
8529 County Road D
Lake Tomahawk, WI 54539**

Featured Donation Item for December 2011:



**One 20-count sheet of
First-Class FOREVER
Stamps**



Camp American Legion
8529 County Road D, Lake Tomahawk, WI 54539-9561
(715) 277-2510

DONATION “WISH” LIST

The **Mission** of Camp American Legion is and has been since 1925 to provide supportive rest and rehabilitation to Wisconsin Veterans (and their families) with physical and mental illnesses, injuries or disabilities, following their service to our country.

Your donation helps us serve these men and women who have served America. When Camp first opened, veterans came to recover from shell shock, influenza and tuberculosis. Today we treat victims of cancer, stroke, amputees, paralysis, ALS, Parkinson’s disease and terminal patients. Our most recent veterans (OEF/OIF/GWOT) come home with a high incidence of Post Traumatic Stress Disorders (PTSD), Traumatic Brain Injuries (TBI) and Combat Operational Stress (COS).

Your donation should fill you with a strong sense of pride because in a very special and unique way you are serving your country.

MATERIAL/ITEM DONATIONS

GIFT CARDS *Gift cards are great; they allow us to buy all sorts of needed items on an as-needed basis.*

1. Wal-Mart (*most valued/used card for Camp*)
2. Menards, Home Depot, Ace Hardware
3. Generic/use anywhere gift cards
4. BP Gas

GENERAL SUPPLIES

1. Any dry goods: Breakfast Cereals, etc.
2. Disposable plates (sectional type, heavy duty Styrofoam or Chi-net) & cups
3. Liquid hand soap, Palmolive dish soap, clothes soap
4. S.C. Johnson floor Wax for Vinyl floors
5. Fruit can goods (larger # 10 size cans)
6. Perishable Food—“designated” monetary donation for meat, fish, chicken, eggs, milk, etc
7. Decaffeinated coffee
8. Bathroom Antibacterial and Disinfectant Cleaner
9. Lysol Spray Disinfectant
10. Toilet Bowl Drop in Cleaner
11. Works Toilet Bowl Cleaner
12. Lime-A-Way Cleaner
13. Liquid Laundry Soap
14. Rubber gloves
15. Liquid Hand Soap
16. Mattress pads – fitted for twin size beds
17. Outdoor Flags – US 5x8, POW/MIA 3x5, WI State 3x5
18. Bingo Prizes- Small, inexpensive, fun give-away items
19. Paper towels – jumbo rolls – *this is a high use/need item, we go through a lot.*

EQUIPMENT & BUILDING SUPPLIES

1. Hospital beds (light weight)
2. Folding tables – 6 & 8 foot
3. Folding tables CLASS ROOM SIZE (6 to 8 feet long by 18 inches wide)
4. Outboard Motors for Pontoon Boats 40 – 60 HP
5. Marine batteries
6. Floating Docks
7. Tools, Hand & Power
8. Metal storage cabinets with shelves
9. Wood chipper – heavy duty
10. Vacuum Cleaners
11. Waders – insulated, full-body with suspenders
12. Battery charger (heavy duty – automotive)
USED items are fine, so long as they are WORKING – they are appreciated and gratefully accepted

VEHICLES & PATIENT TRANSPORTS

1. Electric Wheelchairs and Scooters
2. Batteries – for Wheelchairs and Scooters – *(Battery types for these vehicles vary so much that a monetary donation designated for “Wheelchair/Scooter Batteries” is best).*
3. Golf Carts – 4-seaters to transport disabled camper around camp
4. Motor vehicles – Vans (large & small), Trucks
5. Boats – pontoon, paddle, canoes,
USED items are fine, so long as they are WORKING – they are appreciated and gratefully accepted

OFFICE EQUIPMENT & SUPPLIES

1. Office printer (all-in-one) heavy-duty business/office/”professional” - print/fax/scan
2. Printer ink for HP Deskjet 2050 color printer (61 Black and 61 Tri-color cartridges)
3. Printer paper
4. AA, 9V batteries
5. STAMPS-POSTAGE STAMPS (forever stamps) – VERY NEEDED ITEM.
USED items are fine, so long as they are WORKING – they are appreciated and gratefully accepted

HEALTH & WELLNESS CENTER

1. Exercise bikes, rowing machines
2. Treadmills, elliptical machines
USED items are fine, so long as they are WORKING – they are appreciated and gratefully accepted

FACILITIES & CABINS

(These are all high price projects that we ask for monetary donation to be put against)

1. Back up electrical generator
2. Main Lodge (new) floor
3. Asphalt driveway and wheelchair path to boat docks on Little Lake Tomahawk plus to cabins 19 and 20
4. New roof on therapist quarters
5. New deep water Well on far end of camp replacing our shallow sand point by cabins 17&18.
6. Resurfacing of asphalt drives and paths
7. Swimming area corner bowies with floating side rails
8. Children’s playground equipment
9. Water softener units for Bathhouse & Therapy quarters
10. Spring/summer, outside flowers and plants

MONETARY DONATIONS

Monetary donations to help with the general daily operations to run camp are most important to us and greatly appreciated. Checks should be made out to “Camp American Legion”. If you want your donation used for a specific item please state that in writing on check.

PLEASE CALL BEFORE YOUR CONSIDERATION OF A DONATION IN CASE SOMEONE ELSE HAS COMMITTED TO THAT ITEM OR IF ITEM IS STILL IN NEED,

THANK YOU, Kevin Moshea (Camp Director) @ 1-715-277-2510