This mailing includes:

- Notes from President Laura
- Greetings from Department Headquarters
- 990N Form
- Chaplain’s Message
- Community Service article
- Membership article
- M. Louise Wilson article
- Public Relations article
- Service to Veterans article
- Fundraising article
- District 'Penny War' Fundraiser info sheet
- Redbook Corrections/Dates & Deadlines

American Legion Auxiliary Mission statement:

in the spirit of Service, Not Self the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans and their families, both at home and abroad.

For God and Country, we advocate for veterans, educate our citizens, mentor youth and promote patriotism, good citizenship, peace and security.

The monthly Unit mailing is posted on the Wisconsin Department website under the Unit Mailing link.  
www.amllegionnaupwi.org
Greetings from President Laura...

Are you having fun while working the mission of the American Legion Auxiliary? When you set up an event and invite the community, do you make it fun? What are you doing in your units to show everyone what a great organization the American Legion Auxiliary is? That’s a lot of questions, isn’t it? But stop and think about them for a minute. We are the largest patriotic women’s organization in the world and the best kept secret too. We need to make sure that we are getting our name and what our mission is, out into our communities.

Using Public Relations to set up a communications network, so that each time you host an event, will give you a blueprint to use for getting the word out. Keeping your members informed of unit activities should be the first item on your list, whether it is via email, unit website, unit newsletter, Facebook or other forms of media. The phone works too! Your members are your internal customers and the community is your external customer. It may not be easy to set up an external communications network, but do not give up. Find the contact at your local newspapers, radio and television stations. Once you have that set up, getting the word out will be easier each time you do it. If you have any questions, please don’t hesitate to contact our department Public Relations Committee. Their contact information is in the Red Book.

There are many brochures, posters and electronic images that are available to units to use to build public awareness of the American Legion Auxiliary. Please make sure that you are using the American Legion Auxiliary emblem appropriately. You can refer to the Red Book, page 43 for more information.

Always remember to be positive and friendly when you are promoting the American Legion Auxiliary. Wear your Auxiliary clothing and pins and don’t forget to have an application with you and just ask the question, “Are you able to join the American Legion Auxiliary?” You never know what will happen.

Thank you for being members of the American Legion Auxiliary and remember, Be The Spark For Our Veterans!
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

DELINQUENT 2016 MEMBERSHIP DUES: Per the section entitled Reinstatement of Membership in the ALA Unit Handbook, ‘A member failing to pay annual dues by January 31st shall be classed as delinquent and suspended from all membership privileges which include voting on Unit business, holding office, participation in Unit activities, receipt of member benefits and all other privileges of membership.’ If a member has paid her dues to the Unit, but the Unit has not forwarded that payment to Department Headquarters, the member’s dues are not considered paid and there could be serious legal ramifications to the Unit.

Two benefits that would be denied to an individual whose unit fails to forward the dues include:
1) Member would not be entitled to an Auxiliary memorial service and/or grave marker because she is not considered a paid-up member at the time of her death.
2) Member would not be eligible to apply for a grant from the Auxiliary Emergency Fund. Qualifications require she maintain membership for at least the immediate past two years and have paid her dues for the current year (three consecutive years of membership).

LEGAL ISSUES FOR UNITS HOLDING MEMBERSHIP DUES: Units are required to forward dues as soon as possible, but at least on a monthly basis. Per the ALA Unit Handbook, ‘Article IX, Section 1 of the National Bylaws states, “The annual dues shall be collected by each Unit and transmitted through Department to the National Treasurer.”’ The section continues, “…it is clear that the Unit must forward dues at least once per month. An attempt to hold back dues money raises serious legal questions of the rights of members who do not receive their membership benefits. Likewise, if the money is lost, serious legal issues arise involving care and custody of the funds and issues of bonding of individuals who hold the funds. An individual who withholds money that should be forwarded most likely is in violation of the terms of the bond.”

SCHOLARSHIPS ARE DUE MARCH 15: Student scholarship applications are due to Unit Presidents by March 1st and to Education Chairman Kelli Mades by March 15th. Late applications will not be considered.

UNIT ANNUAL REPORTS ARE DUE APRIL 15: The Unit Annual Reports were mailed in December and can be accessed from the department website (home page, link on the left side). Questions should be directed to the appropriate program chairmen as listed in the Red Book. There are two types of reports:
1) UNIT YEAR-END IMPACT REPORT – a numeric report that the national organization submits to Congress demonstrating the impact of the Auxiliary’s support to our military and veterans. Every Unit President should submit a Unit Year-End Impact Report to their District President by April 15th. District Presidents will consolidate the Unit Year-End Impact Reports and provide a District Report to Department Headquarters by May 1st.
2) UNIT ANNUAL NARRATIVE REPORT – used to describe other activities that are not included in the Unit Year-End Impact Report. Units are encouraged to submit a Narrative Report for each program they participate in to Department Headquarters by April 15th. There is a separate sheet for each program so activities can be described in detail. Department staff will sort and forward the narrative reports to the appropriate program chairmen. President Laura Calteux will also review these reports to select Units for recognition at Department Convention.

MEMORIAL SERVICE AT DEPARTMENT CONVENTION: For a deceased member to be included in the 2016 Department Convention Memorial Book, department headquarters must receive the information via a Member Data Form by Monday, April 25th.

ALA BADGER GIRLS STATE, JUNE 19-24, 2016: Check the ALA Badger Girls State website (www.badgergirlsstate.org) for Orientation Schedule information. Updated information will be regularly posted to the website.

2016 February Unit Mailing for March Meeting
MAIL TO:

AMERICAN LEGION AUXILIARY - DEPARTMENT HEADQUARTERS
ATTN: EXECUTIVE SECRETARY/TREASURER
P. O. BOX 140
PORTAGE, WI 53901-0140
FAX: 608-745-1947

DO YOU NEED HELP FILING THE 990-N (E-POSTCARD)?

If your unit/county/district’s tax-exempt status has not been revoked AND your tax filing is current, but you need help filing the 990N income tax report, please submit the following information to Department Headquarters. The Department Secretary will file the IRS 990N e-Postcard based on the information provided.

PLEASE PRINT CLEARLY:

Federal Employer Identification Number (EIN) ________________________________

Legal Name of Unit/County/District ________________________________

Complete Address where Unit mail is being sent:

Address: ____________________________________________________________

City, State Zip: _______________________________________________________________________

Contact Information for Principal Officer (president, vice president, secretary or treasurer)

Name ________________________________ Title: ______________________

Address __________________________________________________________

City, State Zip: _________________________________________________________

Confirmation that Unit/County/District’s annual gross receipts are $50,000 or less:

I agree that __________________________________________ (Legal Name of Unit/County/District) __________________________ (Unit #)

did not receive more than $50,000 during the last tax year and I give Wisconsin American Legion Auxiliary, Executive Secretary/Treasurer permission to file IRS 990-N (e-Postcard) on our behalf.

__________________________________________ Signature of Officer

__________________________________________ Printed Name of Officer

DATE: ______________________________ Contact Phone Number __________________________

Updated 10/2015
Chaplain’s Message

The following is the information I reported in my Chaplain mid-year report. I know more than twelve units are working to carry out God's will and praying for The American Legion Family and for America.

Twelve unit chaplains from six of the twelve districts reported the following:

- Receiving 16 prayers from members
- Saying prayers 13 times at special events, including prayer services for deceased members
- Sending 280 cards (sunshine, get-well, sympathy) from the Unit to Auxiliary members and veterans
- Leading the singing of *The Star Spangled Banner* 34 times at meetings or events
- Reporting 28 times music was included at a meeting or event
- Opening 80 and closing 79 meetings with prayer
- Leading prayers for invocations and benedictions at official meetings 35 times
- Visiting the funeral home and participating in Auxiliary memorial services for deceased members 8 times
- Explaining why things are done the way they are—prayer before the Pledge, tradition, history, etc. and at what event 1 time
- Recommending educational materials to promote a spirit of unity and love 2 times
- Encouraging 2 units to hold a workshop to nurture a culture of goodwill
- Presenting the POW/MIA flag and prayer at 27 meetings
- Visiting members and veterans in nursing homes, in hospitals, or shut-in at home 95 times
- Volunteering in church and community projects 335 times
- Using tools or resources at 12 times
- Making a prayer and devotional book in 1 unit and 8 members of another unit writing prayers, and
- Submitting 7 prayers for Department President’s prayer book

Has your unit done any of the above since April 1, 2015? If so, please report to me at dsweggen@centurytel.net or 16266 361st St., Stanley, WI 54768 beginning today.

Just think of what these numbers would be if all unit chaplains or their units reported! All unit prayer book submissions to me by June 2, 2016, will receive a citation and one will be selected for a special gift.

Please take a couple minutes to update me on your unit prayer and music activities. Include your Unit city and number along with your name. I have begun the process of writing my annual report to let National know what Wisconsin Chaplains are doing to promote God and country.

God bless all of you and thank-you.

*Diane Weggen, Department Chaplain*
COMMUNITY SERVICE
Karen Degner, Department Chairman
Email: kdegner88@gmail.com  Ph: 920-918-9772

With the Community Service Program, our members demonstrate who we are, what we do and why we matter. We show the American Legion Auxiliary’s visibility within our communities. Be a brand advocate whenever participating in a community service program. Invite other community groups to join your Auxiliary Unit and energize our communities to become involved in our mission-related community service projects.

Be sure that you are keeping accurate records and using those records to apply for the awards that are set up for the program. The award information and the requirements to apply for those awards can be found on the American Legion Auxiliary of Wisconsin website (www.amlegionauxwi.org) under the Contest and Awards link. If you still have any questions, feel free to contact Community Service Chairman, Karen Degner.

Following is the list of awards that you can apply for:

Member Award – Community Service Senior Volunteer of the Year – presented to one member in each division. Your entry will need to be sent to Karen Degner by May 15, 2016.

Member Award- Community Service Junior Volunteer of the Year – presented to one Junior member in each division. Your entry will need to be sent to Karen Degner by May 15, 2016.

Unit Community Service Award -presented to one Community Service Chairman in each division. This is a national award and you will need to send that entry to Karen Degner by May 15, 2016.

Unit “Share What You Are Doing” Award – recognition for all entries in the eBulletin and a drawing will be held for five entries to receive a gift certificate. All entries must be submitted by June 1, 2016 to the division chairman.

Million Members Award is a unit award – presented to one unit chairman in each division. This award is for the best demonstration on how working the mission, engaged, retained and attracted members to grow membership in the unit. All entries must be submitted to the National Vice Chairman and submitted by June 1, 2016.

All you do in our communities does promote the American Legion Auxiliary and our commitment to Community, State and Nation.
MEMBERSHIP
March Keeping the Promise: I promise to breathe life into our organization
Promise Date: Legion Birthday March 15, 2016 – 80%

March Legion Birthday offers membership opportunities. This is a great time to have a Patriotic Open House or Birthday dinner. We should let our communities know that we are proud of our veterans and their families. Talk to the spouses and female veterans about the Auxiliary. Invite them to your next meeting thus lighting new sparks. Remember to tell the female veterans about the honor our female veterans this year and how they can join for free.

10 Tips to Increase Membership

1. **Show a warm and welcoming attitude**
   A warm and welcoming member can translate into a warm and welcoming Unit. Someone should stand at the door and greet members and guests as they come in. It can be hard for people to walk into a room full of people they do not know. Introduce yourself, take an interest in them and introduce them to other members.

2. **Make everything you do a “media event”**
   Take pictures at all your events. Send them to your local newspapers. Weekly publications are always looking for items of local interest.

3. **Want to get the media interested in what you are doing?**
   Invite a local journalist to speak at your Unit meeting. Have them give tips for ways to get better media coverage.

4. **Get to know your members**
   Make an effort to get to know your members by name, thus making the member feel she is a valued part of the Unit.

5. **Set up a Unit website**
   Online search has become the most common and easiest way to reach an organization for more information. Can also be a valuable resource for members, who need to find timely Unit and committee information quickly.

6. **Get new members involved on committees and special projects**
   Ensure that members are aware of what your committees are and encourage them to get involved. A wide variety of skills and talents are needed to run a successful Unit. Everyone’s contribution is needed.

7. **Have a membership contest!**
   Any member who brings in a new member during the year has their name put into a hat. Hold a drawing and the winner gets their membership dues for the coming year reduced by half. Or the member that gets the most members during the year gets a free membership the following year. The key is your membership grows as a result of team effort.

8. **Send postcards to local businesses**
   Use postcards as a promotional tool. If you see an article about a new business or a person who has a special appointment or achievement, send them a postcard with congratulations and invite them to come to a meeting and invite them to join.

9. **Challenge every member to bring a friend to at least one meeting per year**
   Ask guests to be ready to make a short comment about the meeting and what they thought about the meeting.

10. **Make use of other organizations in your community to “spread the word” about your Unit**
    Service clubs, networking organizations, and professional associations are always looking for speakers. Most municipal councils are open to presentations by local non-profit organizations.

    Remember to be a Spark for our Veterans!

Thank You!

Membership Team:
Bonnie Jakubczyk 414-764-6752 bon6862@yahoo.com
Amy Luft 414-651-7300 amyluft@gmail.com
Penny Joren 715-350-9122 pennyjoren@yahoo.com
M. Louise Wilson Educational Loan Fund

Joan Chwala, Department Chairman
Email: ctr68552@centurytel.net ♦ Ph: 715-668-5661

Happy St. Patrick’s Day and American Legion Birthday,

The M. Louise Wilson Educational Loan Fund has received donations of almost $3,000 since July. Thank you to those 49 units and districts for helping to make the dream of M. Louise Wilson come true. First District leads with $560 in donations.

As a unit, please support your members who are on my data base. Plymouth Unit 243 has done the greatest job of promotions with 5 borrowers. Unit 27 in South Milwaukee currently has 3 borrowers. Saukville Unit 470 and Ettrick Unit 354 each have 2 borrowers. Thirteen others have one.

My March suggestion is that your unit see what you can spare before it is time for the unit reports to be tabulated. The contest will go until the end of June, but into the 2016-17 year.

*******************************************************************************

Send donations to Department Headquarters with this stub.

Make check payable to: ALA and send to: PO Box 140, Portage WI 53901
M. Louise Wilson Educational Loan Fund/ March Challenge (4842)

City________________________________ Unit # _________
District # ________

A $25.00 fee will be charged for any check returned by the bank.

*******************************************************************************

2016 February Unit Mailing for March Meeting
Public Relations
Danie Wilson, Department Chairman
3003 Wilgus Ave., Sheboygan WI 53081
Email: daniewilson@charter.net ♦ Ph: 920-207-3487

Committee Members:
Christine Johnsen – Email cmi102@aol.com ♦ Call or text 715-203-2015
Danyelle Thompson – Email danyelle.thompson@gmail.com ♦ Call or text 920-379-6489

Public Relations work in the American Legion Auxiliary is necessary to promote Who we are, What we do, and Why we matter. The Centennial Strategic Plan states that “by 2019, the American Legion Auxiliary’s million members will be making a difference for veterans and their families in every neighborhood.” In order to attain this vision, we need to continue to use Public Relations strategies to strengthen our brand (Goal 5) and make the Auxiliary appealing to potential members who will recognize our common goal of helping veterans, service members and their families (Goal 1).

Does your unit or district have an identified Public Relations Committee? Too often, units lack this valuable committee and miss opportunities to promote the goals of the American Legion Auxiliary.

As your units plan spring elections and districts hold spring meetings, consider taking steps to formalize a Public Relations Committee for the next administrative year. Also, it’s never too late to start NOW! Appoint a Public Relations Chairperson, and Committee members to share the work, and ENERGIZE our programs!

These are some typical responsibilities for a Public Relations Committee:
- Gather and maintain contact information for local radio, TV, and other media outlets
- Share information about Auxiliary events and programs through social media such as Facebook or Twitter. Post news, event reminders, and success stories!
- Write news releases to promote unit/district activities and send to local media for broadcast or publishing.
- Write letters-to-the-editor acknowledging veterans during holidays such as Memorial Day, Veteran’s Day, or Flag Day.

Unit members are also vital in promoting the American Legion Auxiliary every day. Have you thought of your own “Introductory Pitch” to answer that common question “What is the American Legion Auxiliary?” If you have a great one, remember to email it to any member of the Department PR Committee. Here is another one to get your creative ideas going…

"The American Legion Auxiliary is the largest women's patriotic service organization in the world. We have members in all 50 states and we work to benefit veterans, active duty military, children, and the community. Last month my unit sent care packages to deployed troops. The local unit meets on (day) at (time) at (location). It would be great if you could join us!"

Continue to do the great work that you are doing to Be a Spark for Our Veterans!

This month’s newsletter is brought to you by
Christine Johnsen, Public Relations Member

2016 February Unit Mailing for March Meeting
March will be here soon and spring is right around the corner! So now what? Yearly reports will be coming due soon. I hope you have been recording your hours and money spent on your individual tally sheets. These sheets need to be turned in to your unit VA&R Chairman or Unit President. I will need these sheets to record your hours and process them.

You may qualify this year for a new Service to Veterans Pin or an hour bar. The hours are cumulative from year to year. It is important for us to report your hours to the national organization so that Congress knows how much we do for our Veterans. I can only report what I get from you, so please let me know all the Service to Veterans hours and projects you have done. As your Service to Veterans Chairman, I can tell you that Kelli Mades has been working with the headquarters staff to collect this information and put it into a database.

By doing this, it will help us keep track of everyone’s volunteer hours and give a more concrete picture of all the great things we in the Wisconsin American Legion Auxiliary have accomplished this year. An added bonus is that it will help bring this program into the 21st century.

Some things we can record are: helping our Veterans by shoveling snow, mowing their lawn, babysitting, giving them a ride, and making them a meal. Most of all, we can thank them for their service and let them know we are proud of what they have done for this great country.

If you have any questions, need a tally sheet or help filling it out, please do not hesitate to contact me. I love hearing about your projects and am always happy to answer your questions.
There will be a Gift Basket Raffle held again this year at the Wisconsin Department Convention in Middleton in July. Each District is asked to contribute a basket with a suggested minimum value of $25.00. There is NOT a theme this year so have fun, use your imaginations and start planning your District’s basket.

Did you receive any “Gift Cards” you will not be able to use or just want to donate them to the American Legion Auxiliary? There is an ongoing request for “Gift Cards” in any amount, to be used for a fund raising event during the Wisconsin Department Convention in Middleton in July. Please send any gift cards you wish to donate, directly to me at any time up until about a week before the convention. They can also be turned in when you come to convention. More information about this will be revealed at the Department Convention in July.

Thank you to everyone for your ongoing generosity. I know there have been a lot of fund raising efforts recently but let’s support President Laura and her Special Projects which are “Fisher House” and the “M. Louise Wilson Scholarship Fund.” Be the “Spark for our Veterans” by energizing our programs.

Thank you for all you do for our veterans.

Donna Jensen
Department Fund Raising Chairman
District Penny War Fundraiser
For Diane Duscheck 2017 American Legion Auxiliary National President

Got some spare change?

ALL members are invited to:

- Bring pennies to your 2016 District Spring Conference to fill your District’s Penny War Jar!
- Bring nickels, dimes, quarters and dollars to the 2016 Department Convention to sabotage other District’s penny donations.

Penny War Rules:

- Each penny collected is worth one (1) point to your district.
- Any money OTHER than pennies SUBTRACTS points from that district. *Example: 300 pennies, 5 nickels, 2 dimes, 3 quarters and $1 bill equals 80 points (300 minus 25-20-75-100 = 80 points).* The district with the most POINTS wins. Winners are not determined by the value of the money collected.
- Each of the 12 Districts is encouraged to participate. Participating Districts will have a large clear container to collect money at their 2016 District Spring Conference.
- Participating District Presidents will bring their District’s container to the 2016 Department Convention.
- The entire American Legion Family will be encouraged to participate in the Team Duscheck Penny War fundraiser at convention.

The object of a penny war is to sabotage districts with spare change.

The winning District will be announced at Convention!

District Containers will be collected at noon on Saturday and points will be calculated. **The District with the most points (not money) is the WINNER!**

The winning District will receive a trophy, **BRAGGING RIGHTS** and be featured in the *Wisconsin*!

All money collected will be donated to Team Duscheck to support Diane Duscheck as the 2017 American Legion Auxiliary National President.
Redbook Corrections

Pg. 7 – Replace Shelley Wilkinson with Sarah Stiff as 8th District President. Sarah’s contact information can be found on page 27 of the Redbook.

Pg. 8 – Add Debi Stuvengen (Dist. 1/ Unit 209) to the Bowling Committee (2015-2018)

Pg. 9 – Replace Diane Weggen (Leadership Committee) with Sue Hembrook (Dist 4, Unit 192)

Pgs. 9 & 14 – Update Leslie Sanzo’s (2nd Dist. C&Y Chrm & Sheboygan Cty Pres.) Unit number to 261

Pg.13 – Add Barbara Wittmann (Calumet County President), 541 S Glenview Ave., Brillion WI 54110. Ph: 920-756-3222 (h)/920-588-0111 (c) / Email: witteacher1@frontier.com

Pg. 13 – Rebecca Gleason (LaCrosse County President) – Unit # should be 52

Pg. 14 – Replace Mary Rogge with Mary Montag as the Washington County President: Mary Montag: 726 Jean Court, Allenton WI 53002. Ph: 262-355-6467 (cell) Email:thumpermon50@gmail.com

Pg. 20 – Lisa Blom (Bowling Committee) – updated address: 5735 County Road S, Oshkosh WI 54904

Pg. 22 – Update Cora Gavigan (Assoc. Rep for Oscar G. Johnson): phone number: 715-923-4615

Pg. 22 – Correction Pat Gryskiewicz (SAL – Alt. NEC) – Email address is gryskiewicz@msn.com

Pg. 22 – Update Rebecca Gleason’s email address: becclee59@gmail.com

*Pg. 23 – Update Penny Joren’s phone number to 920-594-2468 & email to pennyjoren@yahoo.com
  *New Address: 4 Petunia Circle, Clintonville WI 54929

Pg. 26 – Update Rosie Randall’s address: Care Partners Assisted Living/ 1105 Baker Ave., Ladysmith WI 54848

*Updated 1/15/2016

DATES & DEADLINES

Last updated 2/1/16
(subject to change)

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<tr>
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<tr>
<td>Feb 13, 2016</td>
<td>Junior Winter Conference</td>
<td>Point Bowl, 2525 Dixon Street, Stevens Point WI</td>
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<td>Feb 20, 2016</td>
<td>Leadership Workshop</td>
<td>Juneau Unit 15, 162 E. Oak Street, Juneau, WI</td>
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<td>Feb 21–24, 2016</td>
<td>Washington DC Conference</td>
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<td>Feb 27, 2016</td>
<td>Department Finance Committee Mtg</td>
<td>Department Headquarters, Portage, WI</td>
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<td>Mar 19, 2016</td>
<td>7th District Spring Conference</td>
<td>Sparta, WI</td>
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<td>Apr 2–3, 2016 and Apr 9–10, 2016</td>
<td>WALA State Bowling Tournament</td>
<td>Wally’s Seymour Bowl</td>
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<td>Apr 9, 2016</td>
<td>ALA Badger Girls State Committee Mtg</td>
<td>Dino’s Restaurant, Portage, WI</td>
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<td>Apr 16, 2016</td>
<td>6th District Spring Conference</td>
<td>Waupun, WI</td>
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<td>Apr 22–24, 2016</td>
<td>10th District Spring Conference</td>
<td>United Methodist Church</td>
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<td>1st District Spring Conference</td>
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<td>Apr 30, 2016</td>
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<td>Cedar Ridge Grand Hall</td>
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2016 February Unit Mailing for March Meeting