

Unit City Location _____

Unit # _____

Date _____

Dist # _____

2025 - 2026 Unit Supplies

This form may be duplicated and is available online

Quantity	Item	Price	TOTAL
	2025-2026 Red Book - Available after 9/25 (DO NOT ADD POSTAGE) (4610)	\$6.00	
	Current Dept Presidents pin (4616)	\$2.00	
	New Member Packet (see backside for contents) (4611)	\$2.00	
	Poppy Promotional Kit (see backside for contents) (4611)	\$5.00	
	Unit Revitalization Kit (see backside for contents)	\$25.00	
	BLANK Membership Cards - 8 cards/sheet (DO NOT ADD POSTAGE) (4611)	\$1.00	
	ALA Branding Guide (4611)	\$1.00	
	Public Relations Guide and Tips for Volunteer Recruitment (4611)	\$1.00	

Sub-Total \$ _____

Postage **(see chart)** \$ _____ (4611)

TOTAL REMITTED \$ _____

Postage Chart (Use the total quantity of items from above)	
1-5	\$5.00
6-10	\$7.00
11-20	\$13.65
21-50	\$18.90

Make check payable to – ALA **(There is a 25.00 fee on all bank returned checks)**

Mail to: ALA Dept. of WI, PO Box 140, Portage WI 53901

Send to _____

Complete mailing address _____

City/State/Zip _____

Phone # _____ Email: _____

Don't see what you're looking for?

EMBLEM SALES www.emblem.legion.org / 888-453-4466 is an EXCELLENT source for Unit supplies.

OVER



NEW MEMBER PACKET

The purpose of this packet is to share with your new member(s) some basic information about our organization and the American Legion Auxiliary Family; to make them feel welcome and comfortable, but not overwhelmed.

Each packet is made up of the following items / You will need to purchase folders and organize your own packets

- Auxiliary Emergency Fund Brochure
- ALA At A Glance Brochure & Membership Application
- American Legion Family Brochure (TAL, ALA, SAL Applications)
- American Legion Auxiliary Badger Girls State Brochure
- ALA Statistics flyer
- I'm a member. Now what?
- Member Benefit Opportunities Sheet flyer
- Poppy Preview Brochure
- The Value Of 1 Member flyer
- Youth Programs Brochure

The following list of items are only a suggestion; **please include any materials specific to your Unit that will help new members.** Let them know there are many program brochures available and they can get more information by attending a meeting, calling the contact person, visiting the National Website www.alaforveterans.org or the Department Website www.amlegionauxwi.org.

Other Suggested Items To Be Inserted By Unit:

- Welcome Letter including meeting times and places.
- Copy of your Unit Constitution & By-laws and Unit Standing Rules.
- A list of your Unit Officers and Chairmen with phone numbers if available.
- List of District Officers/Chairmen/Contact Numbers.
- Unit /county, district and department newsletters.

A Calendar of meetings and events, volunteer opportunities and yearly projects taken on by the Unit.

A Volunteer Hours Record Sheet.

Other as determined by the Unit. Examples: County meetings time and place, Spring & Fall conferences, Department Convention, ALA in the Know sessions, Auxiliary Academy courses, an Emblem Sales Catalog.

A list of websites and Facebook groups.

POPPY PROMOTIONAL KIT

The purpose of this packet is to share with the public the meaning behind the Poppy and to increase the community's knowledge of The American Legion and the American Legion Auxiliary.

Each packet is made up of the following items:

- ALA At A Glance Brochure with application
- ALA Poppy Program Media Fact Sheet
- ALA Statistics
- Maximize Your Contributions for Poppies!
- Public Service Announcement template
- Poppy Donation Can Cover
- Poppy Preview brochure
- Poppy Program Bookmarks (4 to a card stock sheet)
- Poppy Program Thank You Certificate printed on cardstock

UNIT REVITALIZATION PACKET

The purpose of this packet is to provide you with basic Unit operation guidelines and helpful tips/ideas to help get your Unit back on track.

Each packet is made up of the following items:

- ALA Unit Guidebook – National's guidelines for Units
- Units governing documents and update checklist
- Unit Revitalization Guide
- Current Membership Roster
- Public Relations Guide
- Conflict Management
- Branding Guide
- Sample New Member Packet
- Poppy Promotional Kit
- Member Benefits
- ALA Statistics
- What is the Value of 1 Member?
- I'm a member. Now what?
- Invite a friend email or letter script
- 100 Ways to Recruit New Members
- 49 Ways to Keep Your Members
- 10 Tips to Increase Membership
- Membership Recruitment Ideas
- Winning Attitudes