



American Legion
Auxiliary



WI ACTION GUIDE

TABLE OF CONTENTS

Opening Statement	2
Collaborative Statement between ALA and USO	3
Introduction to ALA	5
Introduction to USO	6
Overview of Guide	7
How to Find Each Other	7
Who do I contact?	7
What do I do if there is not a USO Center in my area?	9
Suggested Collaboration Projects	10
Participation with USO Centers	10
Operation USO Care Package	11
Military Family Care Package	12
Holiday Boxes	15
USO2GO	15
Progress and Report Mechanism	17
Case Study: Department of Indiana	18
Case Study: Department of New York	18
Additional Resources	19
Member Resources on the ALA Website	19
Sample Notes	19
Donation Form to Accompany Monetary Contribution Sent to USO, Inc.	21

OPENING STATEMENT



The American Legion Auxiliary and the United Services Organization (USO) have long shared a mutual goal to support our U.S military and veterans and recognize the importance of uplifting those who serve our country in times of war and conflict. In the spirit of mutual helpfulness, we have developed a statement of collaboration between the American Legion Auxiliary (ALA) and the USO and an action guide that provides opportunities for our members, volunteers and supporters to further support veterans, servicemembers and their families. Matching the dedication and commitment of the American Legion Auxiliary's nearly 800,000 members with the USO's highly regarded spirit-lifting programs will multiply the scope and number of activities honoring and benefiting those who serve our nation through military service stateside and around the globe.

We have prepared this action guide to assist American Legion Auxiliary units, departments and members in easily connecting their interests, skills and resources to USO programs. This guide includes sections that identify who Auxiliary members or USO Centers should contact and when; detailed information on USO programs that align with the American Legion Auxiliary Plan of Action; tools to assist with the preparation of ALA unit and department impact reports; and lastly, a descriptive example of Auxiliary support for USO programs.

We know that members of and volunteers with the American Legion Auxiliary and USO are already strongly committed to providing practical and emotional support, as well as touches of home and support to our servicemembers and their families when they are deployed or stateside. We look forward to learning about and celebrating the additional commitments, wonderful experiences and shared successes resulting from enhanced collaboration between the American Legion Auxiliary and the USO.



Statement of Collaboration

between

American Legion Auxiliary and The USO

About American Legion Auxiliary (ALA):

The American Legion Auxiliary (ALA) is the world's largest patriotic women's service organization. With a membership at nearly 850,000, local American Legion Auxiliary units have a strong presence in more than 9,500 communities nationwide. The American Legion Auxiliary's mission to serve veterans, their families and their communities is carried out through its hundreds of outreach programs delivered by its members, volunteers and National Headquarters. To learn more about the American Legion Auxiliary go to www.ALAforVeterans.org.

About the USO (United Service Organizations):

The USO (United Service Organizations) lifts the spirits of America's troops and their families millions of times each year at thousands of places worldwide. The USO provides a touch of home through centers at airports and military bases, top quality entertainment and innovative programs and services. The USO also provides critical support to those who need us most, including forward-deployed troops and their families, wounded warriors and their families, and the families of the fallen. The USO is a private, non-profit organization. To learn more about the USO, please visit www.uso.org.

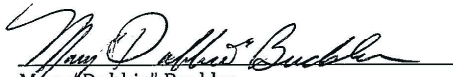
Collaboration Purpose and Prospective Activities:

To further our shared purpose of increasing general public and volunteer support for veterans, servicemembers and their families, the American Legion Auxiliary and the USO will continue to undertake mutually beneficial collaborative actions that generate and sustain awareness of and participation in our organizations' respective programs and services. To foster or strengthen joint actions, we will encourage:

- Increasing public awareness through our respective communications media about how the American Legion Auxiliary and the USO support veterans, servicemembers and their families.
- Co-organizing, sponsoring, promoting, and implementing joint service events on national days of service.
- Referring our members and service users to each other's programs and activities when appropriate.
- Contributing knowledge and advice as new programs and services for veterans, servicemembers, and their families are being developed by our respective organizations.
- Communicating the purpose of the ALA / USO collaboration to our affiliates and members to inspire action at the state, local, and individual levels.

- Assisting ALA Departments and Units in undertaking service projects and activities for veterans, servicemembers, and their families through USO programs, as suggested in the ALA Annual Plan of Action, by:
 - a) Matching ALA Departments and Units and USO Centers with shared interest in supporting each others' programs and services;
 - b) Providing ALA Departments and Units and USO Centers support tools to support their joint implementation of programs and services; and
 - c) Connecting ALA Departments and Units to USO programs and services for servicemembers and their families organized and delivered directly by USO National Headquarters.
- Recognizing ALA Departments and Units and USO Centers for joint activities and accomplishments.
- Identifying volunteer opportunities for ALA members to sustain and care for servicemembers and military families through participation in USO programs.
- Connecting deserving active duty women servicemembers with ALA Units, in order for the Units to honor their service, such as through the Active Duty Servicewomen of the Year award, or helping servicewomen provide for their children.

Signed: 8-7-11


 Mary "Dubbie" Buckler
 Executive Director/National Secretary

Signed: July 22, 2011


 Tracy Tucker
 Director of Fundraising and Development

INTRODUCTION TO ALA

The American Legion Auxiliary is the largest women's patriotic service organization in the world, with nearly 800,000 members. To be eligible for membership, a woman must have a close relative who served in the United States military during a time of war; if that relative is living, he or she must be a member of The American Legion, the nation's largest war-time veterans organization. Women who have served in the military in times of war are eligible for ALA membership in their own right.

The American Legion Auxiliary, founded in 1919, has the following mission: "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, military, 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 beneficiaries of ALA programs over its history are incalculable. They include disabled, hospitalized and homeless veterans; families of military servicemembers deployed to conflict zones and serving stateside; girls and boys with educational and health care needs; community members across the nation, including low-income persons, for whom ALA units conduct community service projects daily; and our volunteers and their husbands, parents, siblings, children and other relatives who have served our great nation.

Members of the American Legion Auxiliary's 9,500 local units in the U.S. and 11 foreign countries work in practical, hands-on ways to serve nearly 1 million veterans each year. They raised or spent more than \$10 million and contributed 1.9 million hours of service to help veterans and military families from 2010 to 2011. Another 2.1 million hours per year go toward community service activities that advance ALA's mission. Those hours are the equivalent of more than 3,000 full-time employees. Other levels of organization include state departments and national officers and committees, as well as a professional national staff at the American Legion Auxiliary National Headquarters in Indianapolis, Ind.

ALA Junior members are girls age 18 or younger, and they volunteer a combined 100,000 service hours each year. The Junior Patch program teaches its participants about serving veterans and rewards volunteer efforts. Juniors may apply for nearly \$1 million in annual scholarships.

Marquee American Legion Auxiliary programs include ALA Girls State and ALA Girls Nation. Together, the programs attract more than 20,000 participants each summer for experiential learning about state and federal government. The Poppy program raised more than \$3 million in donations for veterans programs in 2010-2011 by distributing paper poppies hand-crafted by veterans. ALA is the fourth largest provider of volunteers to the U.S. Department of Veterans Affairs through its VA Voluntary Service program. The ALA is a national co-presenter of the National Veterans Creative Arts Festival, which is comprised of talent competitions in art, creative writing, dance, drama and music for veterans treated in the VA national health care system. The Auxiliary Emergency Fund awards grants to members in financial crisis because of natural disasters or other emergencies.

Auxiliary members also donate flags to servicemembers and schools, assemble "hero packs" for military children, send care packages to troops and wounded warriors and hold stand downs to provide veterans with personal services and necessities. ALA also accomplishes its mission by encouraging its members to support organizations with similar missions, such as Operation Homefront, USO, Operation: Military Kids and Ride 2 Recovery.

Additional information about the American Legion Auxiliary may be found at www.ALAforVeterans.org.

INTRODUCTION TO USO

The USO (United Service Organizations) lifts the spirits of America's troops and their families millions of times each year at hundreds of places worldwide. We provide a touch of home through centers at airports and military bases, top-quality entertainment and innovative programs and services. We also provide critical support to those who need us most, including forward-deployed troops and their families, wounded warriors and their families and the families of the fallen.

The USO is a private, nonprofit organization, not a government agency. We rely on the generosity of our volunteers and donors. In addition to individual donors and corporate sponsors, the USO is supported by President's Circle Partners: American Airlines and TriWest Healthcare Alliance and Worldwide Strategic Partners: AT&T Inc., BAE Systems, The Boeing Company, Clear Channel Communications, The Coca-Cola Company, Lockheed Martin, Microsoft Corporation, Northrop Grumman Corporation and Procter & Gamble. We are also supported through the United Way and Combined Federal Campaign (CFC-11381). To join us in this patriotic mission, and to learn more about the USO, please visit uso.org.

U S O F A S T F A C T S

The mission of the USO is to **lift the spirits of America's troops and their families**.

USO stands for the United Service Organizations and it is a **private, nonprofit and non-partisan organization**.

The **USO relies on donations from individuals, organizations and corporations** to support its programs and services.

The USO **supports those who need us most**, including wounded, ill and injured troops, their families and caregivers, families of the fallen, deployed troops and military families.

The USO **has more than 160 locations worldwide** – including locations in Europe, the Pacific, stateside, and Southwest Asia, including 9 centers in Afghanistan visited nearly 150,000 times a month.

In 2011, more than 24,000 **volunteers provided 1.26 million hours of service** around the world.

USO Centers are visited by troops and their families more than **8 million times per year**.

In 2011, **it costs \$1.4 million to run a USO center** in Bagram, Afghanistan.

The USO spends approximately **90% of its resources on program related activities**.

Additional information about the USO may be found at www.uso.org

OVERVIEW OF GUIDE

The American Legion Auxiliary's Plan of Action encourages collaboration with the USO. This guide is designed for units and departments that have chosen to collaborate with the USO objective in the National Security Plan of Action. There are two general ways ALA units, departments and members may support the USO in their communities and states: (1) committing volunteer time and talent to community-based USO Centers, and (2) taking supplies, materials or monetary contributions to community-based USO Centers or USO national programs, with contributions directed to benefit servicemembers and families in/from departments' states and units' localities. The USO will work with ALA units and departments to ensure that their contributions of time, talent and treasure to USO programs are recognized as gifts from the American Legion Auxiliary. ALA National Headquarters urges units and departments to report this information additionally on their Annual Impact Report.

Collaboration with the USO affords ALA the opportunity to accomplish its mission through the extensive program capacity of the USO, and to introduce ourselves to the active military population to which the USO has more immediate access than the ALA does. By supporting USO programs, ALA accomplishes objectives within its Plans of Action for the National Security, Children & Youth and Community Service committees. Of course, Auxiliary members are always encouraged to first meet the unit's or department's commitments to the Auxiliary's own mission outreach programs before considering making a contribution to USO. Remember, however, that volunteer hours to the USO may fulfill volunteer service hours to the ALA — a win-win for both organizations. While participation in programs as a unit or department is encouraged, ALA also encourages action by its individual members. Do not forget, that each ALA member can make a difference in the life of a servicemember and/or their family. Volunteer opportunities available through the USO may fulfill the ALA's voluntary service requirements for field or home service and provide service opportunities for members of all ages, as well as all Legion Family members. Individual members are urged to report this information on their Annual Impact Report using the easy-to-use tracking sheets available on the ALA website.

HOW TO FIND EACH OTHER

WHO DO I CONTACT?

AUXILIARY MEMBERS CONTACTING THE USO

I WANT TO...	LOCAL USO CENTER	USO, INC.
Locate my local USO Center.	Visit www.uso.org . In the "USO CENTERS" drop-down menu, search for your ZIP code. If the search locates a USO Center near you, select "Show details" for contact information and directions.	If you need help locating your local USO Center, contact USO's Relationship Manager of Clubs and Organizations. Contact information is provided below.
Volunteer at my local USO Center.	Visit www.usovolunteer.org . Click on "Volunteer at a USO Center." Select your region of interest. Once you have selected the center you would like to volunteer at, fill out the Volunteer Interest Form. The USO Center will contact you.	

	If the Center closest to you is not listed, select “Can’t find your Center?” for information on how to contact them directly. Your local USO Center will contact you about volunteer opportunities.	
Partner with USO Center.	Using the <i>Locate my local USO Center</i> step above, contact the Center and ask to speak with the Center’s Director. If the search does not locate a USO Center near you, please see <i>What do I do if there is not a USO Center in my area?</i>.	
Make earmarked contributions to USO programs.		Contact USO’s Relationship Manager of Clubs and Organizations. Contact information provided below.

USO, Inc.
2111 Wilson Blvd., Suite 1200
Arlington, VA 22201

USO CENTERS CONTACTING AUXILIARY MEMBERS

I WANT TO...	LOCAL ALA UNIT OR DEPARTMENT HEADQUARTERS	ALA NATIONAL HEADQUARTERS
Locate my local American Legion Auxiliary unit or department.	Visit www.ALAforVeterans.org. Hover the “Contact Us” tab and click on “Department (State) Headquarters.” Select your state from the alphabetical list on the left or the map in the middle of the page. When the page loads, contact information will appear on the right-hand side. The department headquarters’ staff can help identify the unit(s) closest to the center. If you are getting contact information for a local unit, be sure to ask for the unit’s president or National Security chairman’s contact information.	

Collaborate with a local American Legion Auxiliary unit or department.	Using the <i>Locate my local American Legion Auxiliary unit or department</i> step above, identify your local unit or department contact information. Should you wish to collaborate with your department's headquarters, when contacting the department, ask to speak with the department secretary.	
--	---	--

American Legion Auxiliary National Headquarters
National Security Program Coordinator
8945 N Meridian St.
Indianapolis, IN 46260
P: (317) 569-4500
nationalsecurity@ALAforVeterans.org

WHAT DO I DO IF THERE IS NOT A USO CENTER IN MY AREA?

While there are more than 100 USO locations in the United States, there is not a USO Center in every community. If you do not have a USO Center in your area, we encourage you to select a collaboration project(s) out of USO headquarters to assist your local servicemembers serving abroad and their families. Please contact the USO at the contact information provided in *Who do I contact?*.

SUGGESTED COLLABORATION PROJECTS

ALA and USO suggest the following seven mission outreach programs as potential activities for unit, department and member collaboration:

1. Participation with USO Centers: USO Centers are located on bases, in airports and U.S. military installations in various countries around the world. Services offered vary by location, but often include a child care area, computers, library, phones, showers, sleeping area, snacks, video gaming and Wi-Fi. These services are free to servicemembers and their families. Centers additionally offer servicemembers snacks or meals, rounds of games (like softball or volleyball) and birthday celebrations.
2. Operation USO Care Package: The USO distributes care packages to servicemembers at USO Centers, special send-off celebrations for military personnel deploying overseas and to troops returning to overseas locations from leave.
3. Military Family Care Package: The Military Family Care Package program allows a deploying servicemember to send a care package back to their loved ones with a note about them, a journal, camera, prepaid calling card, restaurant cards, etc. USO secures care package items from product manufacturers and is unable to accept individual donations of items.
4. Holiday Boxes: The Holiday Box program brings holiday cheer and a touch of home during major U.S. holidays throughout the year to servicemembers serving in dangerous and harsh conditions during major U.S. holidays throughout the year.
5. USO2GO: USO2GO provides servicemembers in remote and restricted areas a suite of recreational, morale and family support equipment and supplies tailored to the interests of the servicemembers.

PARTICIPATION WITH USO CENTERS

- USO Centers are located on bases, in airports and U.S. military installations in various countries around the world. Services offered vary by location, but often include a child care area, computers, library, phones, showers, sleeping area, snacks, video gaming and Wi-Fi. These services are free to servicemembers and their families. Centers additionally offer servicemembers snacks or meals, rounds of games (like softball or volleyball) and birthday celebrations.
- In 2010, servicemembers and their families visited USO Centers nearly eight million times.
- There are over 160 center locations around the world, including the United States, Afghanistan, Kuwait, Qatar, United Arab Emirates, Germany, Italy, Japan, Guam and Korea.
- What the Auxiliary can do:

- Auxiliary members can volunteer¹ to help staff the USO center, serve meals, welcome servicemembers home and plan social events.
 - Events include, but are not limited to, “No Dough” dinners (where families come for a free dinner, providing both financial relief and good company).
 - Members are encouraged to wear Auxiliary attire or an Auxiliary pin when volunteering.
- Auxiliary units, departments and members can sponsor meals for servicemembers at USO Centers. \$100 donation provides 30 servicemembers with a warm meal and a place to rest.
- Auxiliary units, departments and members can donate supplies for distribution to servicemembers and their families (such as comfort items or morale items) or the USO Center itself (such as flag sets, entertainment systems and devices). Every Center’s needs vary so please contact your local USO Center for a list of pre-approved items before making a donation.
- What the USO can do:
 - The USO can invite local Auxiliary units and departments to sponsor meals, donate supplies and get the word out when volunteers are needed. Centers may be able to provide tours to members.
 - The USO offers Auxiliary members a way to connect with active member of the military and their families.
- Considerations:
 - Program Availability: Units or departments should determine if there is a USO Center in their vicinity. To locate the USO Center closest to you, see *How to Find Each Other* for step-by-step instructions.
 - General frequency of program:
 - Members should contact their local USO Center to determine the center’s needs, and whether they match the Auxiliary’s interest and capability. Ask to speak with the Center Director.
 - Many USO Centers have volunteers staffing four-hour shifts, 24 hours a day.
 - “No Dough” dinners, specifically, are offered at most USO Centers near the end of each pay period or at least 12 to 24 times each year.
 - Cost/Requirements of participation: In order to volunteer at a USO Center, individuals must complete a volunteer interest form. See *How to Find Each Other* for step-by-step instructions.
 - Contact sequence:
 - Complete a volunteer interest form. See *How to Find Each Other* for step-by-step instructions.
 - To make a contribution to your local USO Center, a unit or department should contact their local USO Center. Additionally, contributions for local or overseas USO Centers can be earmarked by contacting USO’s Relationship Manager for Clubs and Organizations at USO, Inc.

OPERATION USO CARE PACKAGE

- The USO distributes care packages to servicemembers at USO Centers, special send-off celebrations for military personnel deploying overseas and to troops returning to overseas locations from leave.

¹ Some USO Centers have a minimum age requirement of 18 years old depending on the nature and level of the volunteer assignment, thus Auxiliary Juniors may not be able to volunteer at all USO Centers.

- In addition, the USO fulfills care package requests from deployed units, making every effort to fulfill these requests on a first-come, first-serve basis.
- Care packages include an AT&T prepaid international phone card; snacks; playing cards; reading material; “camo kits” containing shampoo, conditioner, sun block, hand sanitizer, toothpaste, tooth brush and sunscreen; and other requested and needed items. (USO secures care package items from product manufacturers and is unable to accept individual supply donations.)
- More than two million care packages have been distributed since the program began in 2001.
- What the Auxiliary can do:
 - While many units and departments have methods to distribute care packages, participation in this program is ideal for units or departments that do not have access to names and addresses or would prefer not to collect items for care packages.
 - Units and departments participating in this program can provide notes or ALA contact cards to be included with the packages. These notes should be mailed to the USO’s Relationship Manager for Clubs and Organizations at USO, Inc. See *Additional Resources* for sample notes.
- What the USO can do:
 - USO, Inc. staff members can contact department headquarters for states with servicemembers requesting care packages to see if they are interested in providing this program to deployed servicemembers from their area.
- Considerations:
 - General frequency of the program: care packages are assembled and delivered to servicemembers year-round.
 - Cost/Requirements of participation:
 - \$50 can provide two care packages stuffed with the comforts of home. The cost covers packing materials, the items included in the package and shipping costs.
 - Contact sequence:
 - To ensure these care packages are routed towards servicemembers from your geographical area, a unit or department should contact their local USO Center. General contributions made to this program through USO, Inc., are unlikely to go to servicemembers from your geographical area.
 - To ensure contributions are earmarked for Operation USO Care Packages and credited to a specific unit or department, contact the USO’s Relationship Manager for Clubs and Organizations at the USO, Inc.

MILITARY FAMILY CARE PACKAGE

- The Military Family Care Package program allows a deploying servicemember to send a care package back to their loved ones with a note about them, a journal, camera, prepaid calling card, restaurant cards, etc. USO secures care package items from product manufacturers and is unable to accept individual donations of items.
- Any military unit in the pre-mobilization cycle who is being deployed to a combat zone is eligible to request Military Family Care Packages from the USO.
- What the Auxiliary can do:
 - Auxiliary units, departments and members can make a contribution for military family care packages to the USO, Inc.

- Units and departments participating in this program can provide notes or ALA contact cards to be included with the packages. These notes should be mailed to the USO's Relationship Manager for Clubs and Organizations at the USO, Inc. See *Additional Resources* for sample notes.
- What the USO can do:
 - USO, Inc. staff members can contact department headquarters for states with servicemembers requesting military family care packages to see if they are interested in providing this program to the families of deployed servicemembers in their area.
- Considerations:
 - General frequency of the program: Military units request Military Family Care Packages year-round.
 - Cost/Requirements of participation: \$25 can provide one care package to help a family cope with deployment.
 - To ensure these care packages are routed towards military families from your geographical area, a unit or department should contact their local USO Center. General contributions made to this program through USO, Inc., are unlikely to go to military families from your geographical area.
 - Contact sequence: To ensure contributions are earmarked for military family care packages and credited to a specific unit or department, contact the USO's Relationship Manager for Clubs and Organizations at USO, Inc.

- If money is donated to the USO to purchase these books, Auxiliary members should mail the bookmark or notes to the USO's Relationship Manager for Clubs and Organizations.
- What the USO can do:
 - If a USO Center is in need of additional books for their United Through Reading program, they can contact department headquarters and local units to see if they are interested in providing this program to the children of deployed servicemembers from their area. Units should still follow the contact sequence indicated below.
- Considerations:
 - General frequency of the program: Books and DVD packages are sent to servicemembers overseas year-round.
 - Cost/Requirements of participation: \$51 can help six deployed parents read their child(ren) a story.
 - Auxiliary departments and units can provide a note or bookmark insert.
 - Contact sequence:
 - When considering a book drive, contact the USO's Relationship Manager for Clubs and Organizations at USO, Inc. They will be able to identify locations with a need. The need may be at a local USO Center, stateside or abroad. Depending on where the books are needed, they can be delivered or mailed to USO, Inc. A list of approved books will also be provided.
 - Additionally, monetary contributions can be earmarked for the United Through Reading's Military Program and credited to a specific unit or department by contacting the USO's Relationship Manager for Clubs and Organizations at USO, Inc. When making contributions for this program with USO, Inc., those who receive the books and DVD sets are unlikely to be from your geographical area.

- Cost/Requirements of participation: \$20 provides one child with a *With You All the Way* deployment kit.
- Contact sequence: To ensure contributions are earmarked for *With You All the Way* deployment kits and credited to a specific unit or department, contact the USO's Relationship Manager for Clubs and Organizations at USO, Inc.

HOLIDAY BOXES

- The Holiday Box program brings holiday cheer and a touch of home during major U.S. holidays throughout the year to servicemembers serving in dangerous and harsh conditions during major U.S. holidays throughout the year.
- Currently, the USO has four different Holiday Boxes: Valentine's Day/Super Bowl, Memorial Day/Independence Day (summer), Halloween/Thanksgiving and Winter Holiday (to include optional Christmas/Hanukah).
- Each box contains enough supplies for one unit.
- What the Auxiliary can do:
 - Auxiliary units and departments can collect money for USO to purchase Holiday Box items.
 - Auxiliary units can collect or purchase Holiday Box items and host a Holiday Box assembly event.
 - Auxiliary units and members can write notes that will be included with the shipping of these supplies. See *Additional Resources* for sample notes.
- What the USO can do:
 - USO, Inc. staff members can contact department headquarters for states with servicemembers requesting holiday boxes, should there be an unmet need, to see if they are interested in providing this program to deployed servicemembers from their area.
- Considerations:
 - General frequency of the program: Boxes can be assembled year-round. This is a popular USO program, so be sure to express your interest early as requests for Holiday Boxes are filled quickly.
 - Cost/Requirements of participation:
 - Packages can be assembled at Auxiliary unit homes, USO Centers or other locations. Boxes not packed at USO Centers must be delivered or mailed to USO national warehouse.
 - The average cost of a holiday box is \$600.
 - Contact sequence:
 - If a unit or department is interested in collecting items, they will need to contact the USO's Relationship Manager for Clubs and Organizations at USO, Inc. for a list of pre-approved items needed for the packages.
 - If a unit or department wishes to have a contribution earmarked for holiday boxes and credited to a specific unit or department, contact the USO's Relationship Manager for Clubs and Organizations at USO, Inc. Units should not be deterred by the cost, as they may receive partial recognition for a smaller donation. Collaborations with other units in a district, county or department are encouraged.

- USO2GO provides servicemembers in remote and restricted areas a suite of recreational, morale, and family support equipment and supplies tailored to the interests of the servicemembers. USO2GO modules include:
 - **Comforts of Home:** toiletries including toothbrushes, toothpaste, shower shoes, shaving gel, shampoo, deodorant, baby wipes, mouthwash.
 - **Furnishings of Hope:** comfortable and durable furniture including folding tables, chairs and bean bag chairs.
 - **Edible Enjoyments:** sports bars, cookies, beef jerky, beverages, chicken noodle soup.
 - **Leisure Kit:** books, board games, playing cards.
 - **Electronics:** gaming consoles and portable DVD players with a wide variety of DVDs and video games.
 - **Athletic Kit:** putting green and portable putting set, volleyball and badminton set, house shoes, Frisbees, footballs, flag football belts, Nerf balls, soccer balls and a magnetic dartboard.
 - **Design in the Dessert:** sketch pads, colored pencils, crochet books and yarn, music books, a keyboard and acoustic guitar.
 - **Bridge Back Home:** phone cards and online greeting cards.
- Deploying units request USO2GO packs from the USO.
- In 2010, 200 palletized USO2GO shipments were delivered to servicemembers in the most remote locations of Afghanistan.
- What the Auxiliary can do:
 - Auxiliary units and departments can donate money for the USO to purchase, assemble and ship USO2GO packs.
- What the USO can do:
 - USO, Inc. staff members can contact department headquarters for states with military units waiting for USO2GO to see if they are interested in providing this program to servicemembers from their area.
- Considerations:
 - General frequency of program: USO fulfills USO2GO requests year-round, until funds for the program are spent.
 - Cost/Requirements of participation:
 - USO2GO packs range from \$5,000 to \$25,000 depending on what is sent and the size of the forward operating base.
 - Several units, districts or an entire department may wish to consider teaming up to support this program given the extent of costs involved.
 - Contact sequence: If a department is interested in providing a USO2GO pack to local servicemembers, the department secretary should contact the USO's Relationship Manager for Clubs and Organizations at USO, Inc for assistance. Units should not be deterred by the cost, as they may receive partial recognition for a smaller donation. Collaborations with other units in a district, county or department are encouraged.

PROGRESS AND REPORT MECHANISM

To report your efforts with the ALA / USO Collaboration, units and departments are urged to report the number of veterans, servicemembers and their family members being helped, and other data in the *ALA Annual Impact Report*.

Additionally, units, departments and members are encouraged to submit narratives and pictures about their work with the USO in the *Annual Program Narrative Report*. The narrative should highlight your successes and share your stories with other Auxiliary members and USO Centers. These ALA and USO Collaboration narratives should be submitted with your unit or department's Annual Impact Report. **Please keep copies of everything you submit. Pictures and report materials will not be returned once submitted to Auxiliary National Headquarters.**

Example of a unit-level narrative:

Auxiliary Unit ## has collaborated with the USO Center in City, ST this year to assist servicemembers and their families. Nearly half of our membership base (75 members) has staffed at least one volunteer shift, with 15 members volunteering their time every week. The unit sponsored USO holiday boxes to servicemembers of two local military units for Valentine's Day. As we collected the items, we were especially proud to know that we were providing 25 servicemembers with the ability to send flowers home to a loved one. Additionally, we collaborated with the local bookstore to send 100 books to the USO in conjunction with the United Through Reading's Military Program.

Example of a department-level narrative compiled from information submitted by the Department of Indiana:

The Department of Indiana is a strong supporter of USO Indiana! We continue to collect travel size items for USO Centers. To date, we have collected \$11,860.40 worth of items and had another 1,300 items donated from local hotels. The American and Indiana flags as well as the USO banner are flying high at USO Camp Atterbury, USO Indianapolis International Airport and the USO's Indianapolis office through a donation from our department. We are currently sponsoring a portion of the new USO Center currently under construction at Camp Atterbury.



CASE STUDY: DEPARTMENT OF INDIANA

Located in Indiana, Camp Atterbury welcomes servicemembers and their families from all service branches on active duty or in the Reserve or National Guard as well as civilian contracts and foreign servicemembers for training. According to USO Indiana, Camp Atterbury only served 101,537 servicemembers in 2010. When the USO Center Camp Atterbury was remodeled in 2009, Auxiliary members in the Indiana's 7th and 11th Districts wanted to volunteer. As members started to volunteer, they saw needs that the Auxiliary could meet.

Members have established a fund to help servicemembers get home from the Center when needed, and donate toiletries and calling cards. Additionally members volunteer at the Center, providing assistance during cookouts (which can sometimes be 600 to 700 servicemembers), Spa Days (where owners of local salons and bodywork providers come in to pamper servicemembers) or when a local seamstress comes to provide alterations for uniforms and sew on patches free of charge for servicemembers. Donations of comfort items are made regularly to the Centers. These items include tooth paste, tooth brushes, decks of cards, hand wipes and flea collars. In the past two years, members have donated travel-sized items totaling \$11,860.40 and received 1,300 items donated by local hotels.

In June 2010, the Department of Indiana presented the USO of Indiana an official flag set, including the American flag, Indiana flag and USO banner for Indianapolis International Airport USO, Camp Atterbury USO and the USO of Indiana Corporate Office. The Department of Indiana felt it fitting that the Centers bear the flag that these men and women are so bravely defending. Providing these flags to the Centers allowed USO funding to go directly to our servicemembers. The flags have name plates, indicating they were donated by the Auxiliary. In addition, then-Department President Janet Barnaby presented USO President and CEO Larry Muncie with two donation checks totaling more than \$3,800. The Department is sponsoring the reception area of the new USO Camp Atterbury facility.

Auxiliary members also volunteer at the USO Centers at the Indianapolis International Airport and Muscatatuck Urban Training Center. Past Department President Phyllis Clark says that the needs of individual centers will vary by location. While some locations will have servicemembers shipping out, others will primarily see those just passing through. She says the best way to know what your Center needs is to ask. It is important to remember that USO offers servicemembers more than just the entertainment that many are familiar with.

CASE STUDY: DEPARTMENT OF NEW YORK

The Jefferson County American Legion Family supports servicemembers everyday by volunteering at the USO Center located on Fort Drum, home of the 10th Mountain Division. Welcome home and deployment ceremonies are operated with American Legion Family volunteers. Returning active duty servicemembers, Reservists and National Guardsmen are provided a made bed and a goodie basket containing soap, razors, towels, a new toothbrush and toothpaste. The servicemembers are very grateful for a hot shower and clean bed. Snacks and drinks are also provided.

Auxiliary members from across the Department of New York additionally support the USO by volunteering with JFK Airport USO Center services and making donations to their local centers to ensure these services are available to servicemembers as they return from overseas.

ADDITIONAL RESOURCES

MEMBER RESOURCES ON THE ALA WEBSITE

In conjunction with many of the programs offered by the USO, Auxiliary members are able to include notes, etc. To assist members, the Auxiliary is developing easy-to-use templates, such as bookmarks, calling card sleeves, note cards, ALA contact cards, etc. Stay tuned to www.ALAforVeterans.org for more information.

SAMPLE NOTES

Several programs offer ALA members the opportunity to include a note or card. Here are some samples of text you can use when writing these notes. Should you choose to write your own message, please be sure that it does not contain glitter, decorations or religious or political remarks. Always remember not to place the notes in envelopes.

SERVICEMEMBER THANK YOU

Dear Servicemember,

Thank you! There will never be enough words to say how much your service to our Country is treasured. Thank you for all the sacrifices you have made to protect the freedom we enjoy today. In appreciation for your U.S. military service, I volunteer to honor your service. You are in my thoughts and prayers.

With gratitude,

American Legion Auxiliary [Unit Name] Unit [##], [City, ST]

Dear Servicemember,

Thank you for the sacrifices you have made and thank you for our freedom. It would never be possible without you!

Sincerely,

American Legion Auxiliary [Unit Name] Unit [##], [City, ST]

MILITARY FAMILY CARE PACKAGE NOTE CARD

Dear Military Family,

Thank you for serving alongside your servicemember. I understand that it is not just the servicemember who serves but the entire family. I appreciate what your family is doing.

With gratitude,

American Legion Auxiliary [Unit Name] Unit [##], [City, ST]

DONATION FORM TO ACCOMPANY MONETARY CONTRIBUTION SENT TO USO, INC.



Thank you for supporting the United Service Organizations, Inc.

To make a donation, please complete this form and mail it along with your donation to:

USO, Inc.

Attn. Emily Sokol

Re: American Legion Auxiliary Donations

2401 S. Lincoln Memorial Dr. Milwaukee, WI 53207

Donor Information *(please print)*

American Legion Auxiliary Unit/Department/Member: _____

Contact Name/Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____ Mobile Phone: _____

E-mail: _____

Donation Amount *(please print)*

Total Donation Amount: \$ _____

Funds designated for:

CIRCLE ONE:

WISCONSIN - USO Center Operations (Fort McCoy, GMIA, MEPS)

OR

NATION/WORLD WIDE - Use our donation to support servicemembers and their families where it is needed most



**American Legion Auxiliary
National Headquarters
8945 N. Meridian St., Indianapolis, IN 46260
P: (317) 569-4500 | F: (317) 569-4502
www.ALForVeterans.org
www.ALAFoundation.org**

© American Legion Auxiliary National Headquarters
All rights reserved. 04/2012
Produced in the USA