

Department of Wisconsin

American Legion Auxiliary

Deadline	Event/Form	2026-2027 Administrative Year
UNIT		
Weekly	Members' Dues payments	submit as received •Form located on the Department Membership Program page • Complete the 2024-2027 Members Dues Payment Form • send form and payment (payable to ALA-WI) to ALA Dept. of WI, PO Box 140, Portage, WI 53901
Timely	Member Change Forms	submit in a timely manner •Form located on the Department Membership Program page • Complete Membership Change Form • send to ALA Dept. of WI, PO Box 140, Portage, WI 53901 or email form to alawi@amlegionauxwi.org
January 01	Midwinter Conference Registration	Registration for Midwinter Conference due •Complete form and return with payment made out to Wisconsin American Legion •mail to ALA-Wisconsin, PO Box 140, Portage, WI 53901-0140
January 31	ALABGS Sponsorship Reservations & fees	Make checks payable to ALABGS and mail to American Legion Auxiliary Department Headquarters, PO Box 140, Portage, WI 53901
February	ALABGS Registration Material	Material is sent to High School's point of contact listed on the sponsorship form
March 15	Unit Dues	Pay Unit dues to your District prior to your Spring Conference
March 15	Unit Membership Dues Billing Amounts	Complete form with your Unit's Portion of Dues and submit to the ALA Dept of WI, PO Box 140, Portage, WI 53901 or email to alawi@amlegionauxwi.org
March 15	Americanism Essays	All unit entries must be submitted to the Department chairman. • The current essay question and other important information may be found in the Americanism Program Engagement Plan.
March 20	WI ALA State Bowling Association Nine Pin Tap Tournament registration	Complete registration form and submit with payment to Jenni Syftestad, 205 Thompson St, Verona, WI 53593-1043
March 30	Member Change Forms Deadline	For it to be reflected on the next year's membership rosters and cards
April 01	ALABGS Delegate Registrations	Delegates and Alternates must complete online registration
April 01	ALABGS Benefactors Form	Complete form for donations so they can be purchased in time for our Girls State session. •Mail form and check payable to ALABGS to ALA Badger Girls State, PO Box 140, Portage, WI 53901-0140
April 01	Year- End Member Report	Due to Unit President
April 15	Unit Year - End Impact Reports	Due to District President
April 15	Unit Program Reports	Encouraged to be completed online on the Department of WI ALA website. Which are emailed directly to the appropriate department chairman. You may mail the reports to Department Headquarters in hard copy. •Mail to Department of WI ALA, PO Box 140, Portage, WI 53901
April 15	ALABGS Refund Requests	(full refund) - Send/Submit written request to: ALABGS, PO Box 140, Portage WI 53901 or email alabgs@amlegionauxwi.org
April 15	Junior Auxiliary Spring Conference Registration	Submit registration form with check payable to ALA •send to Christine Johnsen, 159991 Granite Rd, Wausau, WI 54403
April 30	ALABGS Refund Requests	(partial refund) - assessed a \$50 processing fee for each delegate reservation cancellation. Send/Submit written request to: ALABGS, PO Box 140, Portage WI 53901 or email alabgs@amlegionauxwi.org
April-July	Department Convention Registration	Register for Department Convention
May 01	Deceased Member Change Forms	For the member to be included in convention memorial book
May 01	Poppy Poster	Units select one winning Poppy Poster from each class and forward them to the Department Chairman.
May 01	Little Miss Poppy	Units select one Little Miss Poppy and forward her nomination to the Department Chairman.
May 01	ALABGS Refund Requests	NO REFUNDS will be issued after this date

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May 15	Unit Membership Dues Collection Person	Complete form with person who will be your Unit's Membership Chairperson for the upcoming year. • Send form to ALA, Dept of WI, PO Box 140, Portage, WI 53901 or email it to alawi@amlegionauxwi.org
Friday before Memorial Day	National Poppy Day	Distribution of Poppies.
May/June	ALABGS Delegate Reminders	Contact your delegate within two to four weeks of session for reminders and verification
June	Poppy Profit Reports	As soon as poppy distribution is completed. • Make check payable to ALA-WI • Mail form and check to ALA Department of Wisconsin, PO Box 140, Portage, WI 53901
June 01	National Convention Alternate names	•Contact your District President stating your interest in serving as an alternate to national convention.
June 17	National Convention Housing Registration	Register for National Convention Housing
June 17	Department Convention Delegate & Alternate names Form	
July 15	National Convention Registration	Register for National Convention
Early August	ALA In The Know Registration	Complete form and send with payment. Payable to ALA-WI. •Mail to ALA Department of Wisconsin, PO Box 140, Portage, WI 53901
September 01	Bonding Fee	every three years (next due in 2028)
September 01	New Member Applications	forms submitted after this date will apply to next membership year
September 15	Junior Auxiliary Fall Conference Registration	Submit registration form with check payable to ALA •send to Christine Johnsen, 159991 Granite Rd, Wausau, WI 54403
September 30	Membership Dues - Officers	Officer Unit dues must be paid by this date.
September 30	Unit Officer Forms	need to complete annually after unit elections • send to Department at American Legion Auxiliary Department Headquarters, PO Box 140, Portage, WI 53901 or email to alawi@amlegionauxwi.org • email/mail to District President and District Secretary
Sept 30 or Dec 31	IRS Form 990N (e-Postcard)	annually, based on unit's fiscal year • varies by unit • Failure to report for three (3) consecutive years will result in loss of tax-exempt status • Used when gross receipts are \$50,000 or less.
October	ALABGS Sponsorship Packet	sent to Unit from Department - as soon as you receive, contact your high school and talk to person who works on the ALABGS program
Early Dec	ALAMIS Renewal Forms	(prevent disruption of ALAMIS access) •Two (2) members per Unit
December 15	Poppy Orders	Units submit order form to Department of Wisconsin, PO Box 140, Portage, WI 53901 •make check payable to ALA-WI
December 31	Department help in filing 990-N (E Postcard)	complete form to allow the Department Secretary/Treasurer permission to file IRS 990-N (e-postcard) on your behalf

COUNTY		
After Elections	County Officer Forms	annually • send to Department by mail at ALA-Wisconsin, PO Box 140, Portage, WI 53901 or by email at alawi@amlegionauxwi.org • email District President and District Secretary
Monthly	County Newsletter	Provide a monthly newsletter to County Units
March 31	C/B/SR	Review/update County C/B/SR - as needed
	County Budget	Assist with planning County budget
April 15	Year-End Reports	Ensure unit's submit year end Reports
March 31	Spring District Conference	Host spring conference for District - when scheduled

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DISTRICT		
Monthly - by the 10th of each month	District newsletter	Develop a monthly ALA district newsletter or bulletin to serve as an aid to unit and county presidents within the district. •Email a copy of the newsletter/bulletin to the Department President, all Department Officers, Department Secretary, Department PR Chairman, Carrie Thrasher at Department and the other 11 District Presidents.
April/May	District Officer Forms	annually (after Spring Conference elections)
April	Department convention yearbook	Submit pictures for Department convention yearbook
May 01	District Year-End Report	Due to Department Headquarters
May 11	Year-end Article for Badger Legionnaire/WI pub	District President submit your year-end article for Badger Legionnaire/WI publication •Send/Email to deptsec@amlegionauxwi.org
May 01	Endorsements for Department or National positions	Send endorsements to Department following District meetings
June 01	Nominees for Alternates to National Convention	from District Presidents only •Complete form <i>NOMINATIONS FOR ALTERNATES TO NATIONAL CONVENTION</i> •send completed form to Department of WI, PO Box 140, Portage, WI 53901 or email deptsec@amlegionauxwi.org
June 05	List of Units with Unpaid District Dues	from District Presidents only
June 30	Code of Conduct, Confidentiality, & Conflict of Interest	District president complete forms and submit to Department of WI, PO Box 140, Portage, WI 53901 or email deptsec@amlegionauxwi.org
Early Dec	ALA MIS	Complete form and send to Department •Two (2) members per District
August	Pre National convention meetings	assigned by Department President