

AMERICAN LEGION AUXILIARY – DEPARTMENT OF WISCONSIN  
 PO Box 140 – Portage WI 53901  
 608-745-0124 – Toll free 866-664-38632

Unit City Location \_\_\_\_\_  
 Date \_\_\_\_\_

Unit # \_\_\_\_\_  
 Dist # \_\_\_\_\_

## 2016 - 2017 Unit Supplies

This form may be duplicated and is available on line [www.amlegionauxwi.org](http://www.amlegionauxwi.org)

Quantity	Item	Price	TOTAL
	2016-2017 Redbook - Available after 9/1/16	5.00	
	Current Dept Presidents pin	2.00	
/pack(s)	Promotional ALA Rack Cards – sold in packs of 10	1.00	
/pack(s)	Promotional Poppy Rack Cards – sold in packs of 10	1.00	
	New Member Packet (see backside for contents)	1.00	
	Poppy Promotional Kit (see backside for contents)	5.00	
	Unit Revitalization Kit (see backside for contents)	25.00	
	BLANK Membership Cards - 8 cards per sheet (DO NOT ADD POSTAGE)	1.00	

Sub-Total \$ \_\_\_\_\_

Postage (see chart) \$ \_\_\_\_\_

TOTAL REMITTED \$ \_\_\_\_\_

Postage Chart	
1-5	\$5.00
5-10	\$7.00
11-20	\$13.45
21-50	\$18.75

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 # \_\_\_\_\_

Don't see what you're looking for? **EMBLEM SALES** [www.emblem.legion.org](http://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	Junior Activities Brochure
ALA At A Glance Brochure & Membership Application	Member Benefit Opportunities Sheet
American Legion Family Brochure (TAL, ALA, SAL Applications)	Poppy Preview Brochure
Badger Girls State Brochure	Sons of The American Legion Brochure & Application
Education & Scholarships Brochure	The American Legion Brochure & Membership Application
Fostering the Spirit of Americanism	The Value Of 1 Member
Getting Started in Public Relations Brochure	2015-2016 ALA Statistics

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](http://www.alaforveterans.org) or the Department Website [www.amlegionauxwi.org](http://www.amlegionauxwi.org).

### **Other Suggested Items To Be Inserted By Unit:**

- Welcome Letter including meeting times and places.
- Unit newsletter/Department newspaper/District or County newsletter.
- 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.

List of Volunteer Opportunities/Yearly Projects taken on by the Unit. Volunteer Hours Record Sheet.

Other as determined by the Unit. Examples: V.A. Hospital Needs List, Camp American Legion Needs List, Copy of National News, Copy of Wisconsin, Copy of Dispatch, Copy of American Legion Emblem Sales Catalog, List of Email/Web sites.

## **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	Poppy Preview brochure
ALA Poppy Program Media Fact Sheet	Poppy Program Bookmarks (4 to a card stock sheet)
ALA Rack Card	Poppy Program Thank You Certificate printed on cardstock
ALA Statistics	Poppy Rack Card
Maximize Your Contributions for Poppies!	Public Service Announcement template
Poppy Donation Can Cover	

## **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 Handbook – National's guidelines for Units	Fostering the Spirit of Americanism
ALA Redbook	Unit Supplies Order Form
Unit Revitalization Guide	5 ALA Rack Cards
Unit Officer Form	5 Poppy Rack Cards
Renewal Notice Form	Current Membership Roster
49 Ways To Keep Your Members	Sample New Member Packet
Membership Recruitment Ideas	Membership Processing Packet
10 Tips To Increase Membership	Copy of the Unit's most recent Constitution & ByLaws
What Is The Value Of One Member?	Emblem Sales Catalog
ALA Statistics	