



American Legion Auxiliary – Department of Wisconsin

Education – Program Action Plan 2016-2017

Mary Krutz, Department Chairman

2254 Deer Trail, Green Bay, WI 54302

Email: wkruz@new.rr.com • Phone: 920 465 9917(H) or 920 680 7938(C)

The Education Program and the 2014 – 2019 Centennial Strategic Plan – Through classroom activities, literacy programs, scholarship promotion and support of education beyond high school. ALA members build brand loyalty and awareness of the ALA's mission (Goal 5) through their education-related community service projects.

Program Purpose: The Education Program promotes the American Legion Auxiliary's role in providing quality education for children and adults through classroom activities, literacy programs, scholarship promotion and support of education beyond high school, especially for military children.

1. **Objective:** Enhance respect for the sacrifices of our military heroes among school children by scheduling Veterans in Community Schools program at local schools. See enclosed how to sheet. (Note: **This program was previously called Veterans in the Classroom.**)

Actions

- A. Involve your Legion Post in this program.
 - B. Approach your Legionnaires or Dual Auxiliary members to see if they, or a Veteran they know, would like to share their military experiences with school students.
 - C. Check with local school district, parent organization, teachers, or principals if they would like to host this event.
 - D. Volunteer to provide transportation for the Veteran speaker(s) to and from school.
 - E. Promote the event through social media, flyers in school and other local media.
 - F. Wear your American Legion Auxiliary apparel when you visit schools.
 - G. Take pictures and report the event to the local media, social media. Record the event in your Unit history and use this information to create the program report to send to your Department Education Chairman.
2. **Objective:** Promote American Legion Auxiliary scholarships, and award local scholarships at the Department and Unit levels.

Actions

- A. Familiarize yourself and your Unit with the American Legion Auxiliary National and Department of Wisconsin scholarships that are available by going to the National website at www.ALAforveterans.org/scholarships or www.amlegionauxwi.org. A listing of the Department of Wisconsin scholarships can also be found in the Red Book.
- B. Create a scholarship fund in your Unit and set up a scholarship from your Unit. Refer to the "How to Create a Unit Scholarship Fund" document included at the end of the Project Plan
- C. Assign a person or small committee to contact your local high school guidance office or career counselor and ask if you may send them information, or meet with them to discuss the scholarships.
- D. Prepare a news release to send to local media, Post and Unit newsletters and postings to social media. Ask your children, grandchildren and Junior Auxiliary members to share with friends on their social media pages.
- E. Form a committee to select scholarship winners.



- F. Keep track of the total number of applications received for any National and Department Scholarships. Review them for completeness and forward them to the Department Education Chairman on or before the scholarships stated deadline.
 - G. Notify your high school contact of the winners and ask if you may be present to award the scholarship at the high school's Scholarship award night.
 - H. Support the American Legion Auxiliary Education Program by making a donation to education scholarship funds (Children of Warriors National Presidents' Scholarship Fund, Spirit of Youth Scholarship Fund, ALA Foundation at www.alafoundation.org, Department of Wisconsin scholarship fund, and District or Unit scholarship funds).
 - I. Take pictures and report the event to the local media, social media. Record the event in your Unit history and use this information to create the program report to send to your Department Education Chairman.
3. **Objective:** Support Give 10 to Education, American Education Week and Teacher Appreciation Week. By participating in these programs, educators and school administrators become more aware of how the American Legion Auxiliary can have a positive impact on students.

Actions

- A. Participate in the Give 10 to Education Program. This program can be worked all year to replenish items needed.
 - a. Place a poster with a collection box at local sites (i.e., grocery stores, banks, senior centers, post offices, etc.) invite local residents and Unit members to donate.
 - b. Save Box Tops for Education and Labels for Education® and send them into participating schools.
 - B. Promote American Education Week (November 14-18, 2016).
 - a. Send a card or note of appreciation to all local school staff thanking them for the work they do. Include all school personnel with whom children interact (i.e., bus drivers, custodians, lunch assistants, etc.).
 - b. A sample card may be found on the Education page of the Members Only section at www.alaforveterans.org.
 - C. Promote Teacher Appreciation Week (May 1-5, 2017).
 - a. Send cards to your local school's teachers.
 - b. Reach out to teachers and ask how your Unit, County or District can enhance their school curriculum or provide for a needy student.
 - c. Plan a teacher recognition event at your local school. Donate a gift to the school in the name of a special teacher (i.e., a book to the library, a new flag, copies of the Constitution, etc.).
 - D. Take pictures and report the event to the local media, social media. Record the event in your Unit history and use this information to create the program report to send to your Department Education Chairman.
4. **Objective:** Assist and support veterans pursuing higher education and vocational education.

Actions

- A. Collaborate with a campus student veteran group at the college or University in your community.
 - a. Arrange for your post home to be available for off-campus activities.
- B. Provide information/handouts to members on organizing and delivery presentations on career and life skills topics to student veterans.
- C. Sign up to receive The American Legion's Legislative Action Alerts, and support the alerts regarding the GI Bill.



- D. Create a Unit Scholarship Fund for a non-traditional student scholarship to be used for Veterans starting or returning to school. Poppy funds may be used if the scholarship is being awarded to an honorably discharged veteran. Follow the guide “How to Create a Unit Scholarship Fund” that is included at the end of this Program Action Plan.
 - E. Take pictures and report the event to the local media, social media. Record the event in your Unit history and use this information to create the program report to send to the Department Education Chairman.
5. **Objective:** Assist and support military children with educational opportunities.

Actions

- A. Provide your local school with a copy of the *Educator’s Guide to the Military Child During Deployment*. This guide can be found at www2.ed.gov/about/offices/list/os/homefront/homefront.pdf.
- B. Inform schools of a free tutoring website for military children. This site can be found at www.tutor.com/military.
- C. Another resource is www.militarychild.org/parents-and-students/resources.
- D. Volunteer in your local school district as a tutor and offer to work with children in military families.
- E. Organize a classroom recognition event for military children to share the accomplishments of their relative who is serving.
- F. Provide information on the ALA Children of Warriors National Presidents’ Scholarship
- G. Take pictures and report the event to the local media, social media. Record the event in your Unit history and use this information to create the program report to send to your Department Education Chairman.

Education Reporting

Mid-Year Reports

Mid-Year reports are due by **December 15, 2016** to the Department Education Chairman, Mary Krutz, 2254 Deer Trail, Green Bay, WI 54302 or email to wkruz@new.rr.com.

Year-End Reports

Annual reports reflect the program work of units in the department. Each Unit is requested to submit a written narrative report by **May 1, 2017**, to the Department Education chairman, Mary Krutz, 2254 Deer Trail, Green Bay, WI 54302 or email to wkruz@new.rr.com.

As part of your Narrative Report, please include answers to the following questions:

- Did your Unit participate in Teacher Appreciation Week? Describe How?
- How was Give 10 participation recognized in your Unit?
- Describe how Veterans in Community Schools programs were presented?
- If units actively support veterans associations on campus, describe their activities?
- What types of help did units give a needy student?
- How did units/department recognize scholarship winners?
- How many scholarship applications were received by your Unit for:
 - National Scholarships?
 - Department Scholarships?
 - Unit Scholarships?



Education Awards Department

Each award entry must **include a cover sheet**, which can be found at the end of this program Plan. Award Entries are due **May 15, 2017** to Department Education Chairman:

Mary Krutz,
2254 Deer Trail,
Green Bay, WI 54302

Or may be emailed to wkruz@new.rr.com

Member Award: Give 10 to Education

Type of Award: Printable citation

Presented to: Every Unit who have participated in Give 10 to Education

Materials and Guidelines:

- The entry must include the cover sheet

Award Entries Due: May 15, 2017

Unit Award: Most Outstanding Unit Education Program

Type of Award: Citation plaque

Presented to: One unit Education chairman

Materials and Guidelines:

- The entry must include the cover sheet
- The entry must be typewritten in narrative format, not to exceed 1,000 words,
- Describe specific examples of how your unit worked the Education program.
- Include pictures, clippings, scrapbooks, folders, etc.

Award Entries Due: May 15, 2017

Unit Award: Most Outstanding Veterans in Community Schools Program

Type of Award: Citation plaque

Presented to: One unit Education chairman

Materials and Guidelines:

- The entry must include the cover sheet
- The entry must be typewritten in narrative format, not to exceed 1,000 words.
- Include pictures, clippings, scrapbooks, folders, etc.

Award Entries Due: May 15, 2017

Unit Award: Honoring the Service of Our Military

Type of Award: Citation plaque

Presented to: One unit Education chairman

Materials and Guidelines:

- Entries must include the award cover sheet found in this program Plan.
- Presented to a unit Education chairman for the most outstanding promotion of education for military children.
- The entry must be typewritten in narrative format, not to exceed 1,000 words.
- Include pictures, clippings, scrapbooks, folders, etc.

Award Entries Due: May 15, 2017



Department Award: Most Outstanding Department Education Program

Type of Award: Engraved Plaque

Presented to: One department Education chairman

Materials and Guidelines:

- Entries must include the award cover sheet found in this program Plan.
- Presented to the department Education chairman.
- The entry must be typewritten in narrative format, not to exceed 1,000 words, describing specific examples of how your department worked the Education program.
- Include pictures, clippings, scrapbooks, folders, etc.

Award Entries Due: May 15, 2017

National Scholarships

The American Legion Auxiliary National Scholarship Applications and eligibility details are available on the American Legion Auxiliary's National Website: www.alaforveterans.org/scholarships, ALA Department of Wisconsin website at: amlegionauxwi.org, or by contacting Department Education Chairman.

In the event Wisconsin's selected applicant for the following National Scholarships do not win a National Award, they shall receive a Department award of \$1000.00.

Children of Warriors National Presidents' Scholarship - Awarded to children of veterans who served in the armed forces during the eligibility dates for The American Legion. One \$3,500 scholarship, one \$3,000 scholarship and one \$2,500 scholarship will be awarded in each division.

The Non-Traditional Student Scholarship - One scholarship in the amount of \$2,000 will be awarded in each American Legion Auxiliary division.

Spirit of Youth Scholarship - One Junior member in each division will receive a scholarship valued at \$5,000.

Application Deadlines: Applicant to Unit Secretary – March 1 2017. Unit Secretary to Department Education Chairman – March 15, 2017.

Department Scholarships

The American Legion Auxiliary Department Scholarship Applications and eligibility details will be on the Scholarship Page the Department of Wisconsin website at: www.amlegionauxwi.org, or by contacting Department Education Chairman. Application deadline March 15, 2017 to the Department Education Chairman.

Department President's – three (3) \$1000

(Either applicant or mother of applicant must be an Auxiliary member)

Della Van Deuren – two (2) \$1000

(Either applicant or mother of applicant must be an Auxiliary member)

H.S. & Angeline Lewis – five (5) \$1000

H.S. & Angeline Lewis - one (1) \$1000 - applicant must be a college graduate



Merit & Memorial – seven (7) - \$1000

Child Welfare - one (1) \$1000 - applicant must be a college graduate - in field of special education
(If there is no applicant in a Special Education Program, the scholarship will be awarded to an applicant in an education field)

Past Presidents Parley – up to two (2) \$1000 registered nurse scholarships
(Applicant must be in nursing school or have positive acceptance to an accredited school of nursing.)

Past Presidents Parley – up to two (2) \$1000 health career scholarship
(Course of study need not be a 4-year program; Hospital, University or technical school program is acceptable.)

Badger Girls State – available to girls that have completed the most recent BGS Program. Application and eligibility details are available on the Department of WI website at www.amlegionauxwi.org

Documents Included in this Program Action Plan Document

1. Scholarship Application Cover Sheet
2. How To Sheets
 - How to Create a Unit Scholarship Fund
 - How to Organize a Veterans in Community Schools Event

Additional Resources You Can Use

1. www.amlegionauxwi.org for scholarship details, applications, and other information and support tools.
2. www.ALAforVeterans.org/Programs/Education for more how to sheets and other support tools.
3. American Legion Auxiliary National scholarship applications: www.ALAforVeterans.org/Scholarships.
4. Educational resources through the Americanism and Children & Youth Commission of The American Legion: www.legion.org/education.
5. Free online tutoring for military children: www.tutor.com/military.
6. Student Veterans of America: www.studentveterans.org



HOW TO CREATE A UNIT SCHOLARSHIP FUND

Committee:
Education

Submitted by: Norma Tramm, National Education Chairman

Contact Information for Questions: ntramm@juno.com; education@ALAforVeterans.org

Promote American Legion Auxiliary scholarships, and award local scholarships at the department and unit levels.

Though examples of criteria are provided, the units must formulate criteria that work for them.

Provide a designated fund for scholarship monies.

- **Set dollar amount for scholarship**
 - Determine a funding source for the scholarship

- **Set criteria for applicants:**
 - Relationship to a veteran and/or Auxiliary member (child, spouse, widow/widower, grandchild, great-grandchild, etc.)
 - Membership in American Legion Auxiliary, The American Legion, Sons of The American Legion
 - Residency (applicant must reside in state and/or be a state resident; applicant must be a member of the department American Legion Family)
 - Is financial need a criterion (applicant must show financial need to continue higher education), or not?
 - Is there a GPA requirement?
 - Does the applicant need to be a senior in high school, or can they be a returning student?
 - What institution of higher learning does the applicant intend to attend (the school selected needs to be/does not need to be in state; it is an accredited school)?
 - Due date for application

- **Determine the information needed/wanted on the scholarship application:**
 - Completed application (name, address, city, state, zip, telephone number, date of birth, membership number, name of veteran through which eligibility is gained, relationship to veteran)
 - Essay and criteria/topic/word length, typed and double-spaced
 - Signature of the sponsoring American Legion Auxiliary unit president
 - Is community service a requirement (receive verification of service)?
 - If so, determine the number of hours needed and when they can be performed (during high school career, during last 12 months)
 - Verification of the relative's or applicant's military service

- **Information from a high school applicant:**
 - Letters of recommendation (from school faculty, administrators, guidance counselor, pastor, community members, not from relatives)
 - Education information (cumulative GPA, rank in class, transcript, scores from SAT/PSAT/ACT)



- **Information from a college applicant:**
 - Letters of recommendation (from school faculty, administrators, guidance counselor, pastor, community members, not from relatives)
 - Education information (cumulative GPA, transcript of all classes taken to date)

- **Judging:**
 - The judges' decision is final
 - The judges determine the scholarship to be awarded
 - Determine judging criteria and rubric prior to judging applications

- **How many scholarships may the applicant receive in a year and over a lifetime?**
 - Scholarships are made on a one-time-only basis (one scholarship in the applicant's lifetime)
 - Scholarships are nonrenewable

- **Awarded scholarship:**
 - How/when will applicant be notified of scholarship decisions?
 - Will scholarship be awarded to student or to the school's financial aid office?
 - Will the scholarship be awarded prior to the first college semester, after the first semester, or split between the two semesters?
 - Does the scholarship need to be used within a certain period of time?



How to Organize a Veterans in Community Schools Event

Background Information on *Veterans in Community Schools*:

Veterans in Community Schools is an activity endorsed by The American Legion that brings history to life by connecting military veterans with students in classrooms or at school assemblies in conjunction with history lessons about World War II, The Korean War, The Vietnam War or Operation Enduring Freedom/Operation Iraqi Freedom. The ever-decreasing numbers of healthy veterans from World War II points to the fleeting nature of the opportunity to pass on these important lessons.

Veterans are important pieces of American history. The American Legion Family believes accounts of their experiences while in uniform and as a result of their military service should be preserved and shared with others. Veterans have witnessed monumental events in history. They can help students learn from and appreciate the sacrifices individuals and their families have made.

In addition to sharing their experiences, veterans may also discuss a wide range of topics including how to help a family who has a deployed military service member, how to show support for the troops, proper respect for the flag, or why The American Legion Family was formed and what it stands for. Also, veterans' sharing of their military experience with an appreciative audience can help them heal psychological wounds from combat, deployment or family separation. Veterans who have spoken to students generally describe the experience as a rewarding and personally satisfying experience.

Steps for Organizing a Veterans in Community Schools Activity:

Participation in The American Legion's Veterans in Community Schools program is a suggested activity in the American Legion Auxiliary's 2016-2017 Education Programs Action Plan. It can be reported for either the Education or VA&R program. Please only report each program one time.

Follow these steps to organize a Veterans in Community Schools event at a school(s) in your community.

- 1) **Identify and Contact School(s)**
 - a. Contact a school or schools in your local community and offer to organize a Veterans in Community Schools event for a classroom, grade level, or student- body assembly. Reach out to the school principal first, either by an in-person visit, telephone or email. You may choose to select an elementary, middle or high school; you can alter your activities to accommodate a wide range of age groups. The most effective way is to have someone connected to the school (a parent or friend of a teacher,) make the approach.
- 2) **Propose an Activity Plan**
 - a. The school official may refer you to a classroom teacher or to a department chair. If so, work with the teacher or chair to develop the activity into an educational program for students. Discuss with them how veterans can contribute to the students' understanding of military service and/or U.S. history. Provide additional resources (found below) for teachers, as they may want to introduce key concepts to students in their lesson plans in preparation for the activity.
 - b. Work with the school to identify the most suitable time, venue, and format of the activity. You could host the event in a classroom, cafeteria, auditorium, or gymnasium. The size of the venue will depend on the number of veterans and the size of the audience.



- c. Propose to hold the Veterans in Community Schools activity on or around Veterans Day (November 11 each year) or Memorial Day, but do not limit yourself to those time periods if that time frame does not suit the school calendar.
 - d. Depending on the average age of the audience, you may want to develop a set of guidelines for the event. In addition to hearing about veteran experiences, different age groups may be interested in other information as well. Elementary/middle school students may be interested in flag education and citizenship; high school students may be interested in the role of the military in today's society, a more in-depth exploration of the veteran's experience, the Veterans History Project of the Library of Congress, and volunteer service opportunities that are offered by the Legion Family.
 - e. Offer to show the Legion's 23-minute video "America's Veterans," which discusses who veterans are, how and why we honor veterans, what we can learn from the lives of veterans, and the rights and responsibilities of citizenship. The video is available at www.emblem.legion.org. Note that the teacher or department chair will wish to view the video in advance of it being shown to students.
 - f. Offer to create handouts or supplemental materials about veterans for students to take home for themselves and their family members. Note that the school official will likely need to review and approve the materials being proposed for distribution to students or family members. Materials can contain information about the Legion Family (such as a web address), but should not overtly promote membership since that is not the purpose of this activity.
 - g. Identify and assign roles to participants, such as greeter, ALA or Legion representative and moderator. While servicemembers don't necessarily expect civilians to address them by their military title, it is a nice courtesy to know the proper address.
- 3) **Identify Veterans for Speaking Roles**
- a. Once the possible dates have been selected with the school, identify one veteran or group of veterans from the appropriate war era who would be willing to speak about their experiences, or other topics suggested by the school. Note that some veterans may prefer to speak to older or younger audiences depending on how the activity is structured.
 - b. There are many ways to find veterans who may be willing to participate. First, ask the family member(s) of those that belong to the American Legion Auxiliary. Second, contact the commander or a commission chairman of the Legion post. Third, ask the school if a staff member is a veteran and wishes to speak, or if they are aware of a parent or family member with military experience.
 - c. Try to connect specific historical incidents with those veterans who may have served in that theater or at that time in history.
 - d. Try to invite veterans from more than one branch of the armed forces and different periods of conflict. A wide array of speakers will give students an opportunity to hear many kinds of experiences.
- 4) **Prepare the Veteran(s) and Audience**
- a. Ask each veteran if there are topics they wish to discuss or not discuss. Work with the teachers to develop guidelines for students to respect the veterans' wishes.
 - b. It is common for young people to want to ask a military service member if they have killed anyone. Teachers should discuss this in advance, requesting that students refrain from asking this question out of respect for the service member.



- c. Below is a list of potential questions and talking points to review with your veteran(s) in advance. It may even be helpful to assign questions to students at the event.
- When and where did you serve?
 - Why did you join the service? What branch?
 - Why did you pick the branch that you were in?
 - What did it feel like to be in the service?
 - Would you demonstrate a proper salute?
 - What was boot camp like?
 - What were your job assignments?
 - What are some of your memorable experiences?
 - What did you do for entertainment?
 - Where did you travel during service?
 - Any humorous or unusual events?
 - What did you do in the days and weeks after you returned?
 - Did you form any close friendships, and do you still stay in touch?
 - Are you a part of any veterans' organizations?
 - Did your military experience influence your views on today's military and war?
 - How did the service affect your life?
 - What values did you learn from your experience?

5) Implement the Activity Plan

- a. Follow the agenda you have laid out through careful planning and consultation with the school official and staff.
- b. If time, space and resources allow, consider hosting a small reception for the veterans, school officials, key faculty, and a representative or a few of the student body to continue their conversations and exchange information.

Sample Agenda

1. Assemble the students and veterans.
2. Welcome students and veterans to the activity. Give a brief overview of the project's purpose and introduce the veterans.
3. Say the Pledge of Allegiance and/or have a local ROTC display the U.S. flag.
4. Allow for a few remarks from any distinguished or notable guests you may have invited (e.g. Mayor, member of Congress, etc.)
5. Allow the veterans to introduce themselves. After they have given brief introductory remarks, begin the Q&A session.
6. Pass out slips with a few sample questions (see below) to some willing students to help get the questions started. The conversation may take on many different tones depending on the types of questions asked.
7. Thank each veteran for participating and allow for individual remarks if they have any. If you wish to present each veteran with a gift, now would be the best time to do so.
8. Consider saying the Pledge of Allegiance again to see if you hear the words differently in light of the presentation.
9. Close out the project or event with a culminating 'Thank You' to all participants.



6) Follow-up with Veteran(s) and School(s)

- a. Send thank-you notes to the school leader and faculty. Ask if they would like to continue with the program in the future.
- b. Provide the school leader with information about the Legion Family and Legion Family programs and resources for veterans, veteran and military families, and the general community, so that he/she may make referrals of students and their families to Legion Family programs and services.
- c. Send thank-you notes to veteran speakers. Ask the veterans if they would be willing to be added to a list of willing speakers for future Veterans in Community Schools activities.

Promote ALA and Report Your Impact:

The ALA encourages members to identify themselves as such. When interacting with teachers, parents and veterans, however, it is important that members not push ALA membership aggressively, as that is not the primary purpose of this activity. Please, do feel free to wear ALA apparel and mention why you value association with The American Legion Family is appropriate. Please also be sure to report your volunteer activities and hours to your unit's Education or VA&R committee chairman.

Additional Ideas:

Assign a unit member to take pictures or video during the activity, provided the school and the veterans consent to this documentation.

- Assign a unit member to prepare an article or blog post of the event for the unit and post publications.
- Gather publicity generated by students and schools themselves, such as news articles in the school newspaper or online postings, student essays written for class assignments, or thank you notes from students. Re-publicize this material, with the authors' permissions, in your unit or department communications.
- Be sure to report your Veterans in Community Schools activities in your individual or unit impact report to the unit's Education or VA&R Committee chairman.

Resources:

- **America's Veterans Teacher Guide**, *The American Legion*
<http://www.legion.org/documents/pdf/veterans.pdf>
- **Veterans Day Teacher Resource Guide**, *U.S. Department of Veterans Affairs*
<http://www.va.gov/opa/vetsday/schoolkit.asp>
- **Promoting Historic Preservation in Community Schools**, *The History Channel*
http://www.history.com/images/media/interactives/promote_historic_preservation.pdf
- **Our Veterans: Sharing Their Stories**, *The History Channel*
<http://www.history.com/images/media/pdf/OurVeteransOurStories.pdf>
- **Veterans History Project**, *U.S. Library of Congress*
<http://www.loc.gov/vets/>



**American Legion Auxiliary
2016-2017 National Award Cover Sheet**

This cover sheet should be attached to each narrative submitted for a national award. Please fill out the information as completely and accurately as possible.

Award certificates will be completed using the information given on this sheet, so please write carefully. All awards will be mailed to the department office after national convention. Department presidents may wish to recognize award recipients by presenting them at a department function.

National committee sponsoring award: _____

Type of Award: Department Unit Member

Name of the award you are applying for: _____

Complete the following if you are applying for a department award:

Name of department: _____

Name of department chairman: _____

Chairman's phone number: (____) _____ ALA member ID#: _____

Chairman's email address: _____

Please complete the following if you are applying for a unit award. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Unit president/chairman (circle one) name: _____

Phone number: (____) _____ ALA member ID#: _____

Email address: _____

Please complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (____) _____

Nominator's Email address: _____

Please see your committee Plan of Action to determine where to send this form.