

# 2016-2017 Junior Activities Plan of Action

## Department of Wisconsin



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**Junior Activities and the 2014-2019 Centennial Strategic Plan – Inspiring active participation by ALA members under the age of 18, the Junior Activities program builds a strong future for the ALA by engaging productive members to carry on its mission for life. (Goal 1&3)**

### **What is this program, and why do we have it?**

The Junior Activities Program inspires active participation in members age 17 and under so that they will become engaged; productive members who will want to continue their American Legion Auxiliary membership into adulthood.

### **What can you do?**

#### **1. Increase Junior membership in all units and departments.**

##### **Ideas:**

##### **Member**

- Sign up your eligible daughters, granddaughters and great-granddaughters.
- Spread the word to friends, on social media and to family to sign up their eligible Juniors.
- Encourage Juniors to invite their friends to attend ALA functions and volunteering opportunities, even if they are not eligible to join.

##### **Unit**

- Organize an active Juniors group.
- Encourage members to sign up their eligible daughters, granddaughters and great-granddaughters.
- Include information on Junior membership and activities in monthly newsletters.
- Include information on Junior membership in renewal notices.
- Post a Facebook update on your unit's page after a Junior event, and ask members to sign up eligible Junior members.
- Work with members of your Legion post to sign up their eligible daughters, granddaughters and great-granddaughters.

- Invite me to your Junior functions or unit meetings to talk about Juniors.
- Encourage your Juniors to attend Department Conferences.
- Visit the Department of Wisconsin Junior Facebook and see what the Juniors are doing.

### **Department**

- Encourage Senior members to sign up their eligible daughters, granddaughters and great-granddaughters.
- Department Junior Activities chairmen can offer incentives to units for increasing Junior membership.
- Department Junior Activities chairmen should have a Junior Activities Handbook and be knowledgeable of its content.
- Start a Junior group at the department level.

## **2. Engage Juniors in programs of the American Legion Auxiliary.**

### **Ideas:**

#### **Member**

- Bring a Junior to a meeting with you.
- Mentor a Junior in your unit.
- Ask older Juniors for help with your social media accounts, email and smartphones.

#### **Unit**

- Include Juniors in all of your unit functions.
- Make meetings fun and inviting for Junior members (see How To Sheet).
- Provide opportunities for Juniors to work on program activities (see How To Sheet)
- Give Juniors a purpose: Teach Juniors to “lead the way.”
- Recognize and applaud the achievements of Juniors.
- Make Junior members honorary committee members, and pair them with senior chairmen for mentoring.
- Encourage Juniors to attend department and division Junior meetings.
- Bring your Juniors to Christmas gift shops and other unit functions and activities.
- Ask older Juniors to help with the unit’s newsletter, website and social media accounts.
- Encourage your Juniors to support Honorary Junior President Anna’s project for the year: Veterans Equine Trail Services.
- Make meetings fun and inviting for Junior members.

## **3. Encourage participation in service projects for Legionnaires, as well as other veterans, military and their families in your community.**

### **Ideas:**

#### **Member**

- Bring a Junior with you when participating in a service project.
- Schedule a service project specifically for Juniors.

## **Unit**

- Host a Daddy/Grandpa and Me dance.
- Plan a “Cookie Pack” project and supply items needed (see How To Sheet).
- Supply bags and supplies for “ditty bags.”
- Encourage senior members to get their Junior members involved.
- Encourage Juniors to volunteer at VA medical facilities.
- Plan service projects that are fun and engaging
- Keep members informed of volunteering opportunities

## **4. Promote and encourage Junior participation in the Patch Program.**

### **Ideas:**

#### **Member**

- Mentor Juniors and help them to acquire patches.
- Hold a special meeting to help Juniors earn patches.

## **Unit**

- Encourage Juniors to participate in the Patch Program.
- Encourage use of electronic patches on Juniors’ social media sites.
- Give Junior members the opportunity to work on requirements for patches at unit functions.
- Host a Juniors meeting to encourage and increase interest in the Patch Program.
- Host a special meeting to present earned patches to Juniors with senior members in attendance. Patch requests can be submitted to Department Chairman Lorrie Barber throughout the year. Send to: Lorrie Barber, 3257 Minnesota Avenue, Stevens Point, WI 54481. Must include finished requirement sheet for each patch.

## **5. Increase awareness of the Children of Warriors National Presidents’ Scholarship to Junior members, Legion Family members, schools and community partners.**

### **Ideas:**

#### **Member**

- Distribute scholarship information to high school counselors and youth organizations. Scholarship applications can be accessed from the Department website.
- Promote the scholarship to your family and friends.

## **Unit**

- Post information about the scholarship on your social media sites.
- Distribute scholarship applications to your high schools and to local youth groups.
- Inform members about the scholarship and its rules and application requirements.

## Junior Activities Reporting

### Mid-Year Reports

Each unit Junior Activities chairman is required to submit a narrative report by **December 15, 2016**, to the Department Junior Activities chairman.

### Annual Reports

Each Unit Junior Activities chairman is required to submit a narrative report by **April 15, 2017**, to the Department Junior Activities chairman.

**As part of your narrative report, please include answers to the following questions:**

- How many Juniors are involved in the Patch Program?
- What are the various service projects in which Juniors were involved? How many Juniors were involved in each?
- What is the amount of donations made by Juniors?
- What percentage of volunteer hours was performed by Juniors?
- How many Juniors regularly attend meetings?
- Please include pictures and news articles showing Juniors involved in their activities.

### **Programs and Activities**

1. Requirements, instructions and patch forms for the Junior Patch Program are available at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).
2. A National Junior Workshop will be held at the same time as the Mission Training in each of the five divisions of the American Legion Auxiliary. Dates and meeting sites for the one-day training will be announced at a later date.
3. Spirit of Youth Scholarship for Junior members: Five scholarships in the amount of \$5,000 each will be awarded for the 2016-2017 Auxiliary year; one scholarship will be awarded in each division of the American Legion Auxiliary. Requirements and applications are available at [www.amlegionauxwi.org](http://www.amlegionauxwi.org) and in the Education Plan of Action.
4. Junior Projects:
  - Veterans History Project: [www.loc.gov/vets](http://www.loc.gov/vets)
  - VA Student Volunteer Program: [www.volunteer.va.gov/StudentProgram.asp](http://www.volunteer.va.gov/StudentProgram.asp)  
[www.volunteer.va.gov/ParkeScholarship.asp](http://www.volunteer.va.gov/ParkeScholarship.asp)
  - Children of Warriors National Presidents' Scholarship: [www.amlegionauxwi.org](http://www.amlegionauxwi.org)
  - Mean Stinks: [www.meanstinks.com](http://www.meanstinks.com)

### **Junior Activities Awards**

**Department Award:** Patch Program Award

**Type of award:** Engraved plaque

**Presented to:** One department chairman reporting the largest number of Junior members participating in the Patch Program

**Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan
- The department Junior Activities chairman must verify all entries prior to submission.
- Entries must be typewritten and include the number of Juniors who **earned** patches from June 1, 2016, to May 1, 2017.
- All entries must be postmarked by May 1, 2017, and sent to Lorrie Barber, 3257 Minnesota Ave., Stevens Point, WI 54481

**Unit Award:** Best Overall Unit Junior Activities Award

**Type of award:** Citation Plaque

**Presented to:** One unit chairman in each division (5 overall awards)

**Materials and Guidelines:**

- Entries must include the award cover sheet located in the Plan.
- Entries must be typewritten and include the following:
  - Demonstrate the completion of at least one action step from each of the five ideas or suggestions as stated in the Plan of Action.
  - Please include pictures, clippings, scrapbooks, folders, etc., either electronically or via postal mail.
- All entries must be postmarked or emailed by May 1, 2017 and sent to Lorrie Barber, 3257 Minnesota Ave., Stevens Point, WI 54481

**National Award:** Joining with Our Juniors Award

**Type of Award:** \$100 gift certificate/certificate

**Presented to:** A gift certificate will be awarded at a drawing at the National Pre-Convention meeting from all units organizing a new active Junior unit during the Auxiliary year. A certificate will be provided to all units organizing a new active Junior unit.

**Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.
- Entries must be typewritten and include the following information:
  - Date Junior unit was organized
  - Number of Junior members actively participating in the unit program
  - Activities conducted to help carry out the American Legion Auxiliary mission
  - Narrative not to exceed 1,000 words
  - Please include pictures, clippings, scrapbooks, folders, etc., either electronically or via postal mail
  - Entries must be submitted to the department chairman prior to the deadline below.
- All entries must be postmarked or emailed by May 1st, 2017 and sent to Lorrie Barber, 3257 Minnesota Ave., Stevens Point, WI 54481

**Department Award:** Junior Member of the Year

**Type of award:** \$100 Gift certificate

**Presented to:** One Junior member, selected from the department Junior Members of the Year, in recognition of her dedicated service, efforts and talents.

## **Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.
- Entries must be typewritten and include the following information:
  - Consideration of only Junior members in good standing for 2015-2016.
  - Outstanding contribution the Junior has made through a program or project outlined in the Plan of Action, other than the office she may be holding (based on current year ONLY).
  - Nominee should not be serving as an honorary department Junior president.
  - Length of membership is not a criterion.
  - Name, email address and complete mailing address of nominee must accompany nomination.
  - A narrative, typed essay not to exceed 500 words summarizing the nominee's accomplishments during the current administrative year.
  - Please include pictures, clippings, scrapbooks, folders, etc., either electronically or via postal mail.
  - Nomination must be signed by the candidate's unit Junior Activities advisor.
- All entries must be postmarked by May 1, 2017, and sent to Lorrie Barber, 3257 Minnesota Ave., Stevens Point, WI 54481

## **Million Member Award**

**Type of Award:** Citation Plaque

**Presented to:** One unit in each division (5 overall awards)

## **Materials and Guidelines:**

- Entries must include the award cover sheet located in this Plan.
- Entries must be typewritten and include the following information:
  - Demonstrate how working the mission of the Junior Activities Committee engaged, retained and attracted Junior members to meet one or more of the Goals identified in the Centennial Plan.
  - Please include pictures, clippings, scrapbooks, folders, etc., either electronically or via postal mail.
- All entries must be postmarked or emailed by May 1, 2017, and sent to Lorrie Barber, 3257 Minnesota Ave., Stevens Point, WI 54481

## **Additional Resources You Can Use**

1. [www.ALAforVeterans.org](http://www.ALAforVeterans.org):
  - a. Junior Activities Chairman Guide
  - b. Junior Activities Handbook - free on the ALA website; printed copies for purchase through Emblem Sales at [emblem.legion.org](http://emblem.legion.org)
  - c. Junior Leadership Course
  - d. Junior Patch Program - information by level
  - e. ALA Unit Handbook (free on the ALA website; printed copies for purchase through Emblem Sales at <http://emblem.legion.org>)
  - f. ALA Annual Impact Report Form (part of the Plan of Action)
  - g. Veterans Affairs & Rehabilitation: A Guide for Volunteers
2. U.S. Department of Veterans Affairs information on student volunteers: [www.volunteer.va.gov/StudentProgram.asp](http://www.volunteer.va.gov/StudentProgram.asp)
3. American Legion Auxiliary Junior Activities Facebook page: [www.facebook.com/alajuniors](http://www.facebook.com/alajuniors)
4. Your national Junior Activities Committee members (see list on front page of this Plan).

## HOW TO PROMOTE THE CHILDREN OF WARRIORS NATIONAL PRESIDENTS' SCHOLARSHIP

The American Legion Auxiliary offers the Children of Warriors National Presidents' Scholarship to support the children of our warriors. These scholarships are awarded to 15 students annually who excel in academics and volunteer in their communities. These scholarships are for undergraduate study only at a four-year accredited college or university, and may be used for tuition, books, fees, room and board.

[www.amlegionauxwi.org](http://www.amlegionauxwi.org)

- Post information about the Children of Warriors National Presidents' Scholarship on social media sites and department website. Give details about eligibility the application process.
- Distribute scholarship information to your local high school counselors and/or school districts, youth organizations and churches. Ask school administrators to publicize the scholarship in school and/or district newsletters or mailings.
- Promote the scholarship to your friends and family members, and get them to tell five of their friends or family members.
- Post information on community bulletin boards, promoting the Children of Warriors National Presidents' Scholarship and where to get information online at [www.amlegionauxwi.org](http://www.amlegionauxwi.org).
- Contact your local military installation or active-duty servicemembers about getting scholarship information out to Family Readiness Groups and other family-based groups, informing them that most active-duty military children are eligible.
- Be familiar with the rules and application requirements to apply for the scholarship and be able to talk knowledgeably about it. If you don't know, know where to get the information.
- Learn the eligibility dates for membership in The American Legion as they are critical for those applying for the scholarship. Membership is not a requirement, but the veteran the applicant is applying under must have served during the Legion's eligibility period.
- Junior members can earn the Children of Warriors National Presidents' Scholarship patch by raising \$5 for each year of the individual's age. For example, an 8-year-old child would need to raise \$40.

### Scholarship Criteria

Candidates for this award shall be direct descendants of veterans who served in the Armed Forces during eligibility dates for membership in The American Legion, listed below.

WWI	April 6, 1917 - November 11, 1918
WWII	December 7, 1941 – December 31, 1946
Korean War	June 25, 1950 – January 31, 1955
Vietnam War	February 28, 1961 – May 7, 1975
Lebanon and Grenada	August 24, 1982 – July 31, 1984
Panama	December 20, 1989 – January 31, 1990
Desert Shield/Storm/Gulf War on Terrorism	August 2, 1990 to date of cessation

### Additional Criteria

Applicant must complete 50 hours of community service during his/her high school years.

## HOW TO CONDUCT A COOKIE PACK

1. Find a place to hold your Cookie Pack, and set a date.
  - a. Your post home
  - b. A senior center
  - c. A member's home
2. Collect servicemembers' shipping addresses.
  - a. Contact local armories.
  - b. Contact military family support centers.
  - c. Obtain addresses from relatives and friends of servicemembers.
  - d. Contact your town hall.
3. Contact people and ask them to bake cookies.
  - a. Make sure a variety of cookies is offered.
  - b. Cookies should be no more than 2" in diameter for best packing.
  - c. Cookies should be a sturdy cookie variety for best shipping.
  - d. Girl Scout cookies ship well.
4. Gather supplies needed.
  - a. Medium flat-rate boxes from the U.S. Postal Service
  - b. Soup- and salad-sized plastic reusable containers with lids, such as Gladware
  - c. Disposable rubber gloves for packing cookies
  - d. Homemade cards for servicemembers, if desired
  - e. Magazines, candy and lip balm are good to use as fillers in boxes if needed
  - f. Postage – try to collect money to cover the cost
5. Have your Cookie Pack Party!
  - a. Put a variety of cookies, 18-24, in each reusable container.
  - b. Six containers fit in each USPS shipping box.
  - c. Add cards and fillers.
  - d. Be sure to include your return address, email address, and information on who packed the cookies. Servicemembers may want to send pictures and/or a thank you in return.
  - e. Take package to your local post office and ship for our servicemembers to enjoy!



## HOW TO ENGAGE JUNIORS IN UNIT MEETINGS

Keep meetings and events civil, interesting, inviting, positive and friendly to encourage Juniors to attend.

- Junior meetings should last no longer than 30 minutes to avoid boredom.
- Keep it fun. Do activities that are fun as they are learning
- Invite visitors.
- Play icebreakers at each meeting so Juniors can get to know one another better.
- Instruct on ALA protocol, but don't focus on it.
- Suggest cell phones be turned off, not just silenced, to avoid disruptions.
- Give Juniors a purpose during the meeting. Encourage input.
  - Have a service project to keep members involved.
- Always leave meetings on a positive note.

From the Junior Activities Handbook:

<https://www.alaforveterans.org/Programs/Junior-Member-Activities/>

### Order of Business

1. Call to Order
2. Prayer
3. Pledge of Allegiance
4. National Anthem
5. Preamble
6. Reading and approval of minutes of previous meetings
7. Reports of officers and committees
8. Unfinished business
9. New business
10. Announcements
11. Remarks by Junior Activities chairman
12. Program

# HOW TO PARTICIPATE IN AUXILIARY PROGRAMS

As members of the American Legion Auxiliary, Junior members are welcome and invited to participate in our programs. Suggestions for ways to participate are printed below for each program. Junior Members are encouraged to also look at specific programs on the Plan of Action to find additional ways to become involved.

## Junior Activities

- Invite your friends to attend ALA functions and volunteering opportunities.
- Post pictures of functions that you have participated in on your social media sites. Be sure to follow the appropriate etiquette for social media (such as not posting pictures of others without their permission, always speaking in a positive tone, and not giving out personal information).
- Let your friends know that volunteering is contagious and volunteering activities and hours can be counted as community service hours for school requirements.
- Help set up social networking accounts for senior members.
- Offer to help with newsletter and unit mailings
- Post on social media ways your friends can help and become involved.
- Talk to newer Juniors about your experiences in the Auxiliary.
- Foster goodwill through anti-bullying campaigns such as Mean Stinks.
- Attend meetings and Auxiliary events to work on the criteria to earn patches.
- Post electronic patches on your social media sites.
- Help younger members earn their patches.
- Work with a group or individually on patches.

## National Security

- Bake cookies for Cookie Packs, and pack cookies for shipment to a military base.
- Babysit or become a Mom's Helper for a military family.

## Education

- Earn the Children of Warriors National Presidents' Scholarship patch by raising \$5 for each year of your age.
- Post information about ALA scholarships on your social media pages.

## Veterans Affairs & Rehabilitation (VA&R)

- Juniors in 10<sup>th</sup> grade and above can interview Legionnaires for Veterans History Project.
- Make and deliver holiday cards to veterans or VA&R hospitals.
- Make holiday favors for dinner trays for hospitalized veterans.
- Make ditty bags for homeless veterans.
- Become a VolunTeen by volunteering for the VA Student Volunteer Program.
- Students who volunteer with the VA may be eligible for a Parke Scholarship: [www.volunteer.va.gov/ParkeScholarship.asp](http://www.volunteer.va.gov/ParkeScholarship.asp)
- VAVS (VA Voluntary Service) directors can identify service projects suitable for Junior members and their friends for occasional service to veterans in VA health care facilities.
- Juniors and their friends can support veterans from their own home by knitting or crocheting stocking hats for homeless veterans, baking cupcakes for a local stand down, or helping a veteran use the internet, and earn recognition under Service to Veterans.

**Children & Youth**

- Assemble and distribute hero packs to military children.
- Participate in “Star Spangled Kids” by having Juniors report on different sections of the Bill of Rights.
- Accompany a senior member to distribute Josh Dogs to children facing surgery and help ease their fears.

**Americanism**

- Participate in The American Legion Oratorical Contest.
- Participate in the ALA Essay contest.
- Teach flag etiquette to younger Juniors.

**American Legion Auxiliary Girls State**

- Participate in ALA Girls State.
- Promote ALA Girls State and TAL Boys State in your school.

**Legislative**

- Help an adult use technology to contact elected officials (email, internet, capwiz, etc.).
- Help with refreshments at a Town Hall meeting.

**Leadership**

- Participate in the Junior ALA course “The ALA: My Organization and What I Need to Know to Grow as a Member.”
- Volunteer to lead a fundraising event to raise money for scholarships.

**Membership**

- Recruit members (junior or senior) into the American Legion Auxiliary.



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

Send completed form to:

*Junior Activities Chairman, Lorrie Barber, 3257 Minnesota Avenue, Stevens Point, WI 54481.*

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.

Department committee sponsoring award: JUNIOR ACTIVITIES

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: \_\_\_\_\_