



## **Past Presidents Parley-Department of Wisconsin Action Plan for 2016-2017**

Past Presidents Parley and the 2014-2019 Centennial Strategic Plan – Designed to help Auxiliary women who have served as unit, department or national presidents, members of this committee model civility, loyalty and service before self as they actively work to build a strong future for the organization. (Goal 2, Goal 3, Goal 4).

### **Committee Contact Information**



**Department Chairman**

Joan Chwala, Past Department President (2011-2012)  
W13567 County Road M, Gilman, WI 54433-9360  
Phone: 715- 668-5661  
Email: [ctr68552@centurytel.net](mailto:ctr68552@centurytel.net)

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

The purpose of the Past Presidents Parley committee is to utilize the experience and knowledge of past Auxiliary leaders for training and encouragement of future Auxiliary leaders. Through the Past Presidents Parley committee, women who have served as unit, department, and national presidents have an opportunity to continue in active service to the Auxiliary, helping ensure strong future leadership for the organization. The Past Presidents Parley also recognizes and honors outstanding unit members through Unit Member of the Year, and, female veterans through the Salute to Servicewomen awards.

## What can you do?

### 1. Promote mentoring opportunities of unit members.

As former leaders, past presidents at all levels are encouraged to continue their support to the organization by accepting responsibility to contribute their experience, knowledge and wisdom. As ambassadors for the organization, there is much information to share in achieving a stronger organization, at each level, by sustaining growth through positive actions.

#### Ideas:

##### Unit

- Form a unit Past Presidents Parley
- Encourage past presidents to continue providing support through the process of sharing 'best practices' with members.
- Donate to the Past Presidents Parley Scholarship Fund
- Encourage Past Presidents to join the Department Past Presidents Parley

### 2. Promote and submit nominations for the Unit Member of the Year Award.

This award recognizes the contributions made by a valued unit member. Select one member to compete for department recognition by researching the criteria within your department and making a nomination. Also honor the member in your unit for significant contributions made to the unit. All Unit Members of the Year are recognized at department and national convention.

#### Ideas:

##### Unit

- Select one member to compete for the department Unit Member of the Year award by researching the criteria within your department and personally making a nomination.
- Honor her within the unit. Include recognition in newspapers and social media. Choose a Unit Member of the Month for this local recognition and choose from those nominees for the Unit Member of the Year nominee.
- Raise funds to provide the winner from your unit a means to attend the ALA Past President's Parley Luncheon held annually at the department convention. Special recognition at the luncheon is bestowed on the department winner.

**3. Promote and submit nominations for the Salute to Servicewomen Award.** The Past Presidents Parley will continue to recognize the military service of female personnel, including the National Guard and Reserve components, representing each branch of service at the national convention. Committee contact: Department Chairman

#### Ideas:

##### Unit

- Seek candidates to nominate for the Salute to Servicewomen Award. Assist in the application process.
- Honor all nominees at a unit function.
- Use Social Media and other Public Relations tools

## **Past Presidents Parley Awards:**

### A. Unit Member of the Year Award:

- Only senior members in good standing are eligible.
- Current membership dues must be paid.
- The member cannot have obtained an elected or appointed leadership role higher than that of unit president.
- Selection is based on accomplishments, activities, etc., for the current administrative year.
- Years of membership are not a part of the criteria; the nominee may be a new member.
- All entry forms, including a narrative, must be completed and submitted by the deadline (see attached award forms for more details). The unit president and secretary must sign the entry form unless the nominee is one of them, in which case a past unit president must sign the entry form.
- Each unit may submit only one unit winner.
- The winning entry from each unit should be postmarked by May 15, 2017, and sent to the Department chairman, Joan Chwala. Contact information is provided on the front page of this program Plan.

### B. Salute to Servicewomen Award:

- Nominees should be willing to attend the 2017 department convention in Appleton, Wisconsin and national convention in Reno, NV, if possible. (Contingent on winning, but all entrants are welcome to attend any convention at their own expense.)
- All entry forms, including a narrative/YouTube video, must be completed and submitted by the deadline. A YouTube video can take the place of a written narrative. Please see awards form for details.
- Entry must have the nominee's name and address, unit name and number (if applicable) and most importantly, contact information for the servicewoman.
- One applicant for each branch of service per unit will be accepted.
- All entries must be postmarked by May 15, 2017, and sent to the department chairman. Contact information is provided on the front page of this program Plan.

## **Past Presidents Parley Reporting**

An annual report is not required; however, a year-end summary and a mid-year progress report are suggested as tools to gauge the direction and effectiveness of unit activities. Both narratives should be forwarded to the department chairman by **December 15, 2016**, for mid-year and **April 1, 2017**, for year-end. Contact information is provided on the front page of this program Plan.

## **Additional Resources You Can Use**

See the Past Presidents Parley program page at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) for additional resources.

- National Past Presidents Parley Facebook Group Page: <https://www.facebook.com/groups/571603919606422/>
- Department of Wisconsin PPP Facebook Group Page (TBA)
- Department of Wisconsin Web Page: <http://www.amlegionauxwi.org/>

# HOW TO MENTOR A NEW MEMBER

**Committee: Department Contact: Joan Chwala**

Past Presidents Parley

**Submitted by:** National Past Presidents Parley Committee

**Contact Information for Questions:** National Chairman Virginia Hobbs

[virginiahobbs@yahoo.com](mailto:virginiahobbs@yahoo.com)

## Unit Past President Parley Responsibilities

- Offer to escort a new member to your meeting.
- Introduce her to the president as well as other members in attendance. Ask her to share a little about herself. The information could be helpful in determining in which committee she may have the greatest interest. Have each attendee introduce herself.
- As each program report is given, request that the chairman explain the purpose of the program and how the unit supports it. Explain the duties of the officers, the chairmen and the committee members.
- Help maintain a positive attitude and assist in avoiding controversy during the meeting. Interject some occasional humor to help make the meeting fun.
- A prospective member is more likely to join if she feels she is joining an organization that is fun and whose activities support the community. All members will be more willing to attend meetings and assist with activities if the meetings are short and interesting. Remind the members to try new ideas without criticism if they fail. Suggest trying something else. Help keep the meeting moving toward a positive conclusion.
- Evaluate your new member's capabilities. If you feel she is ready to participate, ask her which of the programs holds her greatest interest. Discourage naming a new member as an officer or a chairman, but instead suggest she be given the opportunity of working on a committee with an experienced chairman. Let her know you are willing to mentor her and assist by answering her questions. Remember to praise her efforts.
- Past presidents should advise when asked, but preferably not serve as a chairman. Chairmanships should be held by other members so they may learn the programs and become good unit leaders who may develop an interest in moving into district, county or department positions.
- As a past president, you may wish to promote the nomination of a Unit Member of the Year. You may take the lead in recommending servicewomen to submit for an award. Develop a fundraising activity for donations to the nursing scholarship program.
- Continue to support through your ongoing leadership!



*Past Presidents Parley Committee Award Entry Form*

**UNIT MEMBER OF THE YEAR AWARD**

**A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary National Convention.**

Requirements:

- 1. Open to senior members who are not in an elected or appointed leadership role higher than unit president.**
- 2. Each department may submit only one entry. Units must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address.**

|  |  |
|--|--|
| Nominating Unit:                                 |  |
| <b>Unit PPP Chairman (President) Information</b> |  |
| Name:  |  |
| Address:   |  |
| Email:   |  |
| Phone Number:                                    |  |
| <b>Nominee Information</b>                       |  |
| Name:  |  |
| Address:   |  |
| Email:   |  |
| Phone:   |  |
| Nominee's Unit Name and Number:                  |  |

**Form must be completed and submitted to Department Chairman Joan Chwala by May 15, 2017.**

**Joan Chwala, Department Chairman  
W13567 County Road M, Gilman, WI 54433  
Email: [ctr68552@centurytel.net](mailto:ctr68552@centurytel.net)**



*Past Presidents Parley Committee*

## **SALUTE TO SERVICEWOMEN AWARD NOMINATION FORM**

Established in 2003, this award has evolved from honoring women veterans to honoring women who are currently serving our country in the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard (includes National Guard and Reserve components of each branch).

One servicewoman from each branch of service will be recognized at the Department of Wisconsin Convention and American Legion Auxiliary National Convention. National Recipients attend the later portion of the 2017 National Convention in Reno, Nevada, as guests of the Auxiliary.

### **Nomination Criteria:**

- A woman currently serving in the U.S. Armed Forces (active duty or Reserve).
- Demonstrate a track record of exemplary service both in and out of uniform.
- A narrative or YouTube video that shows the servicewoman demonstrating exemplary service both in and out of uniform, making her the future face of women in the military.
- Servicewoman must be willing to be a guest of the Auxiliary and speak to the general assembly of the American Legion Auxiliary Department of Wisconsin and (if winner) National Convention.
- All nomination forms must be submitted by June 1, 2017.

### **YouTube Video Checklist**

If you choose to submit a video, please be sure to check that your video:

- does not contain any copyrighted music, video, images or text (not legally owned)
- is not set to "private;" your video must be public.
- is under 2GB in size
- is in .AVI, .MOV, .WMV, or .MPG file formats
- is 3 minutes or less in length

### **Next Steps:**

- The nominating person or the servicewoman writes a narrative (750 words or less) or creates a YouTube video (3 minutes or less) that shows the nominated servicewoman demonstrating exemplary service both in and out of uniform making her the future face of women in the military.
- The following form must be completed and submitted by **May 15, 2017**, to Department Chairman Joan Chwala. Written narratives should be attached. YouTube video links should be pasted in the box provided on the following form.

## **SALUTE TO SERVICEWOMEN AWARD NOMINATION FORM**

|  |  |
|--|--|
| Servicewoman's Name:   |  |
| Servicewoman's Email   |  |
| Servicewoman's Phone Number:   |  |
| Servicewoman's Branch of Service:  |  |
| Servicewoman's Rank:   |  |
| Servicewoman's Date of Enlistment:   |  |
| Servicewoman's Awards and Decorations, if any:   |  |
| Name of Person making this Nomination, if not the nominee:   |  |
| Email of Person making this Nomination, if not the nominee:  |  |
| Phone Number of Person making this Nomination, if not the nominee  |  |
| Is the servicewoman able to attend National Convention?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the servicewoman comfortable with public speaking?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Would servicewoman be willing to write a narrative/create a video?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Written Narrative:<br>1) please attach separate document to this form.<br>2) or type narrative directly into the box to the right. |  |
| YouTube Video: copy and paste your video link in the box to the right  |  |

Return completed nomination form to Past Presidents Parley Chairman Joan Chwala, W13567 County Road M, Gilman WI 54433, or email to: [ctr68552@centurytel.net](mailto:ctr68552@centurytel.net)



## 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: \_\_\_\_\_

Name of department: \_\_\_\_\_

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: \_\_\_\_\_

Name of department: \_\_\_\_\_

Member Name: \_\_\_\_\_ ALA member ID#: \_\_\_\_\_

Nominating Member (if different from above): \_\_\_\_\_

Nominator's Phone number: (\_\_\_\_\_) \_\_\_\_\_

Nominator's Email address: \_\_\_\_\_