



**AMERICAN
LEGION**

AUXILIARY

ALA In The Know

The purpose of ALA in the Know presentations is to engage and educate the American Legion Family. Every year, sessions are presented throughout the state, hosted by a local unit, country and/or district. All sessions present the same basic information with the flexibility to emphasize areas that are of interest to members in attendance. Breakout sessions and networking are a key component of the program. Wi-Fi service is needed to maximize the effectiveness of the presentations. Feedback about upcoming topics and members requests are welcomed to improve this learning experience. It is the goal of the committee to present the program in as many areas throughout the state as feasible. Units, counties and/or districts interested in hosting an ALA in the Know presentation are asked to contact the ALA in the Know Chairperson.

The ALA in the Know Chairperson should be aware of the following:

- The Co-Chairperson from the previous year becomes the chairperson and a new co-chairperson is appointed by the incoming President.
- For the December/January Unit mailing the “Location proposal requirements” should be completed and included to allow enough time for the Units counties and/or districts to discuss holding a session at their location.
- After the due date for the proposal requests has passed, then the chairperson would need to decide which locations would work the best for the most members to attend.
- Once locations are selected an email and/or phone call is made to the contact person at the location confirming the date the ALA in the Know session will be held at their location.
- Chairperson would complete the Registration form at once so that it can be included in the in the next Unit mailing and all others until the due date for registration.
- Chairperson would review suggestions from the previous year’s sessions for ideas for the next years session. In working with the current President and Sr. Vice President as well as the co-chairperson the program concept would be developed. The
- On completion of the program concept the chairperson and co-chairperson would begin working on the power point presentation.
- The chairperson would contact those members which would be the best person to present portions of the presentation. Direction from the current President /Sr. Vice President is normally requested for whom to contact. Once presenters are selected the presentation is sent to them so that can prepare for the sessions.
- Documents which are to be handed out at the sessions are sent to Department headquarters for printing.
- Headquarters will complete and supply a list of attendees and nametags for each location. A laptop and projector will be supplied by headquarters for use at the sessions.
- Remember to take pictures at each session.
- After each session and “event report” should be completed.
- An article is to be prepared for the June & July Unit mailing.
- A report for the ALA State Convention booklet and a floor report/presentation at ALA State Convention are to be prepared.