

# AMERICAN LEGION AUXILIARY

## Department Code

Last Revised: 2019 Convention

Ontario, California



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# Department Code Index

Department Policy .....	1
General.....	1
Administrative .....	2
Officers and Chairmen.....	5
Department Convention Commission .....	7
Department Convention.....	8
National Delegation to Convention .....	8
Department Candidates.....	9
Americanism .....	10
Auxiliary Emergency Fund .....	14
Chaplain .....	16
Children and Youth.....	17
Temporary Financial Assistance.....	17
Specific Medical Needs .....	18
Community Service .....	20
Constitution and Bylaws .....	22
Editor .....	24
Education .....	25
Finance .....	28
The Department Budget .....	29
Allowances and Expenses.....	29
Miscellaneous.....	31
Girls State .....	32
Finance.....	33
Girls State Committee's Responsibility.....	34
Department Girls State Chairman's Responsibilities .....	34
District Chairman's Responsibilities.....	35
Unit / Unit Chairman's Responsibilities.....	35
Director's Responsibilities .....	36
Delegates Eligibility Responsibilities.....	36
School Faculty Guidelines .....	37
Historian .....	38
Junior Activities .....	39
Appendix A .....	41

# Department Code Index

Leadership .....	46
Legislative .....	49
Membership .....	50
Department Awards .....	51
National Awards .....	51
Music .....	52
National Security .....	53
Past Presidents Parley .....	54
Poppy .....	57
Poppy Policies .....	60
Poppy Production .....	60
Public Relations .....	63
Resolutions .....	64
Veterans Affairs and Rehabilitation .....	65
Medical Center Representatives.....	66
Medical Centers Gift Shops / Patient Remembrance .....	67
Medical Center Projects .....	69
Service to Veterans Code.....	69
Awards .....	69
N.A.V.A. – Non-Affiliated Volunteer Award.....	70

## **DEPARTMENT CODE**

## **DEPARTMENT POLICY**

1. Changes to the Code shall be presented at Convention. Those adopted shall remain until canceled or amended by Convention action. Action intended to apply to the following year ONLY shall be presented as a recommendation for that period and shall not be established as part of the Code.
2. A Code for a committee adopted to replace all previous Codes shall become the New Code and shall remain until canceled or amended by convention action.
3. It shall be the responsibility of the Department Secretary to circulate Amendments to those in possession of Codes and to keep the office copy current. (1997)
4. A copy of the Code shall be furnished to the Department President, District Presidents, Department Vice President, Parliamentarian, and members of the Finance Committee.
5. A copy of the Department Code, Finance, and those Codes pertaining to individual programs shall be sent to Department Chairmen and Officers. District Chairmen shall receive the Code for their particular program.
6. With the exception of the Department President, all others shall pass the Code to their successors. Department Presidents retain their copies as they retire from office and shall receive all supplements.
7. It is the policy of the American Legion Auxiliary Department of California to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization and that no member of the governing body, a principal officer, chair, staff members, or member of a committee with governing board delegated powers shall gain financially from any decision or matter brought before the Board of Directors. All officers, past officers, members of the governing board or of a departmental committee, and staff members shall sign the Department Conflict of Interest Compliance Statement and Confidentiality Agreement yearly that shall be kept on file at the Department Headquarters Office. (2012)

## **GENERAL**

1. Supplies ordered from the Department Office must include payment when submitting the order. Refunds will not be made on overpayments of a dollar (\$1.00) or less. Overpayments shall be credited to Miscellaneous Income. (2012).
2. Application blanks, transfer forms, and membership cards shall be free to the Units. There will be a charge for shipping and handling for all items shipped. (2012)
3. Certification for Honor Guards shall be the responsibility of the Units. They shall verify on the order form with the signatures of the Unit President, Secretary and Treasurer for those

## DEPARTMENT CODE

## DEPARTMENT POLICY

eligible to receive Honor Guards for consecutive years. Upon receipt of certification and payment the Honor Guards shall be sent by the Department Office.

4. Closing date for Department Membership Awards shall be the same date as Department specifies for the annual allocation of unit delegate strength to Department Convention. The membership standings for delegate purposes shall be as of close of Department books forty-five (45) days prior to Convention.
5. Members may serve as Chairman of a Committee simultaneously (Unit, District, and Department) with the exception of Children & Youth, Education, and Veteran Affairs and Rehabilitation.
6. Authorization shall not be granted for new or replacement of retired trophies.

## ADMINISTRATIVE

1. The Department **Treasurer** shall be authorized and charged with the responsibility of investing Department funds in savings accounts, certificates of deposit, etc., interest bearing checking accounts (where practicable). The investment of funds must be made in major banking institutions insured by the federal government. **(2019)**
  - a. The Department President, **Secretary and Treasurer** shall serve as signatories on all financial accounts. The Department Vice President shall serve as a signatory on bank accounts but not investment accounts. Annually, the Department **Secretary** will send a letter to the appropriate financial investment institution/s with copy of election minutes from the Book of Proceedings and Post Convention Minutes for nomination/election of the **Secretary and Treasurer** updating current authorized signatories on all financial investment accounts. **(2019)**
2. A careful monitoring of cash flow shall be done by the **department treasurer** on all funds. These monies shall be invested in short and long term interest bearing certificates of deposit, money market investments, savings accounts, etc. **(2019)**
3. The Department **Treasurer** shall keep all pertinent and relevant tax information up-to-date and current with National Headquarters and California State Franchise Tax Board. **(2019)**
  - a. Units shall send copies of annual confirmation for filing of Federal 990N E-Postcard and State forms 199N E-Postcard, long form 990 if applicable, Attorney General's Office Registry of Charitable Trusts CT-1 Form or RRF-1 Form whichever is applicable to District President NO LATER THAN September 30th.
  - b. Units turning in their Charters shall ensure all State and Federal forms are filled out and filed with the appropriate agencies to dissolve the Unit.

## DEPARTMENT CODE

## DEPARTMENT POLICY

- c. District Presidents shall send copies of annual confirmation for filing of Federal 990N E-Postcard and State forms 199N E-Postcard, long form 990 if applicable and CT-1 or RRF-1 Forms whichever is applicable for all Units and District to Department Headquarters NO LATER THAN October 30th.
  - d. District Presidents shall ensure that Units turning in their Charters have filled out and filed all State and Federal forms with the appropriate agencies to dissolve the Unit.
  - e. Department shall maintain an Excel list of all Units and Districts in the Department of California containing name of Units and Districts; State Entity #s, EIN#s, Corporate # (if applicable) and point of contact name and mailing address for all Units and District.
  - f. Department shall email an Excel list containing name of Unit and number; State Entity #, EIN#s, Corporate # (if applicable) and mailing addresses for all Units in California to National Headquarters annually NO LATER THAN FEBRUARY. National assumes the responsibility of sending a current and up-to-date list for all Units and Departments covered by the National GEN 0964 tax exemption annually to the Internal Revenue Service.
  - g. Department shall email an Excel list containing name of Unit or District and number; State Entity#, EIN#, Corporate # (if applicable) and mailing addresses for all Units and Districts in California to the Franchise Tax Board annually NO LATER THAN FEBRUARY.
  - h. Department shall include summary of tax mandates in packages for all newly chartered Units.
4. District Presidents shall notify the Office in writing when a Unit wishes to vote to surrender their charter or when a Unit fails to comply with Department rules and faces a probationary period and/or suspension of charter. The Office shall immediately notify the Department President. The Department President may appoint one or more persons to consult with the Unit prior to a vote to surrender and/or a recommendation for a probationary period or suspension of the Unit charter. District President must provide in writing a report for each unit being placed on probation or surrendering/revocation of its charter 30 days prior to the Department Executive meeting at Mid-Year or at Department Convention. Three copies are to be provided, one each to the Department President, Department Parliamentarian, and Department Secretary.
  5. When the cancellation or revocation of a Unit charter becomes final, the records and materials shall be surrendered to the Department Office according to the Department **Bylaws, Article XI, Section 5, page 13**. The useable properties such as flags, etc. shall be available to other Units. Other materials and records of no value may be destroyed.  
**(2019)**

## DEPARTMENT CODE

## DEPARTMENT POLICY

6. The Department Office shall distribute copies of the *Book of Reports* to the incoming District Presidents for the Units not in attendance at Department Convention at the Post Convention DEC. (2003)
7. The *Book of Reports* will contain only statistical information, names and addresses of Department Officers, District Presidents, and Vice Presidents and a year-end message and report of the Department President.
8. The *Book of Proceedings* is to be printed as the demand warrants. Prepaid orders shall be taken at convention or prior to September 15. The announcement for ordering the book shall be sent to all Units with the Call to Convention materials.
9. Courtesies at Department functions shall be under the direction and at the discretion of the Department President. Office courtesies or entertainment of guests shall be under the direction of the Department President **or Secretary**; all expenditures must have the approval of the Department President. **(2019)**
10. When purchasing office supplies, the Department Secretary should purchase amounts practical to the day-to-day operation of the office, considering the cost advantages of larger purchases. (1997)
11. The auditing firm shall be instructed to send copies of the audit report and management letter to the Department President, Vice President, Jr. Past Department President, Secretary, Treasurer, members of the Finance Committee, and one (1) copy for the permanent file of the Department Office. The **Secretary** will furnish the names and addresses to the firm. **(2019)**
12. The Department President, Secretary, Treasurer, Jr. Past Department President, and Finance Committee shall meet with the auditing firm at the completion of the Audit and report the findings to the Department Executive Committee. (1997)
13. The Department Office shall provide a current copy of the Department Code, Constitution and Bylaws to the auditing firm.
14. The Department President, Vice President, **Secretary, Treasurer** and Finance Chairman shall review the personnel policies annually for compliance prior to the Mid- Year Meeting. Recommendations or changes shall be submitted to the Department Executive Committee for approval. **(2019)**
15. The Department President, Vice President, **Secretary, Treasurer**, and Finance Committee shall review any Department fund-raising programs each year prior to the Department Executive Committee Mid-Year Meeting and recommend any necessary changes. **(2019)**

## DEPARTMENT CODE

## DEPARTMENT POLICY

16. All fund raising proposed by officers or program chairmen for the current administrative year must be approved by the Department President and Finance Committee. An application for the fundraising project must be filed with the Department President with a copy to the Finance Chairman. Upon approval by the Department President, the Department **Secretary** will be notified. The **Secretary** will forward all financial materials to the chairman. No raffles will be approved. A final reporting of the fundraiser must be filed with the Department Office prior to May 1. **(2019)**
17. Copies of the semi-annual expense sheets for the Department Officers shall be sent to the Department President and Finance Committee.
18. The Girls State program will be charged for usage of the Department Office copier. These usage charges will be posted to the General Fund. (2012)
19. Copies of proposed amendments to the Constitution and Bylaws are to be submitted to the Units and Districts indicating the changes.
20. A Court Reporter shall not be hired for the Department Executive Committee Meeting. The Department **Secretary** shall be responsible for recording any action items. If necessary, to avoid misunderstanding or misinterpretation, a cassette tape recorder shall be used and the tapes held for a period of two (2) years prior to reuse. The minutes shall be prepared and distributed to the members of the Executive Board by the **Secretary**. **(2019)**
21. The Department shall establish a Headquarters 1000. Members are gained from National's direct mail solicitation. Members shall be encouraged to transfer to local Units. The Unit 1000 shall be chartered, have Bylaws and no meetings. Annual dues shall be forty (\$40) dollars for Senior members and ten (\$10) dollars for Junior members. Administration of the Unit shall be the responsibility of the Department Office. **(2012)**
22. When it is not possible and in accordance with the National President's wishes to arrange a luncheon or banquet at a reasonable cost, every effort shall be made to plan the visits of our National President at an open meeting in a County Memorial Building or American Legion Post Clubhouse.
23. The Department Office shall be responsible for sending copies of any Courtesy Resolutions to the designated party or parties whenever the resolution itself states that a copy or copies be sent. (1989)
24. The Department Office shall notify Units, Department Officers, Department Chairmen, and Past Department Presidents whenever the National or Department Constitution and Bylaws or Unit Handbooks are updated and revised and reprinted. An order form shall accompany the notification in order to allow Units, Department Officers, Department Chairmen and Past Department Presidents to purchase the updated version. (1989)



# DEPARTMENT CODE

# DEPARTMENT POLICY

## OFFICERS AND CHAIRMEN

1. The final accounting of the year's expense accounts of all officers and chairmen shall be sent to the Department Office no later than May 1st. Funds received from Department and not expended on approved Department business shall be refunded by the officers and chairmen with their final accounting. It shall be the responsibility of the **Secretary** to call attention to this matter to anyone failing to respond. **(2019)**
2. All codes, procedure books **and/or flash drives** of Department Officers and Chairmen must be turned over to the **Secretary** or Department Office established at convention for this purpose, immediately following the close of convention. All routine records (other than those of a permanent nature) should be retained for a period of three (3) years before being destroyed. Canceled checks and supporting papers in the Department Office shall be held for a period of five (5) years before being destroyed. These records must be picked up by the new Department Officers/Chairmen immediately following the close of convention. **(2019)**

Procedure Books over three (3) years shall be returned to the respective chairman of that year. (1997)

**All flash drives will stay up to date with only three (3) years of program procedures. These flash drives are continuously used, with data over three (3) years old being deleted. (2019)**

3. Citations shall be used wherever possible instead of cash awards. All first, second, and third place winners in any competition shall receive citations with cash prizes, essays, scholarships, etc. The cost of the citations shall be taken from the individual chairman's allowance. In the event of a tie in the judging decision in a contest where cash awards are given, duplicate awards shall be made. Citations shall be presented to Units selected to be entered into National Competition.
4. All scoring sheets used for competitive groups at State Convention shall be filled out completely in ink by the judges.
5. Unit and District annual report forms shall conform to the outline of the National report so that requested statistical information requested by National is reported.
  - a. All reports shall be written to accommodate totals for those not writing supplementals. Spaces shall be provided beside each and every question for figures including yes and no questions. (1993)
  - b. Exact and proper rules and regulations shall be sent to every Unit and District Chairman giving the proper format and rules for typing and misspelling of words for supplemental reports. Also to be included, information as to what and how the Department and National judge Supplementals and what they are looking for (1993).

## DEPARTMENT CODE

## DEPARTMENT POLICY

6. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

The original Unit Poppy Financial report, along with the check(s), shall be sent immediately to the Department Office, but not later than the 4<sup>th</sup> Friday of May and a copy shall be sent to the Department Chairman and District Chairman.

7. Department Officers and chairmen shall submit their lists of winners in their programs to the Department Historian no later than the close of convention.
8. Chairmen and Officers shall provide a courtesy copy of bulletins not sent from the Department Office to the Department President for her information.
9. Return of Program Entries for Competition: It will be the responsibility of each Unit or District to send postage and self-addressed envelope to the Department Chairman if they desire to have their entry returned. (1990)
10. Any and all contest rules must be sent by the Department Officers and Chairmen to the Department Office for distribution to all Units and Districts. (1993).
11. All reports excluding those of the Department President, Membership, Children and Youth, Finance, Poppy, Veterans Affairs and Rehabilitation, Americanism, Education, and Resolutions shall be limited to five (5) minutes duration. (1993)
12. Unit Annual Report Forms shall be mailed to the Units by **February 1st. (2019)**
13. All personal awards/gifts must be approved by the Department President before such awards are announced by bulletins, etc., and all personal gifts/awards shall be presented in Committee Meetings and announced in the Chairman's report to the Delegation. (1993)

## DEPARTMENT CONVENTION COMMISSION

1. The American Legion Auxiliary Convention Chairman shall be appointed two (2) years in advance of the scheduled Department Convention to enable the Legion Convention Corporation and the committee for the Auxiliary Convention to formulate plans and

## DEPARTMENT CODE

## DEPARTMENT POLICY

operations of the impending Convention, provided the convention city has been selected by the American Legion. If the convention city is changed during this period, the Convention Chairman may also be changed. The Department President shall appoint the Convention Chairman after conferring with the Department Vice President.

2. The Department Convention Chairman shall be required to file a report of all activities and a financial statement within thirty (30) days following the close of the annual Department Convention.
3. The convention Chairman shall be advanced One Hundred Fifty Dollars (\$150.00) incidental purposes, subject to an itemized account. This is to be included as part of the Convention Contract with The American Legion Convention City Corporation.

## DEPARTMENT CONVENTION

1. Registration clerks for Department Convention shall be supplied with six (6) rubber stamps with pads for use validating delegate cards. Materials shall remain the property of the Department.
2. All Past **Department Secretaries and Treasurers** shall be given the privilege and courtesy of being housed in the official Headquarters at Convention. **(2019)**
3. In voting for Delegates from California to the National Convention, the Delegates and Alternates nominated by the Districts shall be listed on the ballot in order in which the Districts reached their respective membership quotas for that particular year.
4. In the event of a ballot election for delegates or alternates to National Convention, delegates or alternates will be listed on the certification sheet in the order of their election from the highest number of votes to the least. In event of a voice vote delegates and alternates will be listed according to the membership strength of their respective Districts, and in accordance with the **Department Standing Rules, page 14, National Convention, #1**. Alternates to replace delegates according to the listing on the certification sheet. **(2019)**
5. The host Convention District or Districts shall not require District Pages to wear special items that would require the purchase of special materials and/or patterns. District Pages may be requested to wear dresses/skirts, etc. that may reflect patriotic apparel such as all white or a mixture of red, white, and blue. (1992)

## NATIONAL DELEGATION TO CONVENTION

1. The Department Junior Past President shall be the Chairman of the Delegation to National Convention and shall arrange for and preside at the California Caucus Meeting.

## **DEPARTMENT CODE**

## **DEPARTMENT POLICY**

2. The Department Junior Past President shall have the privilege of appointing the Delegation Secretary to National Convention. (2005)
3. The Department Junior Past President shall have the privilege and responsibility of making Convention committee appointments.
4. The Department President shall be California's official hostess.

## **DEPARTMENT CANDIDATES**

1. Announced candidates for Department Offices shall be extended the courtesy of introduction at the Mid-Year Executive Committee Meeting, if present, and there shall be no speeches. These courtesy introductions shall in no way restrict any other member from declaring as a candidate.
2. Candidates for elective Department Offices shall be given the privilege and courtesy of being housed in the official Headquarters Hotel at Convention.
3. Formal receptions at Convention for candidates shall be discontinued. A joint reception shall be held and shall be coordinated by the candidate(s) for Department President. Other than the reception, campaign material may be distributed on days selected by the candidates

# Department Code

# AMERICANISM

1. The allowance for the Department Americanism Chairman shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st.
2. The Chairman shall encourage participation of the program and projects stressed by the National Americanism Chairman.
3. The Chairman shall insure that information pertaining to National awards have been forwarded to Units including rules and deadline dates. A list of materials available for promotion of the program shall be provided to the Units.
4. The Department shall sponsor an Americanism Essay Contest. Competition to be in the indicated box below with prizes and citations for first and second place winners in Group I, II III and V, and first, second and third place educational grant winners in Group IV. The amount of prize money may be adjusted if funds are not available. **The prize for Group IV shall be financed by voluntary contributions from the Units. (2019)**

Group I:	4 <sup>th</sup> and 5 <sup>th</sup> Grades	Prizes:	First - \$100; Second - \$50 (2007)
Group II:	6 <sup>th</sup> and 7 <sup>th</sup> Grades	Prizes:	First - \$100; Second - \$50 (2007)
Group III:	8 <sup>th</sup> and 9 <sup>th</sup> Grades	Prizes:	First - \$200; Second - \$100 (2007)
Group IV:	10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> Grades	Prizes:	First - \$2,500 Educational Grant Second \$1,500 Educational Grant Third - \$1,000 Educational Grant (2007)
Group V:	Children with <b>special</b> needs	Prizes:	Ages 11 to 14 years First- \$200.00; Second- \$100.00 Ages 15 years to 20 years First- \$200.00; Second- \$100.00 (2014)

The rules governing these contests for each group shall be made available to the Units by September 1.

**(2019)**

**Group V shall be classified as students with special needs. (2019)**

5. The prizes for group IV will be distributed as follows: (2018)
  - a. The \$2,500.00 Educational Grant will be awarded \$500.00 at the time of winning Essay Contest and the balance of \$2,000.00 credited to any accredited college/university in the U.S. and its territories/possessions. All or any part of the remaining \$2,000.00 not used by the student shall be returned to the Department of California and credited to the Americanism Essay Educational Grant Fund. The Educational Grant must be claimed within two years following graduation from high school. The winning student is prohibited from further competition on Department level under the Americanism Essay Contest. (2009)
  - b. The \$1,500.00 Educational Grant will be awarded \$250.00 at the time of winning Essay Contest and the balance of \$1,250.00 credited to any accredited college/university in the U.S. and its territories/possessions. All or any part of the remaining \$1,250.00 not used by the student shall be returned to the Department of California and credited to the Americanism Essay Educational Grant Fund. The Educational Grant must be claimed within two years following graduation from high school. The winning student is prohibited from further competition on Department level under the Americanism Essay Contest. (2009)
  - c. The \$1,000.00 Educational Grant will be awarded \$100.00 at the time of winning Essay Contest and the balance of \$900.00 credited to any accredited college/university in the U.S. and its territories/possessions. All or any part of the remaining \$900.00 not used by the student shall be returned to the Department of California and credited to the Americanism Essay Educational Grant Fund. The Educational Grant must be claimed within two years following graduation from high school. The winning student is prohibited from further competition on Department level under the Americanism Essay Contest. (2009)
  
6. All essays shall be judged according to the following procedures:
  - a. Unit, District, and Department Chairman shall select three judges with different professional or trade backgrounds. Judges must not be related to a contestant. Essays with a grade of 70 percent (70%) or more shall be eligible for competition. Each Unit Chairman shall make a copy of the winning essay if needed for publicity.
  - b. Essays must be judged according to the score percentages established by Department and as entered on the Essay Rules.
  - c. Each teacher will be asked to have all students in the classroom participate under the established essay contest rules provided by the Unit Chairman. The student will put their name, age, grade level, teacher's name and the name of their school on the back of their essay. Then the teacher will place all the essays in an envelope, seal it and

# Department Code

# AMERICANISM

again identify it with their name, school and grade level. The Unit Chairman will be responsible for picking up these envelopes. (2014)

- d. A sealed envelope for each Group shall be attached to the Unit's winning essay and forwarded to the District Chairman for competition. The following must be enclosed: Student's name, age, grade, name of school, and school address. The outside of the sealed envelope shall indicate the name and number of the Unit and District number.
  - e. The Unit shall forward the winner in each group to her District Chairman by the fourth Friday in March. The District Chairman shall ensure the name and number of the Unit and District number are clearly written on the back of the essays. The District Chairman shall forward the winner in each group to the Department Chairman for final judging by the third Friday in April. (2009)
  - f. Unit Chairman shall be encouraged to seek out home school students, Girl Scout and Boy Scout troops and other youth groups and organizations as well as traditional classroom students to participate in the Department Americanism Essay Contest under the established essay contest rules provided by the Unit Chairman. The essays received from the above will be put into the proper grade levels and judged along with the traditional classroom students. (2012)
7. Essay titles shall be submitted by the Department Chairman and approved at Interim Board Meeting in January for the following fall semester and presentation of the same be directed to the Units **not earlier than April**. The Chairman may consult prior to Interim Board with school authorities for recommendations of suitable titles for all groups. The contest rules submitted to the schools will have an imprint *We welcome your suggestions for next year's essay titles* (2019).
  8. Units competing for Americanism Awards shall submit a narrative report describing activities and/or programs. (1999)
  9. Awards:
    - a. The Eliza London Shepard Award presented for the best *Youth Betterment Program* shall be continued with the winning report forwarded for National competition for the Dorothy Pearl Plaque (most outstanding unit Americanism Youth Program). A citation will be given in lieu of a trophy. (2006)
    - b. The Veronica Spence Award (pertains to Junior members only). (1982)  
To be judged by the Department Chairman in the same manner as the Department Americanism Essays. (2008)
      1. Must use titles as approved for Department Americanism Essay Contest.

# Department Code

# AMERICANISM

2. All other rules apply as printed for Department Americanism Essay Contest with one exception:

Junior member essay may be written under the direction of her classroom teacher, Unit President or Unit Americanism Chairman. (2009)

3. Prizes are as follows: (2008)
  - a. Grades 4 and 5 .....Citation and \$20.00
  - b. Grades 6 and 7 .....Citation and \$20.00
  - c. Grades 8 and 9 .....Citation and \$30.00
  - d. Grades 10, 11 and 12 .....Citation and \$50.00

Citations are given by the Department of California. (1999)

10. The Department Chairman shall provide a list of essay winner's names to the Department Secretary and Treasurer no later than June 1st when a monetary prize is awarded. (2018)
11. **The expenses to support our Past Presidents Parley Salute to Active Duty Servicewoman when in attendance at Department Convention, be taken from the Americanism Fund at \$.50 per mile, or airfare if applicable, one night lodging if applicable, and food expenses incurred in addition to the Past President Parley luncheon, not to exceed \$500 per Service Woman Electee. (2019)**
12. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**



## Department Code

## AUXILIARY EMERGENCY FUND

1. The allowance for the Department Chairman shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st. (1998)
2. The Department Chairman shall urge donations to the Auxiliary Emergency Fund to support this program which is administered by the National Organization, and she shall be prepared to transmit information pertaining to the program to the Units. (2007)
3. All donations shall be made payable to the National American Legion Auxiliary with a copy to the Department Chairman for tracking and reporting purposes. (2018)
4. The purpose of the fund is to provide temporary assistance to eligible Auxiliary members who have suffered a financial setback or crisis resulting from an emergency. The types of aid available are temporary assistance during time of financial crisis when no other source of aid is readily available to pay for shelter, food, and utilities; disaster relief for food and shelter to eligible members related to weather-related emergencies and natural disasters; and educational assistance for training when the eligible member becomes the main means of support for their family to help them obtain the necessary skills and training needed to enter or re-enter the workforce or needed to upgrade skills and training to obtain a better-paying position, suddenly find themselves in need of funds, and no other sources are immediately available. The program includes assistance to displaced homemakers (women who find themselves as head of households and are in need of funds to update and/or acquire skills in order to enter the work field). (2007)
5. The Auxiliary Emergency Fund is available to assist members who have been a member of the American Legion Auxiliary for the immediate past two (2) consecutive years and whose current membership dues are paid. It is intended to provide short-term temporary financial help until financial stability is reestablished. (2007)
6. Units wanting to submit an application for an eligible member can obtain a copy of the application on the Department or National Web Site(s). A copy can also be obtained from the Department Chairman.
7. Units shall be reminded to follow instructions carefully and completely. Only applications that are filled out correctly shall receive consideration for assistance. Completed applications shall be forwarded to Department Secretary for a verification of the applicant's membership eligibility, then to National Headquarters for consideration and approval.

8. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

1. The allowance for the Chaplain shall be budgeted by the Finance Committee. The officer shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st, and shall include expenses relative to the Memorial Service.
2. The Chaplain will request a list of deceased members from the Department Office each month for posting to the Department website. A courtesy copy will be shared with the Department President. (2016)
3. The Department Convention Memorial Service will be under the direction of the Chaplain.
4. Chaplains are to wear all white appropriate attire for the Department Memorial Service. Appropriate attire is white dress, white blouse/top, white skirt/slacks, white shoes. No mini-dresses, tank tops, spaghetti straps, jeans, shorts, pedal pushers/capri pants or flip flops. (2015)
5. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

## Department Code

## CHILDREN AND YOUTH

1. The budget for the Department Children and Youth Committee will be dependent upon voluntary Unit contributions and Poppy proceeds forwarded to the Department Office and administered by the Department Chairman. Donations shall be made payable to the Department of California, American Legion Auxiliary, and earmarked for "Children and Youth." (1989)
2. The budget shall include amounts to fulfill the obligation of temporary financial assistance, and specific medical needs. Chairman and program allowance, administrative expenses, authorized travel to the Regional Leadership Conference and such other conferences as may be authorized by the Department President. Reimbursement for authorized travel shall be upon mileage, coach fare, and per diem as allowed at the rate established by Department and approved by the Finance Committee. (2004)
3. The Chairman shall provide the Department Office with all documentation regarding finances on a quarterly basis.
4. The National Children and Youth report form shall be used by Units, Districts, and the Department Chairman for the annual report. The Department Chairman shall prepare a supplementary report form for the Department Children and Youth activities. (1989)
5. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

### RE: TEMPORARY FINANCIAL ASSISTANCE

6. Temporary Financial Assistance for the Children and Youth program shall follow the policies in The American Legion National Children and Youth Brochure for Temporary Financial Assistance. These funds shall be administered by the Department chairman to assist eligible children. Eligibility is as defined in the current brochure. (1989)

7. Applications for Temporary Financial Assistance shall be the responsibility of the local Unit and shall be made on the established form. The application will be forwarded to the Department Chairman for approval and final action. (2000)
8. All assistance checks shall be made payable to the Unit Chairman and she shall make all expenditures. In her absence, the Unit President will be responsible. A case number shall be assigned and reported keeping the name confidential. When unusual circumstances require additional assistance for a period over two months, the Department Chairman must have the written approval of the Department President and the Chairman of the Department Finance Committee before granting an extension. (1989)
9. The Unit when possible shall make a contribution to the family with funds and/or services, contacting community resources before applying to the Department for assistance. Department Funds shall not reimburse the Unit for money spent prior to the date of application, except as provided in The American Legion National Children and Youth Brochure for Temporary Financial Assistance. When Department is requested to assume an obligation of assistance, approval shall be secured before assistance is granted. (2007)
10. Unit Chairmen shall cooperate with established agencies and be aware of policies of public and private agencies so permanent assistance may be obtained as quickly as possible. (2000)
11. Consideration for additional assistance shall not be given unless the receipt form and receipts for the issued check and expenditures and the monthly review form have been received and approved by the Department Chairman. The receipt form shall be completed and signed by an adult member of the family receiving aid as soon as the funds have been administered or within thirty (30) days after receipt of the funds. Funds provided to a Unit for family aid must be used exclusively for that family. All funds not expended must be returned to the Department Chairman. (2006)

### **RE: SPECIFIC MEDICAL NEEDS**

12. As specified in The American Legion National Children and Youth Brochure for Temporary Financial Assistance, consideration shall be given to urgent Specific Medical Needs (including dental and optical). (2007)
13. Medical assistance shall be provided when other resources are not available.
14. Application for Specific Medical Needs shall be made on the Department application form for Child Welfare Aid. The application shall be completed in the same format as other Department Aid and shall include a statement of

what portion of the cost if any can be assumed by the Unit, insurance, other sources, or the parent. Attached to the application must be a statement from a doctor, hospital, or clinic that will perform the service, stating the nature of the illness or disability, the service required, and the estimated cost.

15. Approval of the requested assistance and approval from Department for specific medical needs must be obtained before any service is performed. Debts already incurred are not reimbursable from Department funds. Unit Chairmen are responsible for the disbursement of funds and must meet the reporting criteria prescribed in Paragraph 11 of this code. The Department shall not obligate itself for long-term care. (2000)

1. The allowance for the Department Community Service Chairman shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st.
2. The Chairman shall encourage Units and Districts to sponsor community projects and activities within their local area and to work in cooperation with other local agencies. When a natural disaster occurs affecting the area of local Units, those Units are encouraged to initiate, endorse, and participate in any fund raising to alleviate the pain and suffering of their community. (1998)
3. In 1989, the Department of California established the California Disaster Fund to assist members who sustain damage to their homes or great personal loss due to earthquakes and other natural disasters or any unfortunate event causing widespread damage. (1998)
  - a. The budget for the California Disaster Fund will be dependent upon voluntary contributions and forwarded to the Department Office and administered by the Department Chairman. The Department Chairman shall promote the Fund and encourage Unit, District, and individual contributions to the Fund. Donations shall be made payable to the Department of California, ALA and earmarked for "California Disaster Fund." (2002)
  - b. The Department Office shall maintain the Fund and make distributions of monies to American Legion Auxiliary members when notified by the Department Chairman. The amount of assistance requested on the application form shall be at the discretion of the Department Chairman. All assistance checks shall be made payable to the member. In the event additional assistance is necessary, a letter from the requesting Unit to the Department Chairman must be approved by the Chairman of the Finance Committee and the Department President. The Department Chairman and the Department Office shall review the status of the fund on a quarterly basis and notify the Department President. (2001)
  - c. Any member in good standing is eligible for assistance. The amount of assistance granted will depend upon the need. Applications for disaster relief shall be the responsibility of the local Unit with two signatures required: The first by either the member or the Unit Community Service Chairman; and the second by either the Unit President or the Unit Secretary. All applications must be forwarded to the Department Chairman for action. (1998)
  - d. Annually, one copy of the established application form and donation form shall

be sent by the Department Office to each Unit, District President and District Community Service Chairman. Additional copies will be provided by the District Community Service Chairman. (1998)

4. The Chairman shall encourage Units and Districts to participate in those special projects and programs stressed by the National Organization.
5. The Department of California shall not endorse any special fund raising activities other than those endorsed by the National Organization and then only on a voluntary basis.
6. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**



1. The allowance for the Constitution and Bylaws Chairman shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The adopted changes in National Constitution and Bylaws shall be posted annually on the Department Office Website as soon as they are received after the National Convention. (2018)
3. Any adopted changes in Department Constitution & Bylaws shall be forwarded to the Department Chairman as soon as possible after Department Convention. (2009)
4. The Department Chairman shall provide a copy of the Constitution and Bylaws Code to each District Chairman at a workshop or as soon as possible. (2004)
5. All Unit and District Bylaws must be rewritten at least every ten (10) years. Amendments to the bylaws do not constitute a rewrite. Units not complying with this Department Policy shall have the sanction implied in Article XI, Section 2, of the Department Constitution & Bylaws applied. (2004)
  - a. Units and Districts required by Article XI, Section 2 of the Department Constitution & Bylaws must submit by postmark date their re-written bylaws or amendments forty-five (45) days prior to the opening of the Department Convention. The Department Chairman will notify the District President, Department President, and Secretary/Treasurer of Units and Districts not in compliance and therefore cannot vote at their District caucus and/or be seated at convention. (2003)
6. All Units and Districts must use the Model for Unit/District Bylaws provided by the Department Office. A set of Bylaws with open spaces for Unit/District name, number, per capita dues, date, and place of meeting, etc. with the information and instruction sheet included, shall be available on the Department website or at no cost from the Department Chairman. Signature page for Unit or District forms are included. (2009)
  - a. When rewriting the Unit Bylaws, two (2) complete sets (including five (5) signature pages) are required for submission to the Department Chairman. Three (3) signature pages will be returned to the Unit after the Department President signs them. The signature pages are to be attached to three (3) copies of the new Unit Constitution and Bylaws.
    - One set is to be retained by the Unit Constitution and Bylaws Chairman.
    - One set to the District President.
    - One set to the District Constitution and Bylaws Chairman.
    - It is recommended that the Unit Secretary also maintain a set of these bylaws. (2014)

- b. When District Bylaws are rewritten, two (2) complete sets, including four (4) signature pages are required for submission to the Department Chairman. (2014)
  - c. Constitution & Bylaw amendments and rewrites shall be read at two (2) separate Unit/District meetings. (2012)
  - d. There must be two people signing on the signature page: the person who is serving or acting as Constitution and Bylaws Chairman and the President or individual serving in her place. (2004)
  - e. All forms for Model Bylaws and Amendments shall be kept current by the Department Chairman and the Department Office. (2004)
7. When the Department Constitution and Bylaws need to be completely rewritten, the Department President is empowered to appoint a committee of three (3) which will include the Department Constitution and Bylaws Chairman.
8. The retiring Chairman of Constitution and Bylaws shall be authorized to re-number, re-letter, and proof-read changes in the Department Constitution and Bylaws presented to the Committee and approved by the Department Convention prior to the final printing. (1989)
9. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

## Auxiliary News Hub

1. The allowance for the Editor shall be budgeted by the Finance Committee and charged as an expense to the Auxiliary News Hub. The Editor shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st. (2019)
2. The Auxiliary News Hub shall be the official publication of the Department of California. (2019)
3. Pertinent Department Officer's and Chairmen articles shall be published in the Auxiliary News Hub in lieu of "other items." Chairmen and Officers shall provide a courtesy copy to the Department President when submitting an article to the "News." In the issue prior to the programs of the month special emphasis and additional space be allocated, if required. (2019)
4. All issues will be sent out in the bimonthly packets and will be posted on the Department Website so that members will have access to view and print. (2019)
5. The Editor may establish the deadline dates which she considers most satisfactory, provided full notification of any contemplated change in dates be given to all Department Officers and Chairmen. (2019)
6. The Editor shall make format decisions relative to the Department newsletter. She shall refer all contemplated changes in the present policy to the Department Executive Committee and the Department President for approval and confirmation. (2019)
7. The issue prior to Convention shall carry announcements of candidates for Department and National Office. If candidates desire to publish a picture they shall provide a suitable picture in a .jpg format. Candidates to submit their picture and article for publication by a date to be determined by Editor. (2019)
8. The Editor's Committee meeting at Convention shall be combined with the Public Relations Committee. (2019)

# Department Code

# EDUCATION

1. The allowance for the Department Chairman shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st. The Department Chairman shall request the checks to be sent by the Department Office. (1989)
2. The budget for the Department Education Committee and scholarships shall depend upon voluntary donations and poppy seal proceeds received by the Department Office and administered by the Department Chairman. All donations received during the current year shall be used for the following year's budget. Interest income from the Welfare investment account and 10% of net receipts received from Unit Poppy distribution shall be divided equally amongst welfare accounts except when a deficit exists in any of these accounts. When a deficit(s) exist, the interest income and 10% of, PF44502, Poppy distribution shall be distributed to these accounts to offset the deficit(s). Donations shall be sent directly to the Department Office and made payable to the Department of California, ALA, and earmarked for Education. The Units and Districts shall be urged to make donations to the Department Education Fund. (2011)
3. The Department shall purchase Poppy Seals from National and offer to the Units and Districts at \$2.00 a sheet of 100 and the net profit derived from these sales be placed in the Department Welfare Fund for educational grants. (2011)
4. The District Chairman may not serve as a Unit Chairman. Relatives of children receiving Department educational assistance may not serve as Unit or District judge. (1998)
5. The Department Chairman shall keep current applications and records as may be necessary. Other records shall be kept at the Department Office.
6. Rules for scholarships shall be made available to the Units prior to the opening of the fall school term or as soon thereafter as possible. Units shall be urged to provide copies to the schools in their communities. Eligibility for all educational scholarships to be awarded by the Department of California shall be granted only to students attending schools in California and who is a veteran, son, daughter or spouse of a veteran. All Chairmen shall keep educational assistance applications confidential unless written permission is granted for release. (2011)
7. The winning applications and all related material shall be scanned and downloaded to a memory stick/disc and kept with the procedure books and in the Department Office to ensure history of the scholarship applicants and recipients. (2011)
8. The Department Chairman shall notify all Units and District Chairmen submitting applications for scholarship of the final Department results. This notification is to allow a Unit or District to present a local scholarship or to be of other assistance.
9. When an application is submitted by a student for more than one scholarship offered by

the Department or National the student is eligible to receive only one. A student may not receive more than one scholarship from Department in any one year. (1990)

10. Scholarship checks shall be payable to the Registrar of the college who shall notify the student and present the check immediately upon enrollment of the student. When required by college policy, the check may be made payable to the student.
11. The Department will award the following scholarships provided budgeted funds are available:
  1. Educational Assistance General Scholarship (form E21) (2005)
    - a. One (1) \$2,000 scholarship payable at \$1,000 per year.
    - b. Four (4) \$1,000 scholarships payable at \$1,000 each. (2005)
    - c. Three (3) \$500 scholarships payable at \$500 each. (2005)
  2. Continuing/Re-entry Students or students pursuing a higher degree Scholarship (form E21C) (2006)
    - a. One (1) \$1,000 Mel Foronda Memorial Scholarship (2005)
    - b. Two (2) \$1,000 scholarships payable at \$1,000 each (2005)
    - c. Two (2) \$500 scholarships payable at \$500 each. (2005)
  3. National
    - a. One (1) Spirit of Youth for Juniors Scholarship payable at \$500 in the event that California's candidate is not a winner in the Western Division Competition. (2006)
    - b. One (1) \$500 National President's Scholarship payable at \$500 in the event that California's candidate is not a winner in the Western Division National competition. (2006)
    - c. One (1) \$500 National President's Non-Traditional Scholarship payable at \$500 in the event that California's candidate is not a winner in the Western Division National competition. (2006)
12. Students applying for Department scholarships shall fill out one application per category per Code #11. Each category will be judged and scored by individuals chosen by the Department Chairman. Once scored, the Department Chairman shall numerically rank each category with the highest scored application as #1 the next highest #2 and so on and so forth until all applications have been numerically ranked. Once each category is ranked, the Department Chairman will assign the highest scored application the largest scholarship and continue assigning all available scholarships

descending in dollar amount and numerical ranking until all scholarships in that category have been awarded. (2013)

13. In June 1991, the Ganey Family presented the Department of California a gift of \$5,000 to establish a Memorial Scholarship in honor of their mother, Past Department President Lucille Ganey. The Ganey Family specified that the scholarship be granted to a California student attending Stephens College in Missouri or a California student already attending Stephens College. One (1) \$500 scholarship to be awarded annually. Since the Ganey Family did not specify the scholarship to be awarded to a veteran's child, grandchild or great-grandchild, donations to this scholarship cannot be made from Poppy Funds. Any donations to the Lucille Ganey Memorial Scholarship must be made from the General Fund and should be earmarked specifically for the scholarship. (2003)
14. The Connie Settles Memorial Trust Scholarship shall be awarded annually to Senior Auxiliary members attending college whose membership dues are paid for the current and past three (3) consecutive years. One scholarship up to \$5,000 shall be awarded annually and may include book stipends. The application (E21S) and rules for the scholarship will be posted on the Department website. (2015)
15. The scholarship applicant has only two (2) years to initiate use of the funds awarded. If a scholarship is not claimed by the university/college on behalf of the applicant within that two (2) year period, the Department Office will inquire in writing as to why these funds have not been used. If use of funds is not initiated within that time frame, they are to be reverted back to the funds from which they were originated. If the circumstances of non-use are of a medical nature, it is by the discretion of the Department President, Secretary or Treasurer, and the Chairman to extend the claim for an additional time period not to exceed 18 months, before funds are reverted back to where they were originated. (2018)
16. The Education, Junior Activities, and Past Presidents' Parley Chairmen will coordinate with each other to assure no duplication of scholarship recipients. (2001)
17. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

1. The allowance for the Finance Committee shall be as adopted in the annual budget. The committee shall be called to attend the annual Budget Meeting no later than the 3rd week of May. They are authorized travel and per diem. Travel and expenses incurred for special meetings must be authorized by the Department President prior to the meeting and approved before reimbursement for expenses. (2010)
2. The committee shall ensure that an administrative charge of twenty-five percent (25%) of the annual gross donated income from the programs of Americanism, Children and Youth, Education, Past Presidents' Parley Nursing Scholarship, and Veterans Affairs & Rehabilitation, not including gift shop donations, are made and transferred to the General Funds. (2002)
3. The General Ledger and the office bookkeeper shall be available to the Finance Committee as requested.
4. The annual audit shall be completed no later than November 15th and shall appear in the *Book of Proceedings*, one copy of the audit shall be provided to each District by the Department Secretary/Treasurer as soon as it is received from the Auditing firm. (2014)
5. The Department Office shall provide the Finance Committee a "Profit/Loss Budget Performance Report", investment accounts and bank statements monthly. These are due no later than the end of the following month. (2015)
6. The Department Treasurer is authorized use of a credit card for official use only and shall provide copies of the credit card statement with copies of receipts to the Finance Chairman, monthly, for review, verification and internal control of expenditures. (2018)
7. An administrative fee of ten percent (10%) shall be transferred to the General Fund from the cost of the Poppies purchased by the Units. (1988)
8. Upon completion of the budget by the Girls State Committee for the ensuing year, said budget shall be sent to the Department Treasurer and Finance Committee for review and approval of the Finance Committee not later than October 10. The budget shall be recorded on the form provided by the Finance Committee. Said budget to be approved by the Mid Year Department Executive Committee. (2018)
9. A fee of \$25.00 will be charged to any Unit, District, Department Officers and Chairman, Past Department Presidents, and individual members who wish to receive bi-monthly mailings in paper form. All recipients of bi-monthly mailing via email will not be charged. (2013)
10. The Treasurer shall be limited to \$25,000 with single signing authority; any transaction over \$25,000 shall require detailed approval by email from the Department President and the Finance Chairman. Each invoice shall be paid in full with supporting

documentation/approval attached. (2018)

## THE DEPARTMENT BUDGET

1. An amount sufficient to provide a training program for the District Presidents, Department Officers, and Chairmen shall be included in the annual budget. (2001)
2. Department Officers and Chairmen shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting their program budget for the next year to the Finance Committee by May 1st.
3. Proposed Finance recommendations for presentation at Department Convention by a Department Chairman must have the signed approval of the Finance Chairman. The Chairman shall provide forms which will have space to indicate *approved* and *disapproved* to attach to each Chairman's report. There shall be three (3) copies, one for the Department President, Department Chairman, and Finance Chairman.
4. When the Department President and the Finance Committee has approved in writing an expense above the regular budgeted allowance by a Department Officer, Chairman, and/or Department President, payment shall be made upon presentation of the bill. (2010)
5. Units shall send 10% of the amount earned from their Poppy Distribution less cost of Poppies to the Department Office. The Department Office shall total the amount of income received from all Units and shall take 10% of that amount and distribute funds equally amongst Children & Youth, Education, Past President's Parley Nursing Scholarship and Veterans Affairs & Rehabilitation budgets except when a deficit budget exists in any of these accounts. When a deficit(s) exists, the interest income and 10% of PF44502, Poppy Distribution, shall be distributed to deficit accounts. The remaining balance after 10% is deducted shall be credited to the Poppy account. (2011)
6. The Junior Conference Chairman shall provide an estimated budget for Junior Conference to the Finance Committee by May 1st for review and approval. (1995)
7. A National Candidates Campaign Fund shall be budgeted. If not used, funds will be placed in a reserve account (GF62461). (2011)

## ALLOWANCES AND EXPENSES

1. Specific instructions shall be given by the Finance Chairman to Department Officers, Chairmen, and District Presidents regarding the use of Department funds. (2018)



2. All expenditures shall be supported by vouchers, original bills or a signed and itemized statement for officers, chairmen, and District Presidents. (2010)
3. Department Officers and Chairmen shall file expense sheets semi-annually. The Department Office shall forward the first allowance soon after convention. Any Chairman or Officer whose allowance is under \$100 shall be paid once, at the beginning of the year. Final estimated accounting by all shall be forwarded to the Department Office by May 1st, except for the Poppy, Past President's Parley and Distinguished Guest Chairman, or reimbursement of convention allowance will be forfeited. (2011)
4. Allowances for District Presidents shall be determined by the Finance Committee. District Presidents shall file expense sheets semi-annually indicating they are complying with the provisions and are fulfilling the duties of their office as defined in the Department Bylaws, Article I, Section 10. The Department Office shall forward the first allowance soon after convention. Final estimated accounting shall be forwarded to the Department Office by May 1st or reimbursement of convention allowance will be forfeited. (2010)
5. The Finance Code shall be included with all other codes.
6. Members responsible for Department Funds shall be bonded under the "*Blanket Bond*" of a private insurance company. (2008)
7. Members of the Official Family called to the Executive Board Meeting and Convention shall receive mileage of twenty-five cents (25¢) per mile en route, not to exceed \$500.00, provided they have filed their expense sheet with the Department Office. (2014)
8. After consultation with the Finance Committee and the Department President, the Department Treasurer may transfer interest income from non-restricted investment accounts when necessary. (2018)
9. Before any changes are made to the Welfare restricted investment accounts, the Treasurer will consult with the Finance Committee and the Department President. The Department Treasurer can transfer any earned interest from the investments to Welfare accounts where needed. (2018)
10. Authorized travel for meetings and conferences held outside the State of California not covered in the Department Constitution and Bylaws shall be based on the rate established by the Department Finance Committee, subject to approval by the Department President and the Finance Chairman.
11. \$1200 will be budgeted annually and placed into the General Fund Convention Expense, line item #GF62477 by the Finance Committee to cover a maximum of \$400

each for the Department President/Jr. Past Department President and the Convention Secretary plus plane fare (economy, if possible) while serving as delegates and attending National Convention. (2012)

12. The American Legion, depending on the number of rooms reserved by Auxiliary members, shall be requested by the Department Secretary to offer a complimentary room for the Junior Past Department President when attending National Convention. (2018)
13. Department Officers, Chairmen, District Presidents, and Medical Center Representatives shall calculate travel expenses at twenty-five cents (25¢) a mile en route, or coach fare. This shall apply to called meetings or conferences within the State of California. (2011)

## MISCELLANEOUS

1. An amount not to exceed twenty five thousand dollars (\$25,000.00) California Disaster Fund be expended under the supervision of the Department President, Treasurer, and the Finance Chairman in the event of a major disaster. Those eligible for assistance shall be members and/or dependents of the American Legion Auxiliary and/or The American Legion. (2018)
2. In the event there is a deficit in the Girls State Program during the operation period, the amount of the deficit be transferred from the General Fund until the time funds are available from the Girls State Reserve Funds to repay General Fund with written approval of the Department President, the Department Treasurer, and the Finance Committee. (2018)
3. A \$25.00 fee will be charged for any returned checks. (2018)

1. The Girls State Session shall be held on a college campus or other suitable facility. The dates of the session are to be set for a period of two years whenever possible, and tentative reservations established with the facility at that time. The dates established shall be such as to allow time for the Department President to attend the Girls State Session, if possible. (2008)
2. Any changes of the eligibility requirements for the Girls State Citizenship made by the National Organization shall automatically amend the Department requirements unless it conflicts with State or Federal Law. (1999)
3. Due to limited facilities for future sessions of Girls State, registration shall be limited to size of college or suitable facility. The privilege of sponsorship shall be given to Units who sponsored the previous year. Units shall be given the opportunity to sponsor the same number of citizens and the choice of the schools. Schools sponsored by surrendered Units may be picked up by another Unit without being on a waiting list. (2008)
4. Reservation forms for Girls State will be made available on the Department Web Site and mailed by the Department Office by September 1. Units shall file a reservation with the Department Chairman annually, naming the school or schools they desire to sponsor for the next session of Girls State. Deadline date for reservations to the Department Chairman is October 1. Failure to file a reservation form by deadline date will indicate the school is being dropped and thus creating a numerical vacancy. The Department Chairman shall fill such vacancies by advising Units who have reservations on file. The application packet shall be made available on the Department Web Site by the Department Office or Chairman the first week of November. (2016)
5. Copies of correspondence and all other material forwarded to Units and candidates shall be sent to the Department Chairman, Director, Members of the Committee, District Chairmen with a complete set forwarded to the Department Office. (2016)
6. Applications must be submitted to the Department Chairman and all fees to the Department Office by March 31. The Department Chairman will forward a list, by unit, of number of Girls State delegates to the Department Office for that year's session by March 31. Any changes will be submitted to the Department Office by the Department Chairman as they occur. (2015)
7. A seventy-five dollar (\$75) registration fee shall be required from each delegate attending Girls State. This fee to be paid by the delegate, her parents, or guardian. In case of hardship, the fee can be paid by the Unit, District, school and/or outside source, but must be paid no later than March 31 when the fees are due from the Unit to the Department. (2015)
8. **Mid-Year Report Forms for all committee programs shall conform with standard**

time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)

End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)

9. Permission is granted for Units and/or Districts to sponsor Alumnae activities at their discretion.

## Finance

10. The Department Chairman and Director's expenses shall be as adopted in the annual budget. (2019)
11. The Girls State funds shall be administered by the Department Treasurer. (2019)
12. Upon completion of the budget by the Girls State Committee for the ensuing year, said budget shall be sent to the Department Treasurer and Finance Committee for review and approval of the Finance Committee not later than October 10th. The budget shall be recorded on the form provided by the Finance Committee. Said budget to be approved by the Mid Year Department Executive Committee. (2019)
13. Authorization for purchases shall be requested by the Girls State Director through the use of "Voucher Requests for Purchases." The request shall be sent to the Department Treasurer for approval of available funds. If funds are available, the Treasurer shall approve the request and purchase may be made by the Director. (2019)
14. Itemized bills and receipts shall be submitted to the Director and then sent to the Department Treasurer for payment. (2019)
15. Every effort is to be made by the Director and Chairman to have all receipts filed in the Department Office so that bills can be paid prior to the annual audit. All expenses for the current year shall be submitted within forty-five (45) days following the close of the current session. Office inventory must be submitted at this time. (2019)

16. **All accrued funds with balances shall remain in the funds account. The Chairman and Director's allowances are a direct charge against the Girls State account. (2019)**
17. In the event there is a deficit in the operation period, the amount of the deficit will be transferred from the General Fund until the time funds are available from the Girls State Reserve Funds to repay General Fund with written approval of the Department President, the Department Treasurer, and the Finance Committee. (2000)
18. **The General Ledger income account in the Girls State program entitled "Donated Enrollment Fees" shall be restricted funds. These fees are not for girls already enrolled by Units, but are donated funds from outside sources. If Units do not have sufficient funds to send a delegate they may apply for a Girls State Enrollment Fee Grant. The recipient of these grants shall be selected by the Girls State Director and Girls State Chairman with the concurrence of the Department President. (2019)**

## **Girls State Committee's Responsibility:**

19. The Girls State enrollment and registration fees shall be recommended annually by the Girls State Committee after the review of the previous year's budget, expenses and current bids received from colleges, for the following administrative year. The enrollment and registration fees shall be recommended at the Mid Year Department Executive Committee meeting for approval at the Department Convention. (2017)
20. **Final selection of representative to Girls Nation will be made by the Girls State Committee upon recommendations of the Counselors and Staff members. All Citizens to be considered. Upon their return, Girls Nation Senators will submit a written report to the Girls State Director. (2019)**

## **Department Girls State Chairman's Responsibilities:**

21. **The Girls State Chairman, in consultation with the Department President, shall call a meeting of the Girls State Committee to be held as soon as possible but no later than October 15th. The Treasurer shall attend the Girls State Committee Meeting. (2019)**
22. **The Department Chairman will review Girls State delegate's online uploaded information to be sure all information is complete. The Department Chairman may accept or reject any applicant if applications are not complete. (2019)**

## District Chairman's Responsibilities:

23. Should a Unit withdraw from sponsorship of a Citizen to Girls State, it shall be the responsibility of the District President and Chairman to list the school as available and notify the Department Chairman in writing.

## Unit/Unit Chairman's Responsibilities:

24. **Unit Procedures for Selection of Candidates: All materials and necessary information relative to the qualifications and methods of selection shall be presented to the school representative by the Unit Chairman or her substitute. The recommendation of candidates and alternates shall be made by the school faculty and provided to the sponsoring Unit. Only the Unit shall have final approval of the recommendations, subject to acceptance by the Department Chairman. When the Unit has chosen the candidate, the fee and transmittal form shall be forwarded to Department Office not later than March 31st as provided in the instructions. Publicity with parent/guardian consent may be released indicating that the candidate has been chosen. If selected delegate and alternate, due to circumstances beyond control, cannot attend the Girls State Session, a second alternate selected in the same manner shall attend to prevent forfeit of the Unit fee. (2019)**
25. **The signature page must be signed by the candidate and parent/guardian. (2019)**
26. Units/Sponsors must adhere to the following instructions:
  - a. All required forms and fees must be returned as provided in the instructions. Failure to pay all fees by June 15 will result in the Unit not being seated at Convention. (2016)
  - b. Shall not engage in political discussion with the delegate. (2016)
  - c. Shall arrange for the delegate to visit and address the Unit after the close of the current session and arrange for as many other appearances as possible. They should encourage the school to present the Citizen at an assembly or other school functions.
  - d. Only one candidate may be selected from a school. Units may send two or more girls from different schools, provided only one girl represents a school. Units may participate as joint sponsors.
  - e. **Only Units of the ALA shall be the actual sponsor of a Citizen to Girls State. Units may seek contributions from other organizations and may purchase a *Certificate of Appreciation* from the Department Office to present to the contributors. Each girl should appear before those contributing organizations. (2019)**

## Director's Responsibilities:

27. Director's responsibilities:
  - a. Shall select registered nurses and secure Chief counselor immediately after the current Girls State session. Invitations shall be sent out six months prior to convention for other personnel. They shall be furnished identification badges containing the name and insignia of the ALA which shall be visible at all times. (2017)
  - b. Shall invite not more than four of the Girls State Citizens from the previous session to act as Junior Counselors, to participate in the sessions and be assigned specific duties.(1997)
  - c. Shall provide the Campus Rules, Girls State Constitution and Handbook to the Citizens upon registration at Girls State. (2016)
  - d. Shall file with the Department Office a complete set of all materials given to the candidates, including the roster for future references after the close of Girls State Session. (2016)
  - e. **Other duties as addressed in the Director's procedure book. (2019)**

## Delegates Eligibility Responsibilities:

28. Delegates eligibility responsibilities:
  - a. Limited to girls who are 11th grade students for the current school year (public, private, or home schooled). Each candidate must plan to continue high school and attend one or more semesters immediately following the Girls State session. (2016)
  - b. Candidates shall be selected on the basis of outstanding leadership, scholastic merit, interest in community and government, character, honesty, and cooperativeness. Candidates should be independent in the physical requirements of daily living, if not they must provide an ATTENDANT AT THEIR OWN EXPENSE. This attendant shall be a minimum of twenty-one (21) years of age, female and must be able to attend the entire session. (2014)
  - c. Each candidate must understand that she will remain for the entire session of Girls State (excepting emergencies) and that she shall not be excused for personal reasons. The parent's signed release form affirms that the candidate is aware of this requirement. If a candidate leaves before the end of the session a refund will not be granted to the Unit.
  
29. **After arrival at the session if the delegate is not willing to comply with the rules and requirements previously agreed upon, or if a situation arises which would be counter-productive to the session, the Director, at her discretion, shall have the right to return the delegate to her home immediately. The Director shall be required to notify the Unit of a returned delegate in writing within ten days after the close of session, providing complete details of the**

above situation. The Director will also provide the Unit with the delegates' parent/guardian signature page so the Unit may try to seek reimbursement of the Delegates fees paid by the Unit. (2019)

## School Faculty Guidelines:

30. School Faculty Guidelines
  - a. As a guide to the school faculty the following information shall be provided for use in selecting the most qualified candidate. (2016)
  - b. Must be willing to conform with all medical regulations as stated in the medical form. Shall not be excluded because of religious medical beliefs.
  - c. Must be of excellent character and citizenship and should be in the upper third of her class scholastically.
  - d. Should possess qualities of courage and honesty; and be cooperative with others. Candidate, upon her return from Girls State, must be willing to relate the interest and sense of responsibility of government she has gained from participating at Girls State to her school, her community, and sponsors. (1999)
  - e. **Candidates and Delegates who are pregnant shall not be considered due to health issue liabilities. (2019)**
  - f. The candidate and/or alternates shall be informed that final acceptance is dependent upon all papers being in order and all eligibility requirements have been satisfied. The Unit makes the final choice after recommendations and interviews.
  - g. Schools will select no more than five (5) candidates for the Auxiliary to interview. (2006)



1. The Department Historian's allowance shall be as adopted in the annual budget. The Officer shall submit two end-of-year statements of the expenses incurred and proposed recommendations affecting the office budget for the next year to the Finance Committee by December 31st and May 1st. (2009)
2. The budget shall include an estimated charge for typing of the Department History. (2009)
3. The Department Historian shall compose a History of the accomplishments of the Units, Districts, and Department for the Department Office. She shall provide a personal copy for the Department President. The History shall conform with National's requirements. (1996)
4. Written, Picture History Book Competition: Units and Districts may compete on Department level under the following classifications: Written, Picture and CD/Flashdrive History Picture Book Competition. (2015)

## Seniors

Junior Class I (ages through 12 years)

Junior Class II (ages 13 through 17 years)

## Prizes:

Unit and District shall each be awarded First, Second, and Third

Junior Class I — First and Second

Junior Class II — First and Second

5. Entries in the written contest should be judged per National Rules. (1991)
6. *ALL* entries will be judged at Department Convention by three judges, appointed by the Department Historian, awards shall be first, second, and third if applicable. (2015)
7. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

## Department Code

## JUNIOR ACTIVITIES

1. The Department Chairman's allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee for review and approval by May 1st. (1997)
2. The Department endorses the formation of Junior groups statewide and promotes the use of the Junior Activity Handbook as a necessary guide for the development and participation of Junior members.
3. The Department Chairman shall encourage Junior membership and each month the Department Office shall forward the current membership standings of Junior enrollments by Unit and District totals to the Department Chairman.
4. Junior members are encouraged to participate in all programs and contests sponsored by the National Organization, including the junior patch program and attendance to junior mission training, following all rules pertaining to these programs and contests. The Department Chairman shall advise the Districts of contests, rules, programs, deadline dates and junior mission training location, dates, and registration information. (2017)
5. Contests on District level shall be under the direction of the District Chairman. There shall be only one entry in each classification forwarded to the Department Chairman for judging. Department awards for each class shall be First, Second, and Third. The Department assumes NO responsibility for returning entries.
6. There shall be a Department award for the Junior Group submitting the most outstanding Junior Activities Report; an award will also be presented for the Junior Group with the most outstanding Junior Community Service program.
7. Junior members when requested by the VA Medical Centers, Children's Hospitals, etc., shall be encouraged to participate in providing tray favors, scrapbooks, poppy corsages or arrangements and other handicraft items.
8. The Department Chairman shall be responsible for the promotion of the Junior Conference and all fund raising efforts in support of the Conference. All funds and ticket stubs will be sent to the **Department Office**, earmarked *Junior Conference* and made payable to the Department of California A.L.A. **The Department Secretary will provide the Junior Activities Chairman a report on the collected funds monthly. (2019)**
9. The Department Chairman shall attend the Junior Conference and assist the Conference Committee. Cooperation between the Department Chairman and the Conference Committee will enhance the success of the Junior Conference.

10. The Junior Conference Committee meeting at convention shall be combined with the Junior Activities Committee meeting.
11. The Department shall sponsor a scholarship from donated funds for Junior members completing their senior year. Minimum awarded shall be \$300.00; maximum \$1,000.00 if funds permit. Applications and rules will be available through the Department Office and/or the Department Website prior to January and will be mailed to Units upon request. Completed applications must reach the Department Junior Activities Chairman by April 30th of the current year. Applicants shall be judged by three (3) Past Department Presidents appointed by the Junior Activities Chairman, when more than one application is received. The Department Chairman shall provide the name of the scholarship recipient to the Department Secretary/ Treasurer no later than June 1st when a scholarship is awarded. (2017)
12. Tickets for the Junior Conference drawing will be ordered by the incoming Junior Activities Chairman before the Department Convention, if possible. The ticket numbers will be recorded before disbursement. All Junior Conference Tickets, after recording, will then be distributed by the Junior Activities Chairman. Distribution to be made at convention when possible. (2007)
13. The Education, Junior Activities, and Past Presidents' Parley Chairmen will coordinate with each other to assure no duplication of scholarship recipients. (2001)
14. The Department Chairman shall support the Department Leadership Chairman to encourage coordination of at least one Department Junior Leadership Workshop per administrative year. (2006)
15. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th.**

1. The Conference and Committee expenses shall be as recommended by the Committee and as adopted by the Finance Committee. The Conference Director in consultation with the Department Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the committee and the Junior Conference budget for the next year to the Finance Committee for review and approval by May first (1996)
2. The Junior Conference shall be self-supporting and the current income from the fund raising project and contributions shall be used for planning and conducting the Junior conference. There will be no exceptions. The Junior Conference Committee will add a line item of \$120 to the Jr. Conference Budget for the Veronica Spence Americanism Essay Awards for Junior members adhering to rules as outlined in the Department Americanism Code. The Department Junior Activities Chairman will be responsible for the promotion of the conference and all fund raising efforts in support of the conference. (2015)
3. Facilities for the Conference must include proper beds, showers, and restrooms to accommodate the attendees. Recreational facilities are desirable. If requirements can be met for a suitable site, a rotation between Northern and Southern California would be preferred. However, the prime consideration shall be proper facilities at an affordable cost. (2013)
  - a. The dates of the Junior Conference session to be set for a period of one or more years to allow for affordable rates. (1996)
4. Any films to be shown during Junior Conference must first be previewed and then approved by the Department President, Junior Conference Committee, and the Department Honorary Junior President. A parental consent form, including the film titles and subject matter, shall be mailed with the Junior Conference Reservation Forms. (1998)
5. The Junior Conference Director will call the Junior Conference Committee and the Department Junior Activities Chairman at the Department Mid-Year Executive Meeting to finalize plans for the Junior Conference. The Junior Conference Director shall send pertinent information to the Units not later than ninety (90) days prior to the planned Junior Conference date. Copies of all material shall also be sent to members of the Junior Conference Committee, Advisor and Junior Activities Chairman. (2007)
6. The Conference Director is responsible for implementation of planned activities. Program plans by the Junior Conference Committee should provide an opportunity for leadership development in a creative atmosphere. The Director shall be responsible for extending invitations to the members designated as staff. The staff shall be selected by the committee with the approval of the Department President. (1995)

7. The registration fee shall be set by the Conference Committee as soon as the plans for the conference are made, based on a realistic estimate of cost and available funds raised for the conference. Units shall be encouraged to assist their Junior members financially for transportation and registration fee.
8. Chaperones who have not been assigned specific duties by the committee shall find other activities of interest off the premises. Housing may be available for chaperones only if facilities are large enough to accommodate these chaperones in a separate location on the grounds at their own expense. (1995)
9. The Department Secretary/Treasurer shall arrange for adequate *camp* insurance for all participants. (1995)
10. The committee shall prepare the proper release forms for signature of the parent or guardian, including permission for emergency medical treatment at the parent or guardian's expense. The chaperone shall have duplicate release form in her possession en route to and from the conference.
11. Junior groups will be formed and housed according to age groups, combining large and small communities statewide. Assigned Senior Advisors will serve as group counselors and as chaperones on the conference grounds. Senior Advisors will not have Junior members that are relatives assigned to their room, unless there are extenuating circumstances, and it has been approved by the Junior Conference Director and Department president. (2017)
12. Junior members shall arrive at the conference under the supervision of their parents or an adult chaperone. Those arriving by public transportation shall notify the committee so arrangements may be made to meet them.
13. Eligibility for attendance at the conference shall be limited to Juniors eight (8) to eighteen (18) years of age. It is understood that Junior members sent to Junior Conference are comfortable with staying away from home over night and are able to enjoy the away from home experience. If a Junior member is elected to an office or serving as a chairman at any level and attains the age of eighteen (18) during her term, she may complete her year in office and attend Junior Conference. In addition to the age requirements, she shall have given at least five (5) hours of service during the current fiscal year to her Unit. If any Unit does not provide the opportunity for the Junior to serve the required hours, five hours of service to a community organization may be substituted. (2017)
14. Election of Junior Officers shall be conducted according to rules established by the committee. Adults are not allowed to participate in the elections except those persons assigned to counsel the current officers on the procedures.

15. Candidates may not bring *gimmicks* to the conference. All campaign signs, gimmicks, et cetera; will be made at the conference from materials supplied by the committee.
16. Juniors shall caucus with their Districts prior to nominations. Each District will have a Senior Advisor to counsel candidates on their responsibilities prior to nomination and elections so each will know their commitments. A District may nominate a candidate for each office if they desire. However, only two elected officers may serve on the Department level from each District. In the event more than two candidates from the Districts are elected, the rules for handling will be established by the Junior Conference Committee and printed in the Junior Conference Elections Rules. The Honorary Junior President and Honorary Junior Vice President shall be from different Districts. (1992)
17. Junior members in attendance shall abide by the rules set by the Conference Committee and serious violation of these rules shall be cause for sending the Junior home.
18. The Department President or her representative shall install the Junior Department Officers.
19. The Honorary Junior President shall be authorized an expense allowance for visitations and other related duties during her term of office. All travel arrangements must be approved by the Department President prior to acceptance of any invitation. The Finance Committee shall budget for the allowance and review expenses before reimbursements are made. (1992)
20. Each Honorary Junior President shall be given a copy of the Junior Activities Conference Code. (1992)
21. The candidate for Honorary Junior President must be a minimum of fifteen (15) years old. (1992)
22. Future elected Honorary Junior Department Officers shall be prohibited from succeeding themselves. (2008)
23. Newly installed Honorary Junior President will be invited to attend convention at the discretion of the Department President. The Honorary Junior President who served with the current Department President may be invited to attend convention at the discretion of that President. (1995)
24. Junior members attending Junior Conference will be expected to report on the conference to their Unit. (1989)

25. The Department Office will send the reservation forms for Junior Conference to all units, with the age requirements listed there-on. The completed reservation forms shall be sent to the Junior Conference Director for accounting. It is the responsibility of the Junior Conference Director to provide completed forms to the Department Office by January 1. (2007)
26. The Junior Conference Director will provide to all Senior attendees, a Unit Meeting Agenda, complete with Election Rules, for the purpose of conducting quality leadership during Junior Conference. This will be used as a guide by all Senior members participating during Junior Unit Meetings at Junior Conference. (1998)
27. The Junior Activities Chairman, Junior Conference Director and the Committee will choose two Department Junior representatives to Junior Mission Training at Junior Conference. The representatives may or may not be the Honorary Junior Department President or Honorary Junior Department Vice President, but must exhibit leadership qualities. If the representative turns eighteen (18) prior to or during the Junior Mission Training, she will be eligible to attend Junior Mission Training but will not be eligible to hold a National Office. (2017)
28. Airfare, \$100.00 per diem for two (2) days and the registration fee will be paid for by the Department Office for the first representative to Junior Mission Training. Should the first representative not be able to attend, the second representative will move up to first representative. The Department President, Junior Activities Chairman, Junior Conference Director and Junior Conference Committee will select a Junior that attended the current year Junior Conference to attend as the second representative. In the event that both the representatives are unable to attend Junior Mission Training, the Department President, Junior Activities Chairman, Junior Conference Director and Junior Conference Committee will select two (2) Junior members that attended the current year Junior Conference to attend as the first and second representative. (2017)
29. It shall be the responsibility of the Junior Conference Director to contact the parents/guardian of any Junior member that is selected as a representative to attend the Junior Mission Training to ensure they will have a chaperone while traveling to, from and during the Junior Mission Training. The outgoing director shall coordinate with the Department Secretary to ensure all necessary paperwork is complete and forwarded to National. (2017)
30. All adults to Junior Conference must obtain a background check every two years. If the background check is completed through a job or another volunteer organization, it must be forwarded to the Junior Conference Director by April 1 to verify that it complies with National Standards. The cost of the background checks will be paid for out of the Junior Conference funds. (2018)

## **Department Code**

## **JUNIOR ACTIVITIES – APPENDIX A**

31. The Audio system will be in the possession of the Junior Conference Director and will be passed on to the next Director at Convention with all the other Junior Conference information. (2018)
32. Reservation forms for Junior Conference will be made available on the Department Web Site and mailed by the Department Office by September 1. Units shall file a reservation with the Junior Conference Director annually, naming any Junior members that will be attending Junior Conference. Deadline date for reservations to the Junior Conference director is October 1. (2018)



1. The Department Leadership Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The program shall be concerned with the training of all members and should be conducted at all levels (Unit, District and Department).
3. Applications for Certified and Re-Certified Leadership Instructors and copies of Sign-in-Sheet are now located on the Department website. (2009)
4. The Department Chairman shall conduct at least one workshop during the administrative year. She shall work with instructors that workshops are held in areas where needed. (2013)
5. The program shall be concerned with the training of all members in the purpose of the Auxiliary, the basic requirements of our programs, an understanding of the Constitution and Bylaws, the rights of members, benefits available, basic protocol, and the importance of proper reporting. A copy of the Auxiliary history should be provided to each member in attendance.
6. Requirements for certification or recertification of Certified Instructor:
  - a. Attended and/or participated in a Leadership Workshop for a *minimum of six (6) hours*.
  - b. Certified Instructors must conduct or have participated in a workshop every five (5) years to maintain their certification.
  - c. Proper forms must be completed by applicant and recommendation made by the Certified Instructor.
  - d. After receipt of the application and \$1.00, the Department Chairman will complete the Blue Leadership Instructor card to include the 5 year term and forward it to the Department President for her signature. (2015)
7. Each member attending a Department Leadership Workshop may be assessed a fee by the Department Chairman to defray the costs of booklets, packets and other materials. Fees collected will be noted on the Department Chairman's report to the Finance Chairman with a notation of costs incurred. (2013)
8. Department Chairman will complete the white attendance cards upon receipt from Instructors of the workshop sign in sheet and \$1.00 for each card. The cards will be mailed to the Instructors for distribution. Leadership pins, at current cost, are also available and can be ordered from national Emblem Sales by any attendee, but they do not indicate Instructor status. (2015)
9. Every member who attends a Leadership Workshop is not automatically a qualified

Instructor. Only those members who are willing and qualified to initiate, prepare and instruct a workshop using instructional tools should be considered as instructors. Instructors should call upon facilitators to help assist, thereby making the workshop informative as well as a true learning experience. Podium lecturing or reading of materials by instructors shall be discouraged.

10. The current Department President shall automatically be issued a blue card for her year of service.
11. The Department Chairman shall be encouraged to hold or arrange for a Department Junior Leadership Workshop each year. She shall consider where the previous year's workshop was held and move to a location in another part of the state. (2008)
12. The National Leadership Course teaches members about our organization, history, basic protocol, and basic conduct of business through a self-paced study course. The course is designed and available for any member in good standing.
  - a. All Certified Leadership Instructors are encouraged to complete the National Leadership Course.
  - b. California is responsible for their own recordkeeping and grading. Ten incorrect answers are allowed for a passing grade.
  - c. Every member that participates in the National Leadership Course will send their Members Instruction Sheet and Exam Answer Sheet to the Department Chairman for grading. After grading, the Department Chairman will:
    1. Record the member's information for recordkeeping.
    2. Issue Gray cards signed by the current National President and National Leadership Chairman to each member with a passing grade and mail it with a congratulatory letter.
    3. Send a letter to each member that did not pass, encouraging them to review the material and resubmit their test answers.
13. The Department Chairman shall maintain a current list of names and addresses of Certified Instructors and shall provide each District with the approved list at the Department Convention.
14. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to Department**

# **Department Code**

# **LEADERSHIP**

**Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

1. The Department Legislative Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The Department Chairman shall attend the American Legion Auxiliary Washington DC Conference sponsored by the National organization. The Chairman's expenses cannot exceed the amount budgeted annually to help defray the cost of attending the American Legion Auxiliary Washington DC Conference. (2015)
3. The Committee shall make a positive effort to become familiar with and support all veteran legislation sponsored by The American Legion, Department and National, and the American Legion Auxiliary as requested.
4. Units and Districts working on legislation of a local nature which may be assigned to them by a Post or District of The American Legion shall secure the assignment in writing before proceeding, and a copy shall be sent to the Department Chairman. (1992)
5. The Department Chairman shall seek the cooperation of the Department Public Relations Chairman and those Chairmen directing programs which are affected by legislation for successful community coverage.
6. Legislative Chairmen on all levels shall alert the membership with information and requests of The American Legion as transmitted by The Dispatch and The American Legion Legislative Action Alerts. Legislative Chairmen shall consider these requests of legislative matters a need for Chairmen to act immediately and shall urge the membership to respond with cards, letters, and e-mails when requested. (2018)
7. Units and Districts shall be urged to subscribe to The Dispatch and Unit Chairmen or Unit Presidents share the bulletin with members particularly when purchased with Unit funds.
8. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

1. The Department Membership Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. To promote membership activity a fund for contests and awards shall be budgeted annually by the Finance Committee.
3. The Department membership goal will be established by the National Organization and shall be reviewed and may be revised by the Department Chairman. Each District President shall be notified of their goal and the amount of members required to attain Early Bird (based on the close of books). A District goal may equal or exceed the previous year.
4. Membership applications must be filled out completely, including all essential information before transmitting to the Department Office.
5. When a Unit transfers from one District to another, the membership of that Unit and their goal shall be counted as part of the District's goal to which they have transferred. (2015)
6. The District President shall be responsible for providing assistance or information on transferring members whose Unit Charters are being canceled. (2015)
7. There shall be three (3) membership categories for competition in the Districts:
  - Group A 10 to 700 members
  - Group B 701 to 1,500 members
  - Group C 1,501 and over members
8. The Department Office shall publish weekly updates on the Department website the Membership statistical information provided from National. (2015)
9. When a District achieves goal, an appropriate notification shall be sent from the Department Office to the District President with a copy to the Department President at the discretion of the Department Membership Chairman. (1990)
11. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)

## DEPARTMENT AWARDS

- a. **Early Bird Citation.** Awarded to Units equaling or exceeding their membership of the previous year's actual membership at close of books (not goal) by postmark date of November 12.
- b. **Department Citation.** Award to Units attaining goal into the Department Office by date set by Department Chairman. (2019)
- c. **Ethel Flynn Award.** A citation presented each year to the Unit with the greatest numerical gain over goal as of close of books. (1994)
- d. **Estella Hannell Memorial Award.** A citation presented each year to the District with the largest numerical increase from the previous year's close of books to the *Book of Reports* for the current year.
- e. **The Josie Melgard Award.** A special lapel pin will be presented to each Unit President whose Unit attains its membership goal plus two members on or before Department close of books. (1994)
- f. **Edward Elks Memorial Award (formerly the Colleen Award, Marjorie McDonald).** A citation plus \$100 to be used to promote the program of education. This award will be under the jurisdiction of the Department Membership Chairman with the following rules:
  1. Unit must have received a Department Membership Citation.
  2. Unit must have filed an activity report with District President.
  3. Activity report must show participation in the following programs: Americanism, Children & Youth, Education, Legislation, Poppy, and Veterans Affairs and Rehabilitation. (2009)
  4. Unit shall attach a written supplemental report which shows: Activities in each program, hours spent, and dollars spent. (2010)

## NATIONAL AWARDS

1. Copies of National Membership Awards (i.e. Silver Brigade, Recruit Ten) will be forwarded to Department Membership Chairman as necessary from Department Office. (2003)

1. The allowance for the Department Musician shall be adopted in the annual budget. The chairman shall submit an end of year statement of the expenses incurred and proposed recommendations affecting the program for the next year to the Finance committee by May 1st. (2018)
2. The Department Chairman shall offer first, second and third place best Unit and best District songs and best supplemental reports. (2018)
3. The Department Chairman shall encourage Units and Districts to provide music in their meetings. (2018)
4. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

1. The Department National Security Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May1.
2. The National Security Committee works to maintain and promote a strong national defense by educating members on national and civil defense, and emergency preparedness, POW/MIA awareness, local and worldwide support of USO and other activities that assist our veterans, members of the military and their families. (2008)
3. The Department of California shall accept the adopted legislative program of The American Legion on National Security. The Department Chairman shall place emphasis on any special programs or projects stressed by the National Organization and encourage Units and Districts to give complete cooperation, assistance, and support when requested.
4. Chairmen shall be encouraged to cooperate with the press, radio, television, and legislative committees to better promote the program and cooperate with the Committee whose program is affected.
5. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**



## Department Code

## PAST PRESIDENTS PARLEY

1. The allowance for the Department Chairman shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The Past Presidents Scholarship has been designated as a Nursing Scholarship by the Past Department Presidents Parley and shall be awarded annually in the amount of \$4,000.00 to a veteran or a veteran's wife or husband, widow or widower, or child of a veteran of the World Wars, Korea, Vietnam Conflict, Grenada/Lebanon, Panama, Persian Gulf and Wars on Terrorism. (2013)
3. Applications may be submitted by students planning to enter or currently enrolled in an accredited nursing school for the purpose of earning a Licensed Vocational Nurse, Registered Nurse or other recognized nursing degree. Applicants must follow the Rules established for eligibility and provide all pertinent information as set forth in the Rules. Applications can be printed from the Department Web Site. All applications must be submitted by the student to a Unit for sponsorship no later than the 1st Friday in April. Units shall forward completed and signed applications to the Department Chairman no later than the 3rd Friday in April. (2001)
4. The winner of the \$4,000 scholarship is disqualified from future \$4,000 awards, but may be encouraged to apply for a lesser amount. A scholarship winner shall be given priority each year until graduation, provided the grades and need meets the requirements and a new application is submitted each year. (2013)
5. The scholarship applicant has only two (2) years to initiate use of the funds awarded. If the scholarship is not claimed by the University/College on behalf of the applicant within the two (2) year period, the Department Office will require in writing as to why these funds have not been used. If the use of the funds are not initiated in that time frame, they are to be reverted back to the funds from which they were originated. If circumstances of non-use are of a medical or personal nature, it is by discretion of the Department President, Secretary or Treasurer, and the Chairman to extend the claim for a period not to exceed eighteen (18) months before funds are reverted back to where they were originated. (2018)
6. Complete applications shall be retained in the Department Office. The applications and all related material shall be scanned and downloaded to a memory stick/disk and kept in the safe to ensure security of personal information of the scholarship recipients. Department Chairmen shall provide to the Department Office a list of name, address, school attending, and dollar amount of scholarships issued for the current year. Unit and District Parley Chairmen shall be notified of all application dispositions. (2010)
7. The Department Chairman shall select three (3) judges of which one (1) shall be a nursing counselor.

## Department Code

## PAST PRESIDENTS PARLEY

8. The Department Chairman shall make financial arrangements with the nursing school according to their policies. The Treasurer shall forward payments to the school as soon as confirmation has been received by the Department Office that the student has been accepted. (2018)
9. Rules, procedures, eligibility requirements, and Nurse's Scholarship Applications will be made available on the Department website no later than September 1st of each year. If a unit does not have access to the website, they may contact the Department Office and a copy will be mailed to them. (2009)
10. The Scholarship Fund shall be supported by voluntary donations and shall be maintained in the Department Welfare Fund. The first \$4,000 each year shall be used for the \$4,000 scholarship. Donations received over \$4,000 may be disbursed under the direction of the Department President and Department Chairman to other applicants, as partial assistance and in amounts to meet the basic needs. The number of scholarships awarded shall be determined by the amount available. (2013)
11. A member who has served as a Unit President is eligible for appointment as the Unit or District Past Presidents Parley Chairman. Each may sponsor special projects for their Parley.
12. The Department Chairman shall be a Past Department President and serve in succession if feasible.
13. The Department Chairman will send out rules for the Unit Member of the Year competition. Entries will be submitted to the Department President for judging by the first Friday in May. The Department President shall notify the recipient by letter and send a copy of the letter and nomination to the Department Chairman. The Department Chairman shall notify the National Chairman, National Secretary and Department Office prior to June 1. The recipient will be honored at an appropriate function during the Department Convention. The Department Chairman will send an invitation to the recipient for the event where she will be honored and will notify her Unit and District President of the honor extended their member, as soon as possible. The Department Office will supply the recipient with housing forms and agenda for the National Convention where she will be honored. The recipient will be given mileage for her attendance at the Department function where she will be honored. She shall be given a ribbon similar to Page's ribbon inscribed "California" and the year she is honored. This ribbon shall be given to her whether or not she is able to attend the Department function. (2014)
14. The corsages and Past Presidents Parley Luncheon tickets for the \$4,000 scholarship winner and/or the Auxiliary Member of the Year, who attend the luncheon, will be paid out of the Convention Expenses. The Women Veteran Honorees, who attend the luncheon will also be paid out of the Convention Expenses. As a courtesy for the recognition a Past National President brings to California her Past Presidents Parley

Luncheon ticket will be paid out of the Convention Expenses. (2018)

15. Units and Districts may award book grants to scholarship recipients. The Department may award book grants if there are unused funds after all scholarships have been awarded. (1998)
16. The Education, Junior Activities, and Past Presidents Parley Chairmen will coordinate with each other to assure no duplication of scholarship recipients. (2001)
17. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

18. The nomination form and rules for nominating women who are currently serving our Country in the U.S. Army, Navy, Marine Corps, Air Force or Coast Guard (including National Guard and Reserve components of each branch) for the "Salute to Service Women Award" can be found on the Department website. The completed form and a written narrative (750 words or less) or a YouTube video (3 minutes or less), done by the nominee, must be sent to the National Past Presidents Parley Chairman by deadline set by National. A copy of this nomination must also be sent to the Department Past Presidents Parley Chairman by the second Friday in May, so that she can contact the nominee regarding the Department function that she will be honored. (2015)

1. The Department Poppy Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. Units shall pay the Department Office eighteen cents (\$0.18) per poppy. Veterans making the poppies shall receive ten cents (\$0.10) per poppy. The balance of eight cents (\$0.08) shall be designated to cover expenses of materials and administrative. (2009)
3. All Units are required to order and pay for poppies to be in good standing. Failure to comply shall disqualify a Unit from being seated at convention. New Units that are in the chartering process will not be required to order poppies until the following administrative year. (1999)
4. Poppies may not be ordered on consignment, but may be ordered on credit and must be paid for immediately after distribution. Units shall forward ten percent (10%) of the net proceeds of poppy receipts to the Department Office with a financial report made in quadruplicate (one copy sent to the Department Office with check(s), copy to the District Chairman, Department Chairman, and retaining one copy in the Unit files). Each Unit must file a Poppy Financial Report whether or not a profit was made. A Unit not distributing poppies must also file a report. Failure to comply shall disqualify a Unit from convention representation. (2001)
5. Poppy funds shall conform with National American Legion and Auxiliary codes to include the rehabilitation of all veterans and/or their families, and to include hospitalized service personnel returning home and waiting to be discharged and shall also include active military personnel and their families where financial and medical need is evident. (2013)
6. That effective with the American Legion Auxiliary year 2013, Poppy Week will be replaced with May being Poppy Month. Units wishing to offer poppies other than the scheduled month must write and receive permission from the Department President. The deadline date for requests for permission to change Poppy month is April 1st. (2012)
7. Poppy orders shall be accepted only from Units of the American Legion Auxiliary. The American Legion may purchase poppies from the Units for Memorial and/or initiations only. Order blanks shall be supplied by the Department Office using only current forms. Current Department Chairman's name and address to be on the form and orders forwarded to the Department Chairman and Office by October 1. If poppy order form is not received by October 31st, Units will be assessed a \$25.00 fee and shall be allocated 100 poppies. Requests for additional poppy orders shall be made to the Department Chairman who will confirm the availability of extra POPPIES. Upon confirmation, the unit will send an additional poppy order form to the Department

Office with copies to the Department and District Chairmen. (2012)

8. Units shall not infringe on other Unit local areas already occupied, or those areas that have granted the American Legion Auxiliary permission to solicit poppies. If the area is vacant after 12 noon other Units may solicit that area.
9. Units shall not enter into any agreement with other charity drives which would prohibit or curtail the Units sponsoring any annual poppy appeal.
10. The American Legion, Department of California, shall be requested to enclose Poppy publicity in their Post mail. (1988)
11. The Department and District Chairmen shall seek cooperation and assistance from both the Department and District Public Relations Chairmen for statewide and metropolitan publicity.
12. The Department Chairman shall inform the Units of available material for the promotion of the Poppy and provide the material without charge, including the A.L.A. Identification Cards to requesting Units.
13. An administrative fee of ten percent (10%) shall be transferred to the General Fund from the cost of the Poppies purchased by the Units. (2009)
14. Units shall send 10% of the amount earned from their Poppy Distribution less cost of Poppies to the Department Office. The Department Office shall total the amount of income received from all Units and shall take 10% of that amount and distribute funds equally amongst Children & Youth, Education, Past President's Parley Nursing Scholarship and Veterans Affairs & Rehabilitation budgets except when a deficit budget exists in any of these accounts. When a deficit(s) exists, the interest income and net receipts shall be distributed to deficit accounts. The remaining balance after 10% is deducted shall be credited to the Poppy account. (2011)

## Contests

1. The Department Chairman is authorized to promote contests to stimulate an interest in Poppy Days. Contests other than those already established requiring expenditures must have the written approval of the Department President. These costs shall be charged to the Income and Expense of the Poppy Program.
2. The Department shall sponsor a Poppy Poster Contest, rules and groups conforming to National's requirements. The Chairman shall ensure that rules are sent to the Units with notification of deadline dates. Extra copies of the Rules shall be made available to Units upon request from the Department Office at no charge. Posters shall be judged on Unit level under the direction of the Unit Chairman. First place winners in each

group shall be forwarded to the District Chairman for judging under the direction of the District Chairman. Only District first place winners in each group shall be forwarded to the Department Chairman for competition.

3. The Department shall sponsor a Window Display Contest and a Convention Poppy Display Contest each year. Rules and awards for said contests shall be included in the Department Poppy Chairman's bulletin pertaining to contests. (2002)
4. The Department will not assume responsibility for the returning of Convention Poppy Displays. It will be the responsibility of the individual to pick up their Poppy Display at the close of the Department Convention. (2002)
5. Miss Poppy Contest
  - a. There shall be two categories ages 6-12 and 13-18
  - b. Their term of office shall be July 1st to June 30th
  - c. Miss Poppy application is due to Department Chairman on the first Friday in June. (2006)
6. Poppy monetary prizes shall be awarded per the budget as follows:
  - a. The Miss Poppy and Little Miss Poppy 1st place awards shall be \$20.00 to each.
  - b. The Poppy poster contest shall be awarded as follows:

All categories will receive \$20.00 for 1st Place Awards. The 2nd and 3rd Place winners shall receive certificates. Categories are determined by National. (2013)

Class I	Grades 2 and 3
Class II	Grades 4 and 5
Class III	Grades 6 and 7
Class IV	Grades 8 and 9
Class V	Grades 10 and 11
Class VI	Grade 12
Class VII	Students with Special Needs (2010)

## Poppy Policies

1. Poppy materials shall be ordered from National by the Department Office. The Poppy Production Managers shall order needed poppy material directly from the Department Office according to the previous year materials used. The materials shall be shipped directly to the VA Facility Representatives at the various VA Facility or address provided by the Poppy Production Managers. (2006)
2. Poppy Production Managers shall notify the Department Office and the Department Chairman of dates poppy orders were shipped to the Units as soon as possible after shipment. Discrepancies in shipments must be reported to the Department Chairman within fifteen (15) days after receipt of the poppies by the Unit or adjustments will not be made. (2010)

## Poppy Production

1. Production shall be placed in VA Facilities where the program and the American Legion Auxiliary rules have been accepted by the VA Manager or Director. The Auxiliary shall supervise production in all Centers including the Registration of patients. Poppy Production Managers to be appointed by the Department President.
2. Before October 1st, the Department Chairman shall make arrangements with the VA Facilities for the Poppy Production program and determine how many facilities and patients will participate. Allocations are made by the Department Chairman according to the number of poppies ordered. Four copies of the rules shall be sent/given to all VA Facilities by the Department Chairman for signature by the VA Managers or Directors, after or during arrangements for production have been completed. All copies shall be signed by the VA Facility Representative, Poppy Production Manager, Department Chairman and Department President. A copy shall be filed in the Department Office. (2006)
3. All veterans under the supervision of an American Legion Auxiliary member may participate in production of the poppies regardless of compensation. (2016)
4. Each Production Manager shall have a revolving fund of \$50.00 for payment to those veterans who have made 100 poppies or less and who are discharged, or cannot continue making poppies. Where an emergency financial situation exists under the above provisions, the Manager may pay cash for not more than 300 poppies. Triplicate receipt forms are required as specified below.
  - a. The participant's payroll shall be made by the Poppy Production Manager on forms furnished by the Department Office. Once forms are returned to the Department Office checks will be sent to the Poppy Production Manager who shall be

responsible for their distribution, according to the agreement with the VA Facility. Payrolls may be issued at the end of each week or at the end of each month, if the circumstances are warranted. When payment is in cash, a triplicate receipt form shall be signed by the patient and the Manager. One copy remains at the Facility, a copy for the files of the Manager, and a copy sent to the Department Office. (2006)

5. Each Poppy Production Manager shall be provided the names of District Presidents and District Chairmen and copies of the policies pertaining to production. A supply of shipping labels shall be given to each Manager. Prior to production, Poppy Memorial labels will be forwarded.
6. Two shipment lists shall be sent to the Production Managers indicating the number of poppies for each order, and the individual's name and address of the recipient. An amount based on the previous year's allocation shall be advanced to the Managers for shipment of poppies to the Units by most cost effective means and charged to the Poppy expense account. (2009)
7. Patient registration may begin the first week in October and production starting as soon as possible if agreeable to the VA Managers.
8. A year-round poppy production is authorized at the California Veterans Homes at Yountville, WAVE Clinic San Diego, and Long Beach VAMC to give veterans the opportunity to participate in the therapeutic and incentive work programs without the pressures of a short-term production. (2016)
9. When expenses for production are necessary, the following apply:
  - a. 50,000 poppies or less: actual expenses incurred not to exceed \$45.00.
  - b. 100,000 to 550,000 poppies: actual expenses incurred not to exceed \$85.00 per 100,000 poppies.
10. At the close of production the managers shall make an inventory (in triplicate) of all leftover materials on hand. Copies shall be sent to the Department Office, VA Facility Representatives' files, and the Department Chairman. (2006)
11. The original Unit Poppy Financial report, along with the check(s), shall be sent immediately to the Department Office, by the first Friday in June. A copy shall be sent to the Department Chairman and District Chairman. Unit and District report deadlines will be determined annually by the Department Chairman with enough time to adhere to National deadline. (2018)
12. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by**



**December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

# Department Code

# PUBLIC RELATIONS

1. The Chairman's allowance shall be as budgeted by the Finance Committee. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The Chairman shall be informed of the Department President's itinerary for media coverage. The Chairman is authorized to use additional funds other than budgeted for expenses in publicizing the activities of the Department President, visiting National Officers, and state-wide programs. Additional expenditures must be authorized in advance by the department President and the Finance Committee.
3. To promote better community coverage utilizing the same media, Units and Districts shall be encouraged to cooperate fully on areas of common interest. The Chairman shall inform Units and Districts of all information and instructional material relative to publicity furnished by the National Organization and encourage cooperation for special projects or questionnaires.
4. Press book competition shall be under direction of the Department Chairman. There shall be two classifications, Unit and District. Contest rules shall be forwarded to Units and Districts after the National Convention.
5. The Editor's Committee meeting at Convention shall be combined with the Public Relations Committee.
6. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**

## **Department Code**

## **RESOLUTIONS**

1. Resolutions submitted to Department shall be prepared to conform with the rules set forth in Article IV, Section 4 of the Constitution.
2. Member or members submitting a resolution shall sign the resolution with their name and membership number. When a resolution is submitted and passed by a Unit or a District, the resolution shall be signed by the President and Secretary. (2015)

## Department Code

## VETERANS AFFAIRS & REHABILITATION

1. The Department Veterans Affairs and Rehabilitation (VA&R) Chairman oversees and is responsible for all aspects of the VA&R Program and serves as the Hospital and Service to Veterans Director as well as Chairman. (2015)
2. The budget for the Department Veterans Affairs and Rehabilitation Committee shall depend upon donations received by the Department Office and administered by the Department Chairman. All donations received during the current year shall be used for the following year's budget. Interest income from the Welfare investment account and 10% of net receipts received from Unit Poppy distribution shall be divided equally amongst welfare accounts except when a deficit exists in any of these accounts. When a deficit(s) exist, the interest income and 10% of net receipts from Poppy distribution shall be distributed to these accounts to offset the deficit(s). Donations shall be sent direct to the Department Office and made payable to the Department of California, ALA, and earmarked for "VA & R." (2014)
3. The Department Office shall provide the Department Chairman with cost incurred to date plus additional projected year-end expenses by April 15. The Department Office shall also provide the Finance Committee with anticipated expenses for the year by May 1. (1992)
4. The budget shall include amounts to fulfill the obligations of financial aid for rehabilitation cases, Chairman and program allowances, Medical Center Representatives allowances, assessment, administrative expenses, and such other conferences as may be authorized by the Department President. Reimbursement for authorized travel out of state shall be coach airfare and per diem as allowed at the rate established by Department and approved by the Finance Committee. (2014)
5. The Department Chairman may request a special report of Unit Christmas activities and expenditures early in January. District Chairmen will compile and forward to the Department Chairman, information will be included in end of year report. (2005)
6. Department, District and Unit Chairmen, Medical Center Representatives, Community Based Outpatient Clinic (CBOC) Deputies, and Hospital Chairmen shall keep record and procedure books and pass on to their successors. (2002)
7. Disbursement of funds shall be receipted on forms approved by the Auditor and the Finance Committee.
8. Applications for Rehabilitation aid (casework) shall be completed and signed by the Unit Chairman and Unit President. Checks shall be made payable to the Unit. Additional checks shall not be issued until receipts for previous expenditures, accompanied by Form #2 have been received by the Department Chairman. (2014).
9. The names and addresses of the Medical Center Representatives and Deputies shall be added to the Department list of committee appointments and sent to all District and Units

by the Department Office. (1998)

10. The Department Secretary shall notify the Department Chairman on an annual basis the current cost of all pins available for the VA&R program. The cost shall include tax and handling expenses. The Department Chairman shall post on the Department website the updated forms for Hospital Certification and Veterans Service Pin Certification. Copies will be mailed to Hospital Representatives who do not have access to the website. Only Hospital Representatives are authorized to purchase Hospital pins. New volunteers shall receive an identification patch with her pin. Patches are supplied free of charge by the Department. (2018).
11. Annual report forms shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. (2013)

### **MEDICAL CENTER REPRESENTATIVES**

1. Representatives shall be called to a one-day meeting with the Department Chairman prior to the Interim Executive Committee Meeting and be allowed mileage at the prevailing rate. Deputies may attend at their own expense unless the Deputy is representing the Representative. (2008).
2. The Department Chairman shall hold orientation meetings for all new Representatives and Deputies at a time suited for maximum attendance. (2008)
3. Representatives and CBOC Deputies once appointed and certified to the VA Voluntary Services shall serve until re-assigned or replaced. They shall be bonded as established by the Finance Committee. The Representatives shall receive compensation semi-annually and submit itemized statements at the call of the Finance Committee and the Department Chairman. (2010)
4. Hospital Chairmen shall be appointed to non VA Hospitals where the hospital authorities have accepted a Volunteer Workers program and when the District and/or Districts involved have requested such appointments.
5. Representatives, Deputies, and Poppy Production Managers shall receive a copy of all policies pertaining to the program, copies of the Department Chairman's bulletins, a list of District Chairmen and a copy of the National VAVS work plan. (1994)
6. Auxiliary members may serve in any Hospital/CBOC of their own choice provided they are assigned by the Representative/CBOC Deputy and the Medical Center. Auxiliary members serving in non-VA Hospitals must also be accepted by the Representative and the non-VA Hospital Officials. (2000)

## Department Code

## VETERANS AFFAIRS & REHABILITATION

7. The Department Chairman shall contact Representatives early in the year for a needs list at their particular center. Information shall be issued in bulletin form regarding these needs and the Units through their District Chairmen are encouraged to provide items to a specific center by contacting the Representative for instructions, directions, and quantity desired. All needs that are sent to Representatives by April 15th should be included in her annual report to reach the Department Chairman by May 1st. (2015)
8. Medical Center Representatives who receive donations directly from any source, other than Department allowance, shall open a bank account and keep all funds from all sources in that account. The Department Secretary and a Deputy or an individual appointed by the District shall be included as a signatory on the account.
  - a. Representatives shall keep a record of receipts (to include source) and disbursements by check (to include amount and items purchased). Representatives shall send copies of bank statements, record of receipts and disbursements to the Department Chairman semi-annually (December 1st and May 1st) who will review and forward to the Department Office.
  - b. Representatives who don't receive any monies from any source other than Department allowances will send a letter to the Department Secretary and Department VA&R Chairman stating no other funds are received and it is not cost effective for them to open a bank account. (2018)
9. Applications for rehabilitation aid (casework) from Hospital Representatives or Community Based Outpatient Clinics (CBOC) shall be completed and signed by the Hospital Representative/CBOC Deputy. Checks for Temporary Financial Assistance shall be made payable to the Medical Center Representative or the CBOC Deputy. Additional checks shall not be issued until receipts for previous expenditures have been received by the Department Chairman. (2011)

### MEDICAL CENTERS GIFT SHOPS / PATIENT REMEMBRANCE

1. Christmas Gift Shops and Patient Remembrance under the Department direction shall be provided for patients in VA Medical Centers. Assignment of where gifts are to be sent will be made by the Department Chairman, who will evaluate the reports of the Representatives and the needs of the Centers. (2015)
2. For those facilities that have Gift Shops, only carefully selected NEW gifts shall be sent to the Representatives by November 1. The Representatives may re-evaluate the gifts, sending the corrected evaluation to the Units. Representatives shall be permitted to purchase additional gifts for the patients only when suitable gifts are not on hand. Representatives shall provide instructions to Unit members prior to their serving in Gift Shops. (2014)

## Department Code

## VETERANS AFFAIRS & REHABILITATION

3. All monetary donations for Gift Shops and Patient Remembrance shall be sent to the Department Office. These donations shall be credited to the Department Rehabilitation Fund.
  - a. The Department Chairman shall allocate the funds, as designated by the assigned Districts, for each Medical Facility and Veterans Home.
    - (1) The Department Chairman shall review Hospital Representatives Reports, District Assignments and needs of Medical Facilities and Veterans Homes Annually.
    - (2) The decision regarding District assignments and where donations will be sent shall be made by the Department Chairman. (2014)
    - (3) She shall reassign Districts as needed to meet the needs of the medical facilities or Veterans Homes.
    - (4) All donations not earmarked for specific locations will be distributed at the discretion of the Department Chairman.
  - b. Any welfare funds remaining may be used under the supervision of the Hospital Representative using criteria in Code #8 under Medical Center Representatives. A report of all remaining funds deposited as outlined in Code #8 shall be reported to the Department Chairman and the Department Office at the close of Gift Shop/Patient Remembrance. (2009)
4. The Department Chairman shall be notified of the opening and closing dates of the Gift Shops and Patient Remembrance in VA Medical Centers as determined by the VA Medical Center staff and the Representatives. This information shall be sent to Units by October 1st, if possible.
5. Gift Shops in other than VA Medical Centers shall be held under the supervision of the District. Districts shall first adequately fulfill obligations to their designated Medical Center before financing other projects at non-VA Medical Centers. (2000)
6. Units shall be allowed to use Welfare Funds for Gift Shops in hospitals other than VA Medical Centers, where there are 100 or more veteran patients. Funds spent shall be credited to the Rehabilitation program, if restricted to veterans and their families. (Ruling on use of Poppy Funds by the Legion Counsel General.)
7. Christmas Gift Shop and Patient Remembrance contributions to Department by the Units, shall be listed in a separate column in the Department *Book of Reports*. (2008)

**MEDICAL CENTER PROJECTS**

1. A patient welfare fund for VA Medical Centers shall be budgeted annually. The Department Office shall make checks for this fund payable to the Medical Center. The checks shall be mailed to the Medical Center Representative for presentation to the Chief of Volunteers. The Representatives shall receive an acknowledgment of funds, which shall be forwarded to the Department Office. (1996)
2. Districts may have projects by either the Department Chairman or the Representative. All finances for such projects shall clear through the District Treasurer. District checks must be made payable to the VA Medical Center and earmarked for the intended usage. (2001)
3. Donations other than District projects to Centers shall be identified as the "American Legion Auxiliary" with the name and number of the Unit or District and shall include the name and mailing address of the donor. Unit and/or District donations shall be channeled through the Representative. The Representative will send a cover letter to the designated service with a copy to the District VA & R Chairman.

**SERVICE TO VETERANS CODE**

1. The Department VA&R Chairman serves as the Service to Veterans Director. (2015)
2. Unit VA&R Chairman shall submit requests for certificates, pins and hour bars on the proper forms to the Department Office. The Department VA&R Chairman will post these new forms to the Department website and included in program bulletins mailed to those who pay for Department mailing. (2014)
3. Christmas Gift Shop and Patient Remembrance funds under the Department direction shall provide to the residents at California Veterans Homes a gift at Christmas. Assignment of where gifts are to be sent will be made by the Department Chairman, who will evaluate the reports of the representatives and the needs of the center. (2015)

**AWARDS**

V.I.S.T.O.-- Volunteers In Service To Others.

A perpetual plaque to be awarded annually to an outstanding Volunteer Medical Center Worker nominated by the Director of Volunteers or Chief of Voluntary Services in each of the VA Medical Centers and the Veterans Homes. Entries shall be submitted to the Department Chairman by May 10. (1996)



## RULES

1. Volunteer must be regularly scheduled.
2. Volunteer may be an American Legion or American Legion Auxiliary member, whose hours are credited to the American Legion Auxiliary.
3. Volunteers should have made some outstanding contribution to the Medical Center in addition to regular service; although number of volunteer hours and continuous service should be considered, the outstanding contribution in addition to regular service will take precedence when selecting a winner for this award. (1994)
4. Volunteer shall have taken the Veterans Affairs orientation course. (1995)
5. Outstanding qualities your candidate may have demonstrated should be stated in the entry. (2017)
6. Plaque will be displayed in the Medical Center of winning candidate until requested by the American Legion Auxiliary Representative or the Department VA & R Chairman. (1993)

## **N.A.V.A. -- NON-AFFILIATED VOLUNTEER AWARD**

A certificate to be awarded annually to an outstanding Non-Affiliated Medical Center worker nominated by the Director of Volunteers or Chief of Voluntary Services in each of the VA Medical Centers and Veterans Homes. Entries shall be submitted to the Department Chairman by May 10th. (1998)

1. Volunteer must not be eligible for membership in The American Legion or the American Legion Auxiliary in order to serve as a Non-Affiliated Volunteer and be considered for this award.
2. Volunteer must be regularly scheduled.
3. Volunteer must have been recruited by an American Legion Auxiliary member.
4. Volunteer must credit his/her hours to the American Legion Auxiliary.
5. Continuous service should be considered.
6. Volunteer should have made some form of outstanding contribution to the Medical Center, in addition to regular service.

## Department Code

## VETERANS AFFAIRS & REHABILITATION

7. Number of hours contributed to volunteering should be considered.
8. Volunteer shall have taken the Veterans Affairs orientation course. (1995)
9. Outstanding qualities of the nominee should be stated in the entry.
10. The framed certificate will be displayed in the Medical Center of winning volunteer for one year and then returned to the winner. (1998)
11. **Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)**

**End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)**