



**AMERICAN LEGION AUXILIARY
DEPARTMENT OF GEORGIA**

**RULES AND REGULATIONS
FOR
AWARDING DEPARTMENT PLAQUES**

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UPDATED OCTOBER 19, 2025

American Legion Auxiliary
Department of Georgia
Rules and Regulations for Awarding Plaques
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American Legion Auxiliary
Department of Georgia
Rules and Regulations for Awarding Plaques

Document Control

This document is updated when Awards are retired, renamed, donors change, or new awards are added.

This document does not stand alone. Please note references to the **Annual Report Forms** and other documents that support the annual reporting and award of each plaque. You will find all documents at the Department of Georgia ALA website: <https://www.aladeptga.com/forms-1>

If you have questions about any content herein or regarding the forms, please contact first the Department Officer or Chairperson responsible for the subject you are seeking clarity, then the Department Chairperson for the Awards and Recognition program, and then the Department Secretary.

- June 30, 2019, Linda Brock, Chairperson
- August 15, 2019, Patty Hawkins, Department Secretary
- January 15, 2023, Linda Brock, Chairperson to include approved changes made in 2022.
- April 14, 2023 to capture changes approved at the March 23, 2023 DEC Meeting.
- June 22, 2023 to include changes approved at the June 22, 2023 DEC Meeting (retired Building a Better America award)
- March 31, 2024 to incorporate changes approved at the March 22, 2024 DEC Meeting.
- June 1, 2024 to capture edits not previously incorporated
- June 27, 2024 to include the Miriam Stein Junior First Place award, the Unit Be The One Suicide Prevention award, and the District Be The One Suicide Prevention award.
- July 25, 2024 to retire the Hapeville Unit 147 First Place Scrapbook Plaque and replace with the Gabriele Barnett First Place Scrapbook Plaque
- October 2024 to capture updates from October 24, 2024 DEC Meeting correcting leadership award (highest percentage of membership rather than 100% membership).
- October 2025 to incorporate changes approved at the September 2025 DEC Meeting, to include the SUSAN M. HALL Leading the Way Leadership Award of Excellence, and to update changes approved at the June 2025 Convention.

GUIDING PRINCIPLES

American Legion Auxiliary Mission Statement

"In the spirit of Service, Not Self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace, and security."

American Legion Auxiliary Vision Statement

"The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace, and security."

Organizations that create an environment that both motivates people and where positive behavior is rewarded, attract the best talent, maintain strong morale, retain key volunteers, ultimately will thrive, and achieve their mission, vision, and goals.

IMPACT: *"Every hour and every dollar ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride in belonging to the organization, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers."*

REPORTING: It is through reporting – written committee reports in addition to impact reports – that individuals, units, districts, and departments capture the effort and action – the accomplishments – of our members, units, districts, and departments.

The more reports that are submitted across all MISSION OUTREACH and MEMBER &ORGANIZATION SUPPORT committees, the better the ALA Department of Georgia (and the National organization) can measure the IMPACT of our members and effectiveness of our Department in delivering on the mission and vision of the ALA.

MEMBER RETENTION: Members join generally to serve in support of the American Legion auxiliary four core MISSION OUTREACH programs (committees): Veterans Affairs & Rehabilitation (VA&R), National Security, Americanism, and Children & Youth. If members and units are collaboratively serving in these key areas, you will find units that have higher satisfaction and engagement and, retention.

Other MISSION OUTREACH programs include Girls State/Nation, Liaison to Child Welfare Foundation. Community Service, Education, Junior Activities, Legislative, and Poppy.

Behind mission outreach, units, districts, and departments must operate effectively and those who volunteer in the MEMBER &ORGANIZATION SUPPORT committees provide valued service to functional areas that provide the opportunity for success in Mission Outreach. This includes: Membership, Leadership, Risk and Compliance, Constitution & Bylaws, Public Relations, Finance, and the AEF (Auxiliary Emergency Fund).

PERSPECTIVE: *If the "task" of reporting is viewed less as a chore but instead, embodied as a guiding light to success throughout the entire year, imagine what you, your unit, your district, and our department can do!* Shifting from a mindset of "we have to report at the end of the

year" to a proactive mindset of, "what do we need to do" at the beginning of our administrative year is key to keeping the momentum going of a quality program.

If each unit, district, and department committee chairperson begin the year with the end in mind – "WHAT ARE WE DONING OR WHAT DO WE NEED TO DO" – the report form is simply the list of things to be done in our quest to achieve the ALA vision and mission. And then, reporting becomes less of a task and more of a "DID WE DO IT? And DID WE DO IT WELL? Recognizing, and reporting, on the things that did not go well is just as important of capturing the WINS and ACHIEVEMENTS.

With this perspective, this **AWARDS AND RECOGNITION** program serves primarily as the quality management tool for the Department. Trust that your Department Officers and Committee Chairpersons WANT to hear from you, WANT to receive reports from every unit, WANT to recognize the excellent things happening in Georgia, and WANT to identify opportunities for improvement and perhaps change – all in the spirit of SERVICE NOT SELF as we serve our veterans, active duty and their families, deliver the good word of Americanism and serve our children in youth.

And, yes, no one ever said "YAY, I get to write the annual Department Report" for each component of the organization's efforts! But it is with dedication and pride that your Department Officers and Committee Chairpersons can gather the information that you submit and compile it into an amazing year-end report for the entire state of Georgia.

THE FORMS AND RULES: Forms and rules can be found at <https://www.aladeptga.com/forms-1>. Even in July, it does not hurt to look at last year's forms while Officers and Committee Chairpersons are updating forms for the current year.

Take advantage of information and guidance found on the National ALA website (log-in required) and join the ALA National Facebook groups for each committee – incredible information is shared, and problems are often resolved in those groups.

Remember too, submittals for National ALA awards must utilize the National online system and protocols found at <https://member.legion-aux.org/National-Awards-Form> (you must be logged in). Confer with your Department contact for each program area to ensure coordination and to avoid any confusion. To be eligible to submit for a National Award, the Department award for that program area must be awarded.

LET'S CELEBRATE: This Awards and Recognition Program is designed to celebrate the accomplishments and impact of our volunteers.

Please let the Department applaud the work of our tireless volunteers!

Allow our Department Officers and Committee Chairpersons to demonstrate gratitude for all you do – for all the members you motivate and engage, all the service that you do that creates emotional and mental satisfaction, and the friendships that are developed and reduce volunteer turnover.

NOW, GET WRITING & COMPILING YOUR AWESOMENESS!

RULES AND REGULATIONS FOR AWARING DEPARTMENT PLAQUES

1. All plaques must be presented at a Department Executive Committee (DEC) meeting with rules for awarding for approval.
2. All plaques are to be permanently rotating,-and the size is to be 8 x 10 in size.
3. The winner of the plaque has the responsibility for the care and upkeep of the plaque while it is in the member's, the unit's, or the district's possession.
4. The Department Chairperson will contact the donor when a plaque needs to be replaced or retired. If the donor does not want to replace the plaque and it is retired, then any other unit or individual may replace it, and may rename it and change the rules as they see fit.
5. When rules for presenting a plaque become obsolete, the Department Awards Chairperson and her committee will then make recommendations to the donor for the purpose of keeping the rules current. Once new rules are agreed on the Department Chairperson will present the new rules to the Department Executive Committee for approval.
6. Updates to rules for awarding plaques must be given to the Department Chairperson so they can be presented at a Department Executive Committee meeting and approved.
7. Reports must be submitted to the Department Chairperson by the date the Chairperson specifies to be eligible to compete for any Department plaques.
8. In the event of a tie, unless rules specify method for decision, the plaque is to be awarded to the Unit or District with the highest percentage of membership goal.
9. All plaques are to be returned at the Department Convention in June. If the plaque is not returned, then that unit will not be able to receive new plaques. Once they return the plaque then they will get the new plaques they won.
10. If a member, unit, or district loses or cannot find plaque they will not receive any other plaques until they return the plaque or pay a fine of \$40.00.
11. Chairperson may also give certificates to the winners even if it is not stated in the rules.

REMINDERS TO DEPARTMENT COMMITTEE CHAIRPERSONS & OFFICERS

Department Officers and Committee Chairpersons responsible for coordinating the judging of awards should remember each year to review the rules for each award for which they are responsible to:

- Ensure the rules and report requirements align with the National ALA program. Award winners at the Department level must comply with the National ALA program to be eligible for consideration at the National level.
- Review the required judges for the awards and coordinate accordingly.
- Ensure the timeline of the Department award submittals align with the timeline for the National ALA program. *Example, the Americanism Essay Contest requires the student submittals to be reviewed and awarded at the Unit level then the Unit winners are submitted, reviewed, and awarded at the Department level and only Department winners are submitted to National by the Department. For this example, for consideration at the National level – the due date may be April 15th, much earlier than the regular Department May 1st due date.*
- Department Committee Chairpersons are responsible for submitting an annual report online to the National ALA before May 15 each year. It is suggested the report is copied to the Department President at that time.
- Department Committee Chairpersons are responsible for submitting individual and unit award winners at the department level as well as the department program to the National organization for consideration of National awards before June 1 each year.

REMINDERS TO AWARD WINNERS

At the October 28, 2022, DEC Meeting, a motion was made and approved and thus is now a rule. Individuals, units, or districts that win an award (plaque) and do not return it to the Department Awards & Recognitions Chairperson prior to the Department Convention immediately following the winning submission will be required to pay \$40 to replace the award. Awards are signed for; it is that person's responsibility to ensure they are returned.

If the plaque won allows for engraving the winning unit or district **must** have it engraved.

AMERICANISM

GEORGE K. GANNON UNIT 184 - AMERICANISM FIRST LACE PLAQUE - Contributed by Thunderbolt, Unit 184, permanently rotating.

To be awarded to the **UNIT** with the **best** Americanism program, judged by the Americanism Committee

LOUISE GENARO AMERICANISM SECOND PLACE PLAQUE - Contributed by Mrs. James H. Davis, Decatur Unit 66 in honor of her grandmother; permanently rotating; the winner is to have the plaque engraved.

To be awarded to the **UNIT** with the **second-best** Americanism program, judged by the Americanism Committee.

JOHN H. SMALLWOOD AMERICANISM THIRD PLACE PLAQUE - Donated by Mary Ann Parks, Gainesville Unit 7 in honor of John H. Smallwood, a World War II Veteran.

To be awarded to the **UNIT** with the **third-best** Americanism program, judged by the Americanism Committee.

AUXILIARY EMERGENCY FUND

LINDA ACREE FIRST PLACE AUXILIARY EMERGENCY FUND PLAQUE - Donated by Hazel Lewis, Powder Springs Unit 294 in memory of Linda Acree (Hazel's daughter).

This is a rotating plaque. The plaque shall not be engraved.

At such time this plaque can no longer be awarded, it will be returned to Hazel Lewis or to her family to be replaced or retired or to Unit 294 Powder Springs to be replaced or retired.

The plaque is to be awarded to the **Unit** who has:

1. Paid all Department Obligations.
2. Paid all District Obligations.
3. Unit donating most money.
4. Plaque to be awarded for the best report.
5. Must write a narrative of up to 500 words.

EVIE JEAN GROOMS SECOND PLACE AUXILIARY EMERGENCY FUND PLAQUE -This plaque is donated by Sandra Sims, in memory of her mother, Evie Jean Grooms.

This is a rotating plaque in the Department and is not to be engraved.

At such time this plaque can no longer be awarded, it is to be returned to Sandra Sims, or to her family to be replaced or retired or to Mableton Unit 264 to be replaced or retired.

The plaque is to be awarded to the **Unit** who has:

1. Met all Department and District Obligations.
2. Each Unit should make a small donation to the Auxiliary Emergency Fund, but this will not be the overall winning factor.
3. Must write a narrative of 50-100 words to be sent with the AEF Annual report form describing what the Unit has done to be considered for this award.

CHAPLAIN AWARDS UNIT - REPORTS

CHAPLAINS, PLEASE CHECK RULES AS TO WHO IS TO JUDGE THE REPORTS.

THE UNIT CHAPLAIN'S REPORT FIRST PLACE PLAQUE - presented by Mary Logan, September, 1977.

1. Plaque to be awarded annually to the **UNIT** submitting the best Chaplain's report to the Department Chaplain by specified date.
2. To compete for this plaque, the Unit must submit a Book of Prayers to their District for competition. (Does not have to be the winning Book of Prayers at District or Department, but the Unit must sponsor a Book of Prayers.)
3. Judging of this plaque to be by the current Department Chaplain and two (2) Past Department Legion or Auxiliary Chaplains.
4. Plaque to be permanently rotating.
5. Plaque is not to be engraved by winning Unit.
6. A certificate is to be awarded to the winning Unit Chaplain.

THE AMANDA ALICE HOWELL UNIT CHAPLAIN'S REPORT SECOND PLACE PLAQUE - presented by Betty Turner, July, 1979. It is given in loving memory of the grandmother of the 1978-79 Department Chaplain, Betty Turner.

When this plaque can no longer be engraved, the donor shall have the right to retire this plaque and shall have the privilege of replacing it with another plaque. The family of the donor shall have the same privilege.

1. This award is to be presented annually to the **UNIT** submitting the Second best Unit Chaplain's report to the Department Chaplain by the specified date.
2. To compete for this award, the Unit must submit a Book of Prayers to their District for competition. (Does not have to be the winning Book of Prayers at District or Department, but the Unit must sponsor a Book of Prayers.)
3. Judging of this award is to be by the current Department Chaplain and two (2) Past Department Legion or Auxiliary Chaplains.
4. Plaque to be permanently rotating.
5. Plaque is to be engraved by the winning Unit.
6. A certificate is to be awarded to the winning Unit Chaplain.

CHAPLAIN AWARDS (*Continued*)

JUDY LIVELY - SERVICE TO GOD AND COUNTRY PLAQUE - Contributed by Gail Ramey Unit 127, Buford, permanently rotating. A separate narrative report is not required to compete for this plaque.

This plaque shall be awarded each year to the **UNIT** conducting the most outstanding service to God and Country program, based on the following points.

	POINTS
1. Have Unit Chaplain conduct programs and special projects suggested by the Department Chaplain	20
2. Unit participation in Legion Service to God and Country use Handbook as guide	15
3. Unit sponsored special religious emphasis projects.....	10
4. Unit contribution to Chapel of Four Chaplains or membership goal.....	5
5. Unit met all Department obligations and Unit membership goal.	15
6. Unit participation/ Americanism and Community Service.	15
7. Unit participation/ Youth Leadership/ Senior Citizen activities.....	10
8. Unit participation in special occasion projects (honoring Gold Star Mothers, Memorial Service, bereaved and illness.....	10
	TOTAL POINTS.....
	100

Judges for selecting the recipient of this plaque are to be the Department Chaplain, Department Americanism, and Department Community Service Chairpersons of the current Auxiliary year.

CHAPLAIN AWARDS UNIT – BOOKS

CHAPLAINS, PLEASE CHECK RULES AS TO WHO IS TO JUDGE THE BOOKS.

SUSAN GAIL JONES PRAYER BOOK FIRST PLACE PLAQUE - contributed by Mrs. R. C. Jones, Atlanta Unit 156 in memory of her daughter, Susan. Any member or unit may replace.

1. This plaque is to be awarded to the **UNIT** having the winning Prayer Book at the Department Convention each year.
2. The judges shall be the Department Chaplain, one Past Department President, and one Past District President, said judges to be appointed by the Chaplain.
3. This plaque is not to be engraved by each winning Unit, instead a certificate will be presented to the Unit.
4. At such time that the plaque shall become damaged or mutilated, it shall be the option of the donor to replace same. If donor is deceased or is not able to, the last winning Unit may have the privilege.
5. This shall be a permanently rotating plaque.

THE DEWEY AND JEANETTE JONES PRAYER BOOK SECOND PLACE PLAQUE - Contributed by Micky Cochran Austell Unit 216 in honor of Dewey and Jeanette Jones, members of Post and Unit 216.

1. This plaque is to be awarded to the **UNIT** having the second-best prayer book at the Department Convention each year.
2. The judges shall be the Department Chaplain, One Past Department President, and one Past District President; said judges to be appointed by the Chaplain.
3. This Plaque is to be engraved each year by the winning Unit.
4. At such time that the plaque cannot be engraved or becomes damaged beyond repair, it will be retired and replaced by Unit 216.
5. This shall be a permanently rotating plaque.

THE MARIE TRIBBLE PRAYER BOOK THIRD PLACE PLAQUE - Contributed by Edith McAnsh (daughter), and Donna McCain (granddaughter), of Douglasville Unit 145, Douglasville. This plaque to be awarded to the **UNIT** with the **third best** all-around Prayer Book. The rules amended to be the same as existing rules for 1st and 2nd place plaques.

THE 1ST, 2ND, & 3RD BOOK OR PRAYERS WINNERS IN THE DISTRICT ARE TO BE SUBMITTED TO DEPARTMENT.

CHAPLAIN AWARDS DISTRICT

American Legion Auxiliary, Chattahoochee Unit 251 Duluth GA. Chaplain's Plaque This is a rotating plaque, not to be engraved, honoring a resolute Auxiliary member who has served many years as Unit Chaplain.

A certificate will be awarded.

The plaque will be awarded annually to the **DISTRICT CHAPLAIN** in the Department of Georgia having the best reported Chaplaincy activities in her District, to be reported by the deadline requested by the Department Chaplain. The following points to be used to the select winner:

	<u>POINTS</u>
Nearest 100% Unit Chaplain reports with best and most Department Chaplain's projects and programs carried out	35
District reporting greatest number of Prayer Books entered in District Competition (Senior Books 15 points, Junior Books 5 points)	20
Largest amount Memorial and /or other contributions made by Units in District (Chapel of all Faiths, National Child Welfare Foundation, Scholarships, Bible Teachers Fund, Auxiliary Emergency Fund, and other funds)	25
Best District Chaplain's report to Department Chaplain describing her Chaplaincy activities in District during year.	20
TOTAL POINTS.....	100

**American Legion Auxiliary
Department of Georgia
Rules—Senior Book of Prayers & Devotional Thoughts**

I. Cover:

- (A) May be typed, computer generated or professionally printed.
- (B) May be loose-leaf or bound.
- (C) May use American Legion Auxiliary emblem (NO lettering above emblem).
- (D) Must use Title: “Book of Prayers” or “Book of Prayers and Devotional Thoughts.”
- (E) May use white or blue covering, BUT MUST BE NEAT

II. Format:

- (A) Paper size—8 1/2 x 11 inches must all be the same identical quality.
- (B) Cover size—9 1/2 x 11 inches in size.
- (C) Typed or printed (illustrations – matter of choice)
- (D) Pages must be numbered.
- (E) Book to be divided into (3) sections:
 - Section A — Introductory Pages
 - Section B — Prayers
 - Section C — Devotional Thoughts
- (F) Length of Prayers, only 1 Prayer to a page. You can put up to five (5) scriptures or quotations on a page. (Change of rules as of Post DEC meeting June 2009 Convention)
- (G) **DO NOT USE BACK OF PAGES**
- (H) Neatness Counts

NOTE: Sections B & C may be divided as follows:

- Original Prayers
- Favorite Prayers
- Quotations or Scriptures

III. Contents:

Section A — Introductory Pages

Page 1 Emblem (or may use words "American Legion Auxiliary" followed by date (current year beneath). **NOTHING ABOVE THE EMBLEM**

Page 2 Forward, Dedication or In Memory Of (**choose only one**)

Page 3 Center the following information

- Unit Name
- Address of Unit
- Number of Members
- Percentage of Unit member participation,
- Name of Unit Chaplain
- Name of Unit President
- Name of person making book (if not Chaplain)

Page 4 Table of contents

Section B — Prayers

- (A) Original Prayers— (name of person submitting)
- (B) Favorite Prayers— (name of author and person submitting)

Section C — Devotional Thoughts

- (A) Verses— (name of author and person submitting)
- (B) Poems— (name of author and person submitting)
- (C) Quotations— (name of author and person submitting) **up to five (5) per page.**
- (D) Bible Verses or Scriptures— (give book, chapter, verse, and person submitting)
- (E) If Author Unknown or Anonymous, state "Author Unknown or Anonymous" **(up to five (5) per page)**

PRAYER BOOK JUDGING GUIDELINES

Prayer books must be judged in the district. First, second and third place winners in each District are to be sent to the Department Chaplain, **no later than – JUNE 15, CURRENT YEAR. Two (2) weeks prior to the Department Convention. If they do not reach the Department Chaplain by this time, they will be disqualified for judging.**

District Chaplains (or District Presidents in the absence of a chaplain) must inform the Department Chaplain as to the number of books entered for District competition as well as the names and numbers of the winning Unit entries.

(1) Rules Followed for I, II, III	30 Points	
(2) Format and Cover (arrangement, neatness, originality)	20 Points	
(3) Contents–Sections A, B, and C (arrangement, neatness & originality)	40 Points	
(4) Percentage (%) Unit Members Participating	10 Points	
	Total	100 Points

Unit Chaplains: Mail to District Chaplains no later than May 1st

Must be Judged in District first.

District Chaplains: Mail to the Department Chaplain no later than June 15, of current year.

Then, the 1st, 2nd & 3rd place winners must be sent to the Department Chaplain no later than June 15th, prior to Department Convention.

CHILDREN AND YOUTH

EAST POINT UNIT 51 DEPARTMENT OF GEORGIA FIRST PLACE –CHILDREN & YOUTH PLAQUE -
Contributed by College Park Unit 51, permanently rotating.

This plaque will be awarded to the **UNIT** doing the most outstanding work in Children and Youth according to the program suggested by the chairperson of the committee.

This plaque is not to be engraved.

The winner will be presented with a citation (certificate) - said citation to be provided by Unit 51.

VALERIE BROWN-DEBRO SECOND PLACE UNIT CHILDREN & YOUTH PLAQUE – Contributed by Department Past President Valerie Brown-Debro, Conyers Unit 77.

This plaque will be awarded to the **UNIT** having the **second- best** Children and Youth report according to the programs suggested by the Department Chairperson and will be judged on reports received prior to Department Convention.

This plaque shall be permanently rotating and is not to be engraved.

SIXTH DISTRICT DEPARTMENT OF GEORGIA THIRD PLACE CHILDREN & YOUTH PLAQUE -

Contributed by Sixth District American Legion Auxiliary, permanently rotating. This wooden plaque is 8" x 10", with top plate bearing the American Legion Auxiliary Emblem and title of the award and includes twelve (12) individual engraving plates. Engraving is the responsibility of the winning unit each year.

This plaque will be awarded to the **UNIT** with the **third best** Children and Youth Report according to the National Children and Youth Chairperson. Units must mail or e-mail their reports to the Department Children and Youth Chairperson prior to Department Convention.

This will be permanently rotating plaque.

VALERIE BROWN-DEBO DISTRICT CHILDREN & YOUTH PLAQUE - contributed by Department Past President Valerie Brown-Debro, Conyers Unit 77.

This plaque will be awarded to the **DISTRICT** having the best Children and Youth report and a 500-word narrative according to the programs suggested by the Department Chairperson and will be judged on reports received prior to Department Convention.

This plaque shall be permanently rotating and is not to be engraved.

COMMUNITY SERVICE

ANITIA OWENS FIRST PLACE UNIT COMMUNITY SERVICE PLAQUE - Contributed by Loganville Unit 233 honoring Anitia Owens, a Past Department President.

The plaque is permanently rotating and is not to be engraved.

Rules for awarding this plaque are to be governed by the questionnaire sent out by the Department Community Service Chairperson for the best UNIT report.

KRISTA MASSENGALE SECOND PLACE UNIT COMMUNITY SERVICE PLAQUE - Contributed by Department Secretary/Treasurer, Patty Hawkins, Powder Springs Unit 294.

This plaque is to be permanently rotating, not to be engraved.

In case of a tie the plaque will be awarded to the Unit with the highest percentage of membership goal.

Must follow rules for judging for the First Place Plaque.

CONSTITUTION & BYLAWS

KITTY BARRETT FIRST PLACE CONSTITUTION AND BY-LAWS PLAQUE: - Donated by Agnes Harrell of Bainbridge Unit 62 to honor Kitty Barrett her for contributions to the Department of Georgia American Legion Auxiliary, to the **Units** and members thereof, in sharing information about workings of the Auxiliary throughout the years, and in recognition of her love for the Auxiliary on a personal, Unit, Department and National level.

The Constitution and By-Laws Committee and the Department Leadership Chairperson. will judge this award.

It will be presented with a certificate to the Unit coming nearest to conforming to the Department Constitution and By-Laws and reaching the goals set in the report form.

DUE SAME AS OTHER REPORTS MAY 1ST.

THE TILLIE DAVIS FIRST PLACE OUTSTANDING PROGRAM IN CONSTITUTION & BY-LAWS and PARLIMENTARY PROCEDURE PLAQUE– Donated to the Department of Georgia, by Past Department President C. Nini Lynch on the 23rd day of June 2016. If for any reason it can no longer be awarded, the family or Alpharetta Unit 201 may be contacted to it will be retired to the family. They will have the opportunity to of replacing it.

For the **Unit** presenting the most outstanding program in training and instruction for Unit Members in Constitution and Bylaws and Parliamentary Procedure.

This is a permanently revolving plaque. The plaque shall not be engraved or altered in any manner.

The determination of the winner in the Department of Georgia shall be based on the Unit Constitution and Bylaws report; particularly:

- The narrative describing the methods of training and instruction.
- Reported workshops at the Unit level.
- Reported attendance in District, State and National Information.
- Workshops which include instruction in Constitution and Bylaws and Parliamentary Procedure;
- The number of Unit Members reported as participating and how their information is passed on to remaining Unit Members.

The Department Constitution and Bylaws Chairperson will collaborate with the current Department Parliamentarian to determine the winner each year.

EDUCATION

MARGARET ALLEN LEWIS FIRST PLACE EDUCATION AND SCHOLARSHIP PLAQUE – contributed by College Park Unit 51 honoring Mrs. John G. Lewis, Past Department President, permanently rotating.

This plaque is to be awarded to the **UNIT** doing the **most outstanding** work in Education and Scholarship based on the following:

	POINTS
1. Having chairperson, and give to scholarship fund.....	10
2. Participate in the 'Give Ten to Education' Program.	10
3. Publicize Department Scholarship and National President's Scholarship.	10
4. Provide information and encourage students to select careers where shortage exists.	10
5. Encourage schools to participate in Military Child Month and Purple Up Day	10
6. Participate in American Education Week	10
7. Carry on the program and projects suggested by the Department Chairman.....	<u>40</u>
TOTAL POINTS	100

EDUCATION (CONTINUED)

THE LILLIAN CARTER SEOCOND PLACE EDUCATION AND SCHOLARSHIP PLAQUE – Contributed by Mickey Cochran Austell Unit 216 in honor of Lillian Carter. It is permanently rotating.

This plaque will be awarded to the **UNIT** reporting the second most outstanding work in the Education Program, following Department and National programs. This plaque shall be awarded at the Department Convention. Judges will be the current Department Education Chairperson, the Department Americanism Chairperson, and one Past Department Education Chairperson. Based on the submitted report. The following point system for judging shall be used:

	POINTS
1. Active Unit Chairperson and Unit donate to Scholarship fund.....	15
2. Publicize Department Scholarship and National President's Scholarship	15
3. Provide information for students to select careers where shortage exist.....	10
4. Encourage schools to participate in Military Child Month and Purple Up Day	10
5. Participate In American Education Week.....	10
6. Carry on program and projects suggested by Department Chairman	40
	TOTAL POINTS
	100

When this plaque can no longer be engraved, it shall be retired to the donor, who will have the opportunity to replace this plaque.

RUTH ZINGARELLI THIRD PLACE EDUCATION THROPHY - Given in honor of Ruth for her dedication, love, and work for The American Legion Auxiliary. This plaque is given by Ruth's family, and if for some reason it can no longer be awarded, the family or Decatur Unit 66 may be contacted to and have the opportunity to replace it.

The rules for awarding this plaque will be the same rules as Department First Place Education Plaque.

This plaque will be awarded to the **Unit** reporting the third best work in the Education Program following Department and National programs.

GIRLS STATE

BERNICE WEAVER FIRST PLACE GIRLS STATE PLAQUE - Presented by American Legion Auxiliary Sugar Hill Unit 127 honoring Mrs. Bernice Weaver for all her outstanding work to the Georgia Girls State Program the last 47 years and an Auxiliary Member for the last 51 years.

It shall be a permanently rotating plaque going to the **UNIT** having the best Girls State Program, which means it would be awarded to the First Place Winner.

The name of the winning **Unit** should be engraved each year on the appropriate plate on Plaque. Guidelines for awarding this Plaque shall be as follows on a point system.

	<u>POINTS</u>
1. Advanced planning in Unit Committee:.....	10
2. Screening Process-use questionnaire, recommendations of Pastor, Principal, evaluation of Girls State Committee. (Unit).....	15
3. Method of selection.....	15
4. Preparation of Candidates Use of previous year Girls State Citizens, Orientation sessions. Inclusion of parents of candidates.	15
5. Recognition of Candidates (Dinners, Teas, Publicity).....	15
6. Former Girls State Program- Unit involvement.....	15
7. Unit Girls State Scrapbook or History.....	15
	TOTAL POINTS
	100

The Unit with the highest number of points will be awarded the first place Plaque.

GIRLS STATE (Continued)

TILLIE and DEEDY GEORGIA GIRLS STATE PLAQUE - Presented by Agnes Harrell, Past Department President, Unit 62, Bainbridge honoring Tillie Davis and Deedy Harrell for their outstanding contribution and loving devotion to the Georgia Girls State program.

It shall be presented to a **UNIT** with **under 100** members, to be permanently rotated:

A certificate is to be awarded to the winning Unit.

Should the plaque need replacing, the contact person is Deedy Harrell.

Guidelines:

POINTS

A. Planning:

1. Committee appointed to select girls.....	10
2. Counseling with school counselor	10

B. Interviewing girls:

1. Giving girls preview of Girls State.....	10
2. Using questionnaire for information	10
a. Father or other relative a veteran	5
b. Father or relative a Legionnaire	5
c. Mother an Auxiliary member	5
d. Girl a Junior Auxiliary member	5
e. Why does she wish to attend Girls State.....	5
f. Discuss the program with girl's parents	5

C. Recognition of girls after Girls State **10**

1. Girls report to Auxiliary Unit at a meeting following Girls State	10
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D. Girls applying for Girls State Scholarship **10**

TOTAL POINTS **100**

HISTORY BOOK

DEPARTMENT OF GEORGIA FIRST PLACE HISTORY BOOK PLAQUE – contributed by the Department of Georgia, is a permanently rotating plaque. This plaque is to be awarded to the **UNIT** whose HISTORY BOOK is judged **best** by the selected judges per the HISTORY BOOK RULES. In the event this plaque needs to be replaced, the Department will address the matter.

FLORENCE G. CRAWFORD SECOND PLACE HISTORY BOOK PLAQUE – contributed by Toccoa Unit 104, permanently rotating. This plaque is to be awarded to the **UNIT** for the second best History Book and awarded at the Department Convention each year. Should the plaque become unsuitable for awarding/rotating, a request will be made for a replacement donation.

JOAN HOLTZCLAW THIRD PLACE HISTORICAL THIRD PLACE PLAQUE. This Department plaque is to be awarded to the **UNIT** submitting the third best History Book. Should the plaque become unsuitable for awarding/rotating, Sugar Hill Unit 127 should be contacted.

ANITIA OWENS JUNIOR HISTORY PLAQUE – Donated by Past Department President Anitia Owens of Loganville Unit 233. Should the plaque become unsuitable for awarding/rotating, Anitia Owens or Loganville Unit 233 should be contacted.

This Department plaque is to be awarded to the **JUNIOR UNIT** whose history book is judged best by the selected judges.

IRENE BOWLING DISTRICT HISTORY BOOK PLAQUE —Donated by Mableton Unit 264 in honor and memory of Irene Bowling, a dedicated member of the ALA who worked as hard for the American Legion and the SAL as she did for her Unit. This plaque is to be awarded to the **DISTRICT President having the highest percentage of Units in the District submitting History Books for judging** at the District Convention. Should two (2) Districts have the same percentage, they shall divide the time.

HISTORY BOOK RULES ARE ON THE NEXT PAGES.

SENIOR AND JUNIOR HISTORY BOOK RULES

DEPARTMENT OF GEORGIA

Page 1 of 3

I Appearance (20 Scoring Points)

A. Binder:

1. Submit a loose-leaf binder (dark blue) that holds 8.5 x 11-inch sized paper.
2. Binder must have an American Legion Auxiliary Seal centered on the cover.
3. Information: Binders with imprinted seals are available from www.emblem.legion.org. (*Note: Units are **not** required to purchase a binder from this site.*)

B. Paper: use only plain white paper that is 8 1/2 x 11 inches in size.

C. Font: use only 12-point, Times New Roman or Arial font. Black ink only. Standard typewriters, word processors, or computer software may be used to prepare content. Section/Page Titles may be 14-point font and may be bold.

D. Page Setup:

1. Margins: 1.25 inches; right 1.0 inch; and top and bottom margins 1 inch.
2. Pagination: page numbers starting with "1" should begin on the first page of the Historical Content, centered, and placed 0.5 inch from the bottom of the page.
3. Spacing:
 - a. All Introduction Pages (listed in section III below) shall be single spaced and shall be centered in the middle of the respective page.
 - b. All Historical Content (listed in section IV below) shall be double-spaced.
 - c. Paragraphs may be indented or in block form.

II Arrangement (20 Scoring Points)

- A. Write in third-person, narrative form. You **may** use officer and committee chair titles AND you **may** include names of individuals who provide service in the narrative Historical Content. (*Do **not** include names of individuals who "receive" goods/services from your unit.*)
- B. Use clear, concise sentences and correct spelling, grammar, and punctuation.
- C. **Do not** include decorations or special effects with typewriter, word processor or computer software. (*Bold and italic font used sparingly for emphasis is allowed.*)
- D. **Do not** include newspaper clippings, copies of clippings or any other publications/articles.
- E. Be original or unique in thought and presentation.
- F. **Photographs:** In addition to the photograph of the Unit President, up to five (5) photographs may be included within the body of the Historical Content. Be sure to notate the activity and relevance of the photograph(s). Including names of those pictured is optional.

SENIOR AND JUNIOR HISTORY BOOK RULES (CONTINUED)

DEPARTMENT OF GEORGIA

Page 2 of 3

III Introduction (10 Scoring Points)

- A. Title Page:
 - 1. American Legion Auxiliary Seal centered in middle of page.
 - 2. Unit History of _____ Unit No.____ (Use official Unit name and correct Unit number.)
 - 3. Name of Unit Historian
 - 4. Current Administrative Year (i.e., 2021 – 2022)
- B. Foreword or Dedication.
- c. Photograph of Unit President (Up to 5"x7", either black/white or color). Adding photographs of the District and Department Presidents is optional. *These photographs are not counted in the five photographs allowed in the Historical Content.*
- D. Prayer.
- E. Pledge of Allegiance to the Flag of the United States of America
- F. "The Star-Spangled Banner" (verse one).
- G. Preamble to the Constitution of the American Legion Auxiliary.

IV Historical Content..... (50 Scoring Points)

Insert a blank sheet of paper before page 1 of the Historical Content and include a blank sheet following the last page.

- Page 1. List of Elected and Appointed Unit Officers.
- Page 2. List of Appointed Unit Chairs.
- Page 3. List of District Officers.
- Page 4. List of Department Officers.
- Page 5. List of Unit Members Holding District, Department, National Office, or Chair positions. *
- Page 6. List of National, Department or District Awards Received in the previous year. *
 - *If you have no entries for page 5 and or page 6, do not include yet begin the Historical Content on page 7.*
- Page 7. Begin the Historical Content here as a factual narrative beginning with the installation of Unit Officers and ending with the close of the administrative year. *Activities of significance conducted after May 1st and before the installation of unit officers, which were not included in the prior year History Book, maybe included in the Historical Content to ensure no gaps in the collective unit historical records.*
- Last Page The signature of the Unit Historian shall immediately follow the final paragraph of the history.

SENIOR AND JUNIOR HISTORY BOOK RULES (CONTINUED)

DEPARTMENT OF GEORGIA

Page 3 of 3

V DEADLINE:

The deadline to submit the History Book is June 15th of the current year to District Historians.

If submitting the book by a carrier (UPS, USPS, FedEx, etc.) the Unit Historian shall send an email to or call on or before the due date notifying the District and Department Historian by midnight of the due date. Copying the Department Historian allows for confirmation should any conflict arise.

Please ensure you have the correct information for your District Historian and ensure how the officer wants to receive the books.

Units must first submit History Books to be judged at the District level before consideration at the Department level.

Units attaining first, second and third place in each District shall update their books based on District feedback and then submit the books to the Department Historian on or before 9:00 pm on June 15th of the current year.

History Books must be received by the Department Historian by this date to be eligible for Department consideration.

No late entries will be accepted.

REMINDER:

Please remember to submit your Department of Georgia Annual Historian Report and Cavalcade of Memories Chairperson Survey to both, your District and Department Historians before midnight on June 15th of the current year.

All Units are eligible for consideration for the Department of Georgia History Report & Cavalcade of Memories.

HISTORY REPORT & CAVALCADE OF MEMORIES

BETTY TURLEY HISTORY REPORT AND CAVALCADE OF MEMORIES FIRST PLACE PLAQUE – donated by Cheryl Waybright of Smyrna Unit 160 in March 2022.–When the plaque is no longer in condition to be awarded/rotated, the Department shall contact Cheryl Waybright who will be given the option of replacing or retiring.

This plaque will be awarded to the **UNIT** with the **BEST HISTORY REPORT and Cavalcade of Memories** report of collection of memorabilia from the past of their Unit, and any contributions made to the Department or National Cavalcade of Memories.

This is a rotating plaque that is not to be engraved.

A certificate will be given to the winning Unit Historian.

Refer to and submit according to the annual report form.

MARY HATAWAY SECOND PLACE HISTORY REPORT AND CAVALCADE OF MEMORIES PLAQUE –

Presented by Lindsay Garrett, Monroe Unit 64 in memory of Mary T. Hataway for her many years of service to the Unit and for her collection of memorabilia of the Poppy Lady, Monia Michael which she has left in her will to the Department of Georgia Headquarters Cavalcade of Memories. Must follow the rules for judging of the 1st Place Plaque. Monroe Unit 64 should be contacted if the plaque needs to be replaced or retired.

This plaque will be awarded to the **UNIT** with the **SECOND BEST HISTORY REPORT and Cavalcade of Memories** report of collection of memorabilia from the past of their Unit, and any contributions made to the Department or National Cavalcade of Memories.

JUNIOR ACTIVITIES

ELLEN WILLIAMS FIRST PLACE JUNIOR ACTIVITIES PLAQUE - This plaque is given in loving memory of Ellen Williams by John R. Dodgen Unit 264, Mableton. In the event this plaque becomes damaged and can no longer be awarded, it shall be returned to Unit 264 Mableton, to be retired or replaced as they see fit.

This plaque is permanently rotating and is not to be engraved.

A certificate will be given to the winning Senior Unit.

This plaque is to be awarded by the Department Junior Activities Chairperson based on the following rules.

	<u>POINTS</u>
1. Unit must have an active Junior group.....	10
2. Unit having the most new Junior members.	20
3. Unit having the most Junior members.	10
4. Unit having the largest percentage of Juniors to attend Junior Conference/Convention.....	20
5. Unit having largest percentage of Juniors to attend Fall and Spring Senior Conferences.	20
6. Unit having the largest percentage of Juniors to participate in the Senior Spring Conference Memorial Service.	10
7. Unit must have submitted a completed annual Junior Report with narrative attached.....	10
TOTAL POINTS	100

PAST ALA DEPARTMENT OF GEORGIA HONORARY JUNIOR PRESIDENTS

JUNIOR FIRST PLACE FOR MOST OUTSTANDING REPORT PLAQUE – donated by Past Department President Miriam Stein, Unit 178 "In honor of all Past American Legion Auxiliary Department of Georgia Honorary Junior Presidents."

When this plaque can no longer be awarded it will be returned to Miriam Stein or Unit 178 to be replaced if they so desire.

To be awarded to the **Unit** submitting the most outstanding Junior Report, including a narrative. Pictures may also be submitted. Criteria for this award would be the Unit who demonstrates the most actively involving Juniors of a Unit. The report should include the work the Juniors have performed towards our Auxiliary Programs, their involvement with Senior Auxiliary, their support of our Veterans and their contributions to their Community.

JUNIOR ACTIVITIES (CONTINUED)

MIRIAM STEIN FIRST PLACE JUNIOR AWARD SERVING OUR COMMUNITY PLAQUE - donated by Past Department President Miriam Stein, Unit 178. It will be awarded at the Department Convention. The Junior Unit must submit a narrative of 1,000 words and pictures. The narrative should state what the Junior Unit did in the community to promote the program and include how many juniors participated , and what they learned from program.

LEADERSHIP

SUSAN M. HALL Leading the Way Leadership Award of Excellence – donated by Unit 239 in honor of past Department President Susan Hall.

This plaque will be awarded to the Unit that best meets or exceeds the following criteria:

1. The Unit must have sponsored Leadership Training during the current membership year (30 points)
2. The Unit must submit a minimum of five (5) Department Reports during the current membership year (30 points).
3. The Unit must achieve a 90% or higher membership goal during the current membership year before June 15th. (20 points for Unit with less than 100 members, 30 points for units with more than 100 members).
4. The Unit must use their Unit's or the Department's social media to inform all Georgia members of the Unit's events and activities (20 points).
5. At least two members of the Unit's Executive Leadership Team must attend all District meetings during the current membership year (20 points).

This plaque will be permanently rotating and when it can no longer be awarded it shall be returned to Unit 239 so they may replace or retire the award. The Unit **must submit** copies of the reports submitted to the Department for the current membership year along with copies of the attendance rosters of their District meetings for the current membership year. The membership goal requirement will be verified with the Department's Membership Clerk, and the Leadership Chair will verify the social media requirement.

LILLIAN CLIFFORD FIRST PLACE MEMORIAL UNIT LEADERSHIP PLAQUE – Donated by College Park Unit 51 in memory of Lillian Clifford who served as Unit and District President and was active in Leadership Program.

When this plaque can no longer be awarded, it should be returned to Unit 51, so they can replace it or retire it.

To be awarded to the **UNIT** with the **best** Leadership Report as per the requirements of the Department Leadership Chairperson with the following stipulations:

1. Unit having the highest percentage of Membership Goal by May 1st (current year) of the reports received.
2. Unit must attend Department and District Leadership Workshops.

AGNES & MARY STARR FIRST PLACE DISTRICT LEADERSHIP PLAQUE – Given by Bainbridge Unit 62 in honor of Mrs. W. D. (Agnes) Harrell and Mrs. J. C. (Mary) McCrary for service to the Department of Georgia in the field of Leadership Development.

This plaque will be permanently rotating with a certificate awarded to the **DISTRICT** President having the **most emphasis on leadership** training, to be judged on the following:

1. District must have some form of Leadership Course or School of Instruction for units.
2. District with most Units sending report to the Department Leadership Chairperson at the end of the year.
3. Most Unit Presidents having the Unit Handbook.
4. Most Units buying Book of Reports.
5. District President and most Unit presidents attending the Department Leadership Course.
6. District President attending Department Executive Committee meetings.
7. District having the highest percentage of Membership Goal as of May 1st (current year) of the reports received.
8. District President must send above information in a narrative report describing the accomplishments in development of units in the leadership field to the Department Leadership Chairperson by the due date.

BETTY ATKINS SECOND PLACE DISTRICT LEADERSHIP PLAQUE – given by the Fifth District American Legion Auxiliary in memory of Betty Atkins, Past Department President, and a member of the Fifth District.

The rules are the same as for the First-Place, AGNES & MARY STARR LEADERSHIP PLAQUE. In the event it can no longer be awarded, it will be returned to the Fifth District American Legion Auxiliary, to be replaced if they so desire.

This plaque is to be awarded to the **DISTRICT** having the **SECOND-BEST** report in leadership training.

LEGISLATIVE

PAULE. BOLING FIRST PLACE LEGISLATIVE PLAQUE -presented by Paul E. Bolding, American Legion Auxiliary Unit 7,Gainesville. This plaque is to be returned to Gainesville, Unit 7 to be retired or replaced. This plaque is to be awarded to the **UNIT** having the Best report in Legislative activities.

	<u>POINTS</u>
1. Programs - devote one or more meetings to programs such as a study of Legislative, a speaker on Legislative, films in reference to our National and State Legislative Departments.....	25
2. Unit must subscribe to The American Legion Dispatch.....	15
3. If placed in Public Library or if you do not have a library, then placed in A high school (The American Legion Dispatch)	10
4. Contact Legislative personnel or State Representatives, in reference to bills	5
5. Write or telephone or make personal contact with your Congressmen And Senators with reference to any Legislative actions regarding Veterans	15
6. Honor Law Officers at Law Day with your Post or own your own as a Unit.	10
7. Did your Unit, along with your Post, give special tribute to The ROTC?	10
8. Newspaper articles/ radio announcements on Legislative matters.....	<u>10</u>
TOTAL POINTS	100

THE DIANE BELCHER SECOND PLACE LEGISLATIVE PLAQUE – donated by Mrs. Janet Clotfelter, Past Department President in honor of her sister, Diane Belcher, a member of College Park Unit 51. In the event this plaque can no longer be awarded, it will be returned to Janet Clotfelter, or to College Park Unit 51 to be replaced if they so desire.

The rules will be the same as for the First Place Plaque. This plaque is to be awarded to the **UNIT** having the Second best report in the legislative program.

MEMBERSHIP (UNIT)

VALERIE BROWN-DEBRO MEMBERSHIP PLAQUE - contributed by Valerie Brown-Debro, Conyers Unit 77, Past Department President. In the event this plaque can no longer be awarded, it will be returned to Valerie Brown-Debro, or to Conyers Unit 77 to be replaced if they so desire. The plaque is permanently rotating and is not to be engraved. This plaque is to be presented to the **UNIT** which has the **greatest percentage of increase** over the prior year's membership two weeks prior to the Department Convention.

AUDREY C. STARKE MEMBERSHIP PLAQUE - presented by Sue B. Pierce, Gainesville Unit 7, honoring Mrs. Audrey Starke, Past Department President, permanently rotating. The unit should be contacted if the plaque needs to be replaced, or if the unit wants to retire it. The plaque will be awarded to the **UNIT reaching membership goal first** in Department of Georgia. This plaque is to be engraved with the Unit name each year and a **certificate shall be presented to the winning Unit**.

THE SUSIE MASH MEMBERSHIP PLAQUE -This plaque will be awarded to the **UNIT reaching their membership goal first in the Department, whose membership is 10 - 50 members**. If this plaque needs to be replaced, Contact Past Department President, Susie Mash, or Duluth Unit 251

THE NINI LYNCH MEMBERSHIP PLAQUE -This plaque will be awarded to the **UNIT reaching their membership goal first in the Department, whose membership is 51-100 members**. If this plaque needs to be replaced, please contact Unit 201, Alpharetta.

THE KAY KELLY MEMBERSHIP PLAQUE -This plaque will be awarded to the **UNIT reaching their membership goal first in the Department, whose membership is 101 to 150**. If this plaque needs to be replaced, please contact Past Department President, Kay Kelly.

THE JANE LAWRENCE MEMBERSHIP PLAQUE - This award is donated by Cheryl Waybright in honor of Unit 29 member and Past Department President, Jane Lawrence. In the event, the plaque can no longer be awarded, it is to be returned to Cheryl Waybright or her daughter Courtney Waybright to be replaced if they so desire. This plaque will be awarded to the **UNIT reaching their membership goal first in the Department, whose membership is 151 or over**.

PAST DEPARTMENT PRESIDENTS' MEMBERSHIP PLAQUE - Donated by Tillie Davis. Past Department President. Membership Plaque for the **UNIT with the highest percentage of Renewals as of June 1st. Must reach goal by June 1st**. This is a permanently rotating plaque and shall be engraved by the winning unit with their unit's name, number and year won. If this plaque needs to be replaced or retired, please contact Tillie or her family or Unit 66.

MEMBERSHIP UNIT QUALITY AWARD

THE PAT MORGAN QUALITY IN MEMBERSHIP UNIT AWARD – Donated by Cheryl Waybright in honor of Unit 13 member and Past Department President, Pat Morgan.

This award shall be presented to the **Unit** that demonstrates the most thorough, year-long, and well-rounded membership recruitment, retention, rejoining, and [re]engagement strategy that consistently throughout the membership year demonstrates its ability to generate excitement within the unit to welcome new members that actively support the ALA Mission Outreach programs. While attaining or surpassing 100% of Unit Membership Goal is desired of a quality program, it is not an eliminating factor.

The award is based on the quality and content of the Annual Membership Report - Current Year submitted to the Department Second Vice President/Membership Chair on time. If submitting by either electronic or paper format, the received by date is no later than 11:59 pm.

The report shall:

- 1) be complete – answering all questions and include all content asked for in the annual membership report form;
- 2) be detailed showing through well written narrative in the third person and photographs the vitality and excitement of the Unit's membership program thoroughly portraying all the unit has done to improve the Membership experience and environment within the unit.
- 3) be written in no less than a 12-point font (Times New Roman, Calibri, Arial) that is readable (14-point font, bold, italics, and underlining for emphasis is permitted);
- 4) contain no more than twelve pages of content, inclusive of photographs;
- 5) be submitted by email as a pdf attachment. Handwritten or printed reports mailed in will be accepted though are not encouraged.

The Department President, First Vice President, Second Vice President, Historian, and at least one Past Department President (as determined by the Department Second Vice President/Membership Chair) will comprise the jury.

The plaque is permanently rotating and shall not be engraved. In the event, this plaque can no longer be awarded, it will be returned to Cheryl Waybright or her daughter Courtney Waybright to be replaced if they so desire.

MEMBERSHIP (DISTRICT)

FRIEDA ATKINS WILLS MEMBERSHIP PLAQUE - In memory of the late Frieda Atkins Wills, donated by her family.

This plaque will be awarded to the **DISTRICT** making the **greatest percentage increase in membership**. It will be kept during the year by the **Unit** making the greatest percentage increase in membership within the District.

1. District must make membership goal.
2. Winning Unit must make membership goal.
3. Winning Unit must have paid all their District and Department obligations.
4. All report forms must be turned in to the Department Chairpersons.
5. The Department Chairpersons and Department Membership Chairperson must certify that these reports have been sent in.
6. When the plaque can no longer be engraved, it will be returned to the family. If the family is deceased, the plaque will be returned to Paulding Unit 111, Dallas, Georgia.

EXECUTIVE BOARD DISTRICT FIRST PLACE MEMBERSHIP PLAQUE - given by the Department of Georgia, permanently rotating. This plaque is to be given to the **DISTRICT first in reaching Department Membership Goal**. Plaque to be kept by the District President. This plaque will be returned to the Department when it can no longer be awarded, so it can retire it, or replace it.

DISTRICT SECOND PLACE MEMBERSHIP PLAQUE - given by Horace and Grace Borders. It is presented in honor of the Mighty Seventh District and Barbara Austin, who has done as much as anyone I know on membership and loves it. When this plaque needs to be replaced, it is to be returned to someone in the Seventh District to be given to a member of my family. We donate this plaque out of our love for The American Legion and American Legion Auxiliary.

This Plaque is to be awarded to the **DISTRICT** second in reaching Department Membership Goal and will be kept by the District President of that year. This plaque will be permanently rotating.

"MEMBERSHIP WISHING WELL" THIRD PLACE MEMERSHIP PLAQUE - contributed by Mrs. E. M. Weldon, Jr., Fifth District President 1965-1966, permanently rotating. This plaque is to be awarded to the **DISTRICT third in reaching Department Membership Goal**. When this plaque needs to be replaced, it is to be returned to Unit 216 to be replaced.

MEMBERSHIP DISTRICT QUALITY AWARD

THE LOLA REED QUALITY IN MEMBERSHIP DISTRICT AWARD -- Donated by Cheryl Waybright in honor of Unit 258 member and Past Department President, Lola Reed.

This award shall be presented to the District that demonstrates the most **thorough, year-long, and well-rounded membership coaching program that supports all its units to recruit, retain, rejoin and [re]engage members.**

The report shall demonstrate strong revitalization coaching the District did to help struggling units and developing future leaders to cultivate new (or revived) units at Posts with no active units are strong factors in driving for quality and increased membership.

A deciding factor is the District's ability to demonstrate that the District has actively engaged with its units to coach and support unit membership chairs to ensure every unit is set up for success (established membership chair, ALAMIS access, actively working the membership program, etc.).

The award is based on the **quality and content of a written report** prepared by the District Membership Chair in concurrence with the District President which must be submitted to the Department second Vice President/Membership Chair on time. If submitted by either electronic or paper format, the received by date is May 1st no later than 11:59 pm.

The critical difference and aspect for evaluation between the quality unit and the quality district award in membership is in the district's leadership and coaching of leaders at the unit level to achieve their unit goal. While attaining or surpassing District Membership Goal is desired of a quality program, it is not an eliminating factor. Even if your district did not make goal, please submit a report sharing what was done within the district to engage in membership.

The report shall:

- 1) be complete with relevant content asked for in the unit annual membership report form;
- 2) include a through well written narrative in the third person and photographs the vitality and excitement of the District's membership program thoroughly portraying all the district has done to improve the Membership experience and environment within the district.
- 3) be written in no less than 12-point font (Times New Roman, Calibri, Arial) that is readable (14-point font, bold, italics, and underlining for emphasis is permitted);
- 4) contain no more than twelve pages of content, inclusive of photographs;
- 5) be submitted by email as a pdf attachment. Handwritten or printed reports mailed in will be accepted though are not encouraged.

The Department President, First Vice President, Second Vice President, Historian, and at least one Past Department President (as determined by the Department Second Vice President/Membership Chair) will comprise the jury.

The plaque is permanently rotating and shall not be engraved. In the event, this plaque can no longer be awarded, it will be returned to Cheryl Waybright or her daughter Courtney Waybright to be replaced if they so desire.

NATIONAL SECURITY

BELL LINDSEY NATIONAL SECURITY FIRST PLACE AWARD. Given by Dallas/Paulding County Unit 111, Dallas, Georgia, in memory of Bell Lindsey, Past President of Dallas/Paulding County Unit 111. When this plaque can no longer be engraved, it shall be returned to Dallas/ Paulding County Unit 111 to replace if they so desire.

This plaque will be awarded to the **UNIT** doing the **most outstanding** work in National Security program according to the National Security Report and following rules. This plaque will be permanently rotating, the winning unit is to have it engraved.

	<u>POINTS</u>
1. Promote Crime Prevention, Elderly and Youth Programs	15
2. Giving publicity to the National Security program	15
3. Promote U. S. O. and give total donations.....	20
4. Promote Disaster preparedness.....	15
5. Give number of Unit members supporting the National Security Legislation by letters, cards, telephone ,telegrams or email	15
6. Promote and contribute to POW/MIA	<u>20</u>
TOTAL POINTS	100

BECKY BENTLEY NATIONAL SECURITY SECOND PLACE AWARD - In memory of Becky Bentley, Charter member and Past Unit President Dallas/Paulding County Unit 111. At such time that this plaque can no longer be awarded, it will be retired to the Dallas/Paulding County Unit 111 to replace if they so desire.

This plaque will be awarded to the **UNIT** with the **Second** most outstanding program in National Security, based on the report form sent out by the Department National Security Chairperson, according to the following rules. This plaque will be permanently rotating, with Unit number engraved. In case of a tie, the plaque will be awarded to the Unit with the highest percentage of membership.

	<u>POINTS</u>
1. Promote Crime Prevention, Elderly and Youth Programs	15
2. Give Publicity to the National Security Program	15
3. Promote U. S. O. and total contributions.....	20
4. Promote Disaster preparedness.....	15
5. Give total number of Unit members supporting the National Security Legislative by letter, cards, telephone, telegrams, or email.	15
6. Promote and contribute to POW/MIA	<u>20</u>
TOTAL POINTS	100

NATIONAL SECURITY (Continued)

JEAN CARSON NATIONAL SECURITY THIRD PLACE AWARD - Presented by Decatur Unit 66. At such time that this plaque can no longer be awarded, it will be retired to Decatur Unit 66 to replace if it so desires.

This plaque will be awarded to the **UNIT** with the **third** most outstanding program in National Security, based on the report form sent out by the Department National Security Chairperson; according to the following rules.

	<u>POINTS</u>
1. Promote Crime Prevention-Elderly and Youth Program	15
2. Provide Publicity about the National Security Program	10
3. Promote and support the U S O.....	20
4. State total contributions to the U S O.....	10
5. State the total number of Unit members supporting National Security Legislation by letters, cards, telephone, telegrams, or email.....	10
6. Promote Disaster preparedness.....	10
7. State the total number of Unit members participating in disaster/antiterrorism activities.	10
7. Promote and contribute to programs related to POW/ MIA	<u>15</u>
	TOTAL POINTS
	100

PRESIDENT AWARDS: UNIT PRESIDENT

ANITIA OWENS FIRST PLACE AWARD FOR UNIT PRESIDENTS contributed by Barrett Davis Watson, Unit 233, Loganville honoring Anitia for faithful service to the Unit. It is to be permanently rotating.

This plaque will be awarded at the Department Convention to the **UNIT PRESIDENT** who has been recommended by three of her Unit members. Participant's reports shall be judged by a committee of three Past Department Presidents, appointed by the Department President, ten (10) days before the convention. Scoring points will be on National and Department obligations, programs, attendance at meetings, membership, and accomplishments in their communities. Units competing shall have reports typed and submitted into Department President by May 1. They are to be sent immediately to the appointed Chairperson.

ERMA H. McCARTY SECOND PLACE AWARD FOR UNIT PRESIDENTS – given by Mrs. Wm. Harold Allen, Sr., in honor of her mother. When it can no longer be engraved, the donor will retire this plaque and have the privilege of replacing it with another plaque; or the family of the donor will have the same privilege. This plaque shall be returned to the family of Frances Allen or retired to either Unit 216 or Unit 201 when it can no longer be awarded. This will be permanently rotating.

This plaque is to be awarded to the **UNIT PRESIDENT**, second place, according to the rules of the Anitia Owens first place plaque.

EVA ENNIS THIRD PLACE UNIT PRESIDENTS' PLAQUE - given by Brunswick Unit 9 in memory of Eva Ennis. This Plaque should be returned to the family or to Unit 9, Brunswick if it needs to be replaced or retired.

This plaque will be awarded to the **UNIT PRESIDENT**, third place, rules to be the same as 1st and 2nd place.

PRESIDENT AWARDS: DISTRICT PRESIDENT

RUBY BROWN FIRST PLACE DISTRICT PRESIDENT'S PLAQUE – contributed by Mrs. Hapeville W. Brown, Sandersville Unit No. 94. If this plaque can no longer be awarded, it should be returned to Unit 9 or family of Ruby Browne, to be replaced or retired.

This plaque is to be awarded by the committee set up by the Department President to judge on the following requirements:

	<u>POINTS</u>
1. Greatest percentage of quota Units in District	25
2. Greatest percentage of new Units in District	25
3. Attendance: District meetings	5
Percentage of Units attending meetings	5
Visit by National President	5
Department Convention	5
Executive Committee meetings	4
Fall Conference	3
Spring Conference	3
4. Report of District President to Department Headquarters & President	10
5. Highest percentage of organized Junior Groups in District	10
	TOTAL POINTS
	100

ELLEN DEXTER MADDOX SECOND PLACE DISTRICT PRESIDENT'S PLAQUE -contributed by the Seventh District American Legion Auxiliary in honor of Mrs. James Maddox, Past Department President 1927-1928. If this plaque needs to be replaced, it will be returned to the Seventh District to replace or retire. This plaque will be permanently rotating and will not be engraved each year. **A certificate will be presented to the winning District President.** This plaque is to be awarded by the committee set up by the Department President to judge on the same requirements as the Ruby Brown District President's Plaque with the exception that it will go to the District President with the second highest points.

FLORENCE E. B. BROWN THIRD PLACE DISTRICT PRESIDENT'S MEMBERSHIP PLAQUE - If this plaque needs to be replaced, it will be returned to the Tenth District to replace or retire. This plaque to be awarded annually to the District President with the third highest points, based on the rules of first and second place plaques.

PAST PRESIDENT'S PARLEY

MRS. J. PAT KELLY PAST PRESIDENT SERVICE AWARD - a permanently rotating plaque honoring Mrs. J. Pat Kelly, Past Department and Past National President, for loyal and continued outstanding service to the American Legion Auxiliary. This plaque is not to be engraved.

Contributed by the 1976-1977 Communications Chairperson who requested that the first recipient shall be the honoree. The plaque, thereafter, shall be awarded annually to the Past Department President who best qualifies according to the following point system.

A certificate will be given to each award recipient.

	<u>POINTS</u>
1. Active membership in Unit, District and Department Past Presidents Parley and contributes to the Past Presidents Parley Nursing Scholarship Fund.....	10
2. Most and best reported service for projects suggested by the 1976 - 77 and succeeding Past Presidents Parley Chairperson for the Department.....	40
3. Most and best service of nominee's other activities to God and Country wherever	20
4. Most and best service in Unit as officer, chairperson, member of committee and as member;.....	20
5. Service in District, Department and / or National Auxiliary such as officer, chairperson, or committee member	10
	TOTAL POINTS
	100

Nominations for this award must be sent to the Department Past Presidents Parley Chairperson on or before the Unit deadline (May 1st). Nominations will be forwarded to the committee for judging no later than June 10th.

The judging committee shall consist of three non-Past Presidents, namely: the current Department 1st Vice President, Historian and Chaplain. The award will be made at the time of the Past Presidents Parley Chairperson's report during the Convention.

This award is not to be awarded more than once to any Past Department President.

This plaque was lost and Gabriele Barnett, Past Department President replaced it. If this plaque can't be awarded, or needs replacing, every attempt should be made to contact the Unit where Mrs. J. Pat Kelly was a member or her family. If no one can find out this information, then it should be discussed at the DEC meeting to decide what should be done or let Gabrielle Barnette replace this plaque if she would like to do so.

PAST PRESIDENT'S PARLEY (Continued)

THE FRANCES ALLEN FIRST PLACE PAST PRESIDENTS PARLEY PLAQUE - contributed by Mickey Cochran Unit 216, Austell, Georgia in honor of Frances Allen. When this plaque is no longer able to be engraved it shall be retired to the family of Frances Allen or to Unit 216, who will have the opportunity to replace this plaque. It is permanently rotating and not engraved.

This plaque will be awarded to the **UNIT** reporting the most outstanding work in the Past Presidents Parley program and activities, following Department and National programs. Judges shall be the current Past Presidents Parley Chairperson, and two immediate Past Presidents Parley Chairpersons will use the following point system.

	<u>POINTS</u>
1. Report and contents to Department Chairperson	30
2. Active Unit Past Presidents Parley	10
3. Unit active in District Past Presidents Parley	10
4. Unit contributes to District Past Presidents Parley	10
5. Unit assisting women veterans	20
6. Unit have a special project for Past President Parley	10
7. Unit awarding scholarships	<u>10</u>
	TOTAL POINTS
	100

LULA V. SMITH SECOND PLACE PAST PRESIDENTS PARLEY PLAQUE - This plaque is in honor of Mrs. Lula Vaughn Smith, Past Department President, (1991-1992) for her loyal and continued outstanding service to the American Legion Auxiliary. When it is no longer engravable, the donors, or her family or Covington Unit 32 will have the right to retire or replace the plaque. The plaque is presented with love by her son, Wayne H. Vaughn, sisters, Lucille C. White, and Mary C. Rachels.

This plaque will be awarded to the **UNIT** reporting the **SECOND HIGHEST POINTS** in the Past Presidents Parley program and activities, following Department and National programs using the same rules as for the Frances Allen Past Presidents Parley Award.

This is to be a permanently rotating plaque; the winner will need to have engraved.

PAST PRESIDENT'S PARLEY (Continued)

THE JOANNE C. WILSON THIRD PLACE PRESIDENTS PARLEY PLAQUE - Donated by the family of Joanne C. Wilson, Past Department President, 2000-2001 and Mary J. Wright, a member of Unit 512 in honor of Joanne C. Wilson. This is a permanently rotating plaque. **A certificate is to be awarded to the winning Unit.** In the event this plaque becomes damaged and can no longer be awarded, it will be returned to Unit 512, to be replaced if they so wish.

This plaque will be awarded to the Unit reporting the **THIRD HIGHEST POINTS** in Past Presidents Parley program and activities following Department and National programs, using the same rules as for **THE FRANCES ALLEN PAST PRESIDENT'S PARLEY** rules.

PAST PRESIDENT'S PARLEY UNIT MEMBER OF THE YEAR - This plaque is presented by Horace Orr, Unit 29 Marietta, Georgia. In the event this plaque becomes damaged and can no longer be awarded, it will be returned to Horace Orr Unit 29, to be replaced if they so wish.

This plaque is to be awarded by the Past President's Parley Chairperson to the **Unit Member of the Year**, at the Past President's Parley Luncheon, **along with a certificate**.

Historical Reference: In 2022 the National organization moved the Member of the Year Award to the Leadership program. The Department of Georgia elected to retain the award under Past President's Parley.

POPPY

MOINA MICHAEL NO. 111 FIRST PLACE POPPY PLAQUE - contributed by Harold Byrd Unit, Decatur, No. 66, permanently rotating. If this plaque can no longer be awarded, it will be returned to Unit 66, for it to be replaced or retired.

This plaque will be awarded to the **UNIT** making the highest score on the following (revised June 2019). To be eligible for the plaque, a narrative must be included.

	<u>POINTS</u>
1. Increased Poppy Order over last year	10
2. Participate in National Poppy Day	30
3. Sponsor a Miss Poppy Contest	20
4. Conduct Poppy Poster Contest	20
5. Send completed Poppy Financial report and 25% of distribution to Department	10
6. Publicity - Newspaper, TV, Radio & Internet	<u>10</u>
TOTAL POINTS	100

THE TOOTIE THOMPSON FIRST PLACE POPPY PLAQUE - This plaque was presented by Chattahoochee Unit 251 of Duluth, Georgia, in honor of Mrs. Mary M. Thompson, who suffered a severe cerebral hemorrhage while selling poppies on the street in Duluth for her Unit in 1979. to be returned to Duluth 251 when needing repairs or replacement.

This plaque will be awarded as a first-place plaque to the **UNIT with membership of 60 and under**. The rules for this plaque will follow the same rules that apply to the Moina Michael Poppy Plaque, except for the 60 members or less. It will be a permanently rotating plaque.

SUSAN M. HALL POPPY POSTER CONTEST PLAQUE - contributed by Past Department President Susan M. Hall. When this plaque becomes damaged and is no longer awardable it will be returned to the donor, her family or unit 336, to be replaced or retired.

This plaque is awarded to the **UNIT** best fulfilling the requirements set up by National.

This is a permanently rotating plaque.

POPPY (Continued)

POPPY WINDOW DISPLAY PLAQUE - contributed by Mrs. R. K. Whitford. In the event this plaque becomes damaged or not awardable, it should be returned to the donor or her family, or Unit 21 Tifton to be replaced or retired.

This plaque is awarded to the **UNIT** best fulfilling the requirements set up by National. This plaque is permanently rotating.

MICHELLE KIDD MISS POPPY PLAQUE - honoring Michelle Kidd of Junior Unit No. 30, Albany, Miss Poppy Department of Georgia 1978. Presented by Albany Unit No. 30. When this plaque needs replacing or retired, it is to be returned to Unit 30, Albany.

This plaque is to be awarded annually to **MISS POPPY DEPARTMENT of GEORGIA**, at the Department Convention by the Department Poppy Chairperson with the first recipient being the honoree. Judging for this plaque shall be by the Department Poppy Chairperson and a committee selected by her. Rules for the National Miss Poppy Contest shall be used. If the National contest is discontinued, the rules shall be as follows.

This plaque will be permanently rotating, to be engraved, and **with a certificate awarded to the winner**.

1. Must be from 6 to 12 years of age.
2. Must be a member of a Junior Unit which is represented at the Junior Conference.
3. Selection of Miss Poppy on the Unit level shall be left to the Unit.
4. Costume must depict the poppy in some way.
5. Must submit a Miss Poppy Scrapbook indicating participation in promotion of the Poppy Program.
6. Judging will be upon the participation of Miss Poppy in all phases of the Poppy Program and the use of Miss Poppy in Unit activities.
7. Units submitting Miss Poppy candidates must have met all Department and District obligations and have met membership goal set by the Department.

MALINDA WYATT JOWERS "MISS POPPY" PLAQUE - presented by Conyers Unit 77, when this plaque can no longer be awarded, it will be returned to Unit 77, Conyers, to retire or replace.

It is to be awarded to the "Miss Poppy" (**age group from 13 to 18 years of age**) winner each year. SAME RULES APPLY FOR THIS TROPHYPLAQUE AS FOR YOUNGER AGE GROUP. A certificate will be awarded to the winner with all pertinent information by Conyers Unit 77.

This plaque shall be permanently rotating, and plaque is NOT to be engraved.

PUBLIC RELATIONS

DOROTHY BUTTS COMMUNICATIONS PLAQUE - honors a Past Department President (Unit 81) who consistently promoted all phases of Communications and Public Relations in her community for many years. Donated by the 1976-1977 Department Communications Chairperson.

This plaque will be awarded to the UNIT which reports promoting and conducting the BEST YEAR-ROUND OVERALL Public Relations Program. Reports must be postmarked on or before report deadline. Judges for this award shall be the Public Relations Chairperson, Scrapbook Chairperson and Department Historian.

SPECIAL NOTE: Should this plaque become unsuitable for award/rotation anyone, or unit can replace it.

This permanently rotating plaque.

MILDRED S. KELLY COMMUNICATIONS PLAQUE - given by Mrs. J. Pat Kelly for use in the Department, The Department wishes to use this plaque to honor Mrs. Kelly, a Past National President. When this plaque can no longer be awarded, it should be returned to Deedy Harrell to retire or replace as she replaced it at the 2022 Spring Conference.

It will be given to the UNIT having the best and most BROADCASTING ACTIVITIES (internet, radio, newspaper, tv, etc.) of Auxiliary activities for the year.

This plaque is permanently rotating.

THE DR. JOANN T. MEADOWS PUBLIC RELATIONS PLAQUE - contributed by Melissa Bradley Davis, in honor of her mother, Dr. Joann T. Meadows, for her love and years of service to the American Legion Auxiliary. In the event this plaque becomes damaged or can no longer awardable, it shall be retired to the family of Dr. Joann T. Meadows, to be replaced if they so wish. If the family cannot be reached or does not want to replace, then it shall be returned to would go to Calhoun Unit 47 for them to replace if they so desire.

This plaque will be awarded to the **UNIT having the best and most INCHES OF PUBLICITY** based on the following:

1. Publicity in daily and local papers. Dates, names of papers must be sent in with each news article to the Department Public Relations Chairperson for measurement at least two weeks prior to the Department Convention.
2. The annual report form must be in the hands of the Public Relations Committee on or before the deadline for a Unit to qualify for this plaque.

This plaque will be permanently rotating.

SCRAPBOOK

ALL plaques shall be **permanently rotating** and shall not be engraved. A certificate will be presented to the winner.

All Plaques will be returned by Unit and District of Scrapbook Winners to Department Awards Chairman; for the Chairman to be presented to the next year's winners.

UNIT AWARD – 76 or More Members:

- 1. GABRIELE BARNETT FIRST PLACE SCRAPBOOK PLAQUE** - Donated by Cheryl Waybright in Honor of Southern Division Vice President 2021-2022. When this plaque can no longer be awarded, it should be returned to Cheryl Waybright to retire or replace.

This Plaque will be given to the UNIT compiling the best Scrapbook on Auxiliary activities of a historical nature, not only in their Unit but in the District and Department for Units with 76 members and higher according to the DEPARTMENT SCRAPBOOK RULES.

- 2. PATTY HAWKINS SECOND PLACE SCRAPBOOK PLAQUE** - Donated by Gail Ramey, Unit 127, Sugar Hill. If the plaque becomes damaged, or all spaces engraved, it will be retired to the donor, Gail Ramey.

This plaque will be awarded to the UNIT with 76 members and higher that complies the second-best Scrapbook on Auxiliary activities in the Unit, District, Department, and National programs. The rules for judging are those of the First Place Scrapbook Award.

UNIT AWARD – 75 or Less Members:

- 3. MIRIAM L. HUNTER FIRST PLACE DEPARTMENT SCRAPBOOK PLAQUE** - Miriam L. Hunter donated this plaque to honor the small Units who do such an excellent job with little recognition. When this award can no longer be awarded, it should be returned to Unit 91, Statesboro so Unit can replace it or retire this award.

This plaque is for Units with Membership under 75. The rules shall be the same as the HAPEVILLE, UNIT 147 **FIRST PLACE DEPARTMENT SCRAPBOOK PLAQUE** except rule number 11. (See Scrapbook Rules for 11. Layout of Book. a-e)

UNIT AWARD – 75 or Less Members:

- 4. LINDA L. BROCK DEPARTMENT SECOND PLACE SCRAPBOOK PLAQUE** - This Plaque was donated by Shelia Clark, Linda's daughter, in honor of her mother who served as Department President 1998 - 1999, and for Linda's love and dedication to the American Legion Auxiliary. If this plaque can no longer be awarded, it should be returned to Shelia Clark, or to Unit 264, so it can be replaced or retired.

This plaque will be awarded to the UNIT with membership of 75 or less who compiles and presents the Second-Best Scrapbook on their Auxiliary activities, following the rules for the Miriam L. Hunter Department First Place Scrapbook Plaque.

SCRAPBOOK (*Continued*)

District Award – First Place Scrapbook/Best Scrapbook

5. **DISTRICT 6 DEPARTMENT OF GEORGIA FIRST PLACE SCRAPBOOK PLAQUE** - This Plaque was donated by District 6 Past Presidents and Unit # 172 of Warner Robins, Georgia. If this plaque can no longer be awarded, it should be returned to Unit # 172 of Warner Robins, so it can be replaced or retired.

District Award – Second Place Scrapbook/Best Scrapbook

6. **DISTRICT 11 DEPARTMENT OF GEORGIA SECOND PLACE SCRAPBOOK PLAQUE** - This Plaque was donated by Phyllis H. Jones of Unit # 235 Augusta, Georgia. In Memory of Christia M. Jones. If this plaque can no longer be awarded, it should be returned to Phyllis H. Jones of Unit # 235 of Augusta, Georgia, so it can be replaced or retired.

Updated and Approved September 2025

SCRAPBOOK RULES

1. Purchase 3" American Legion Auxiliary Emblem at Emblem Sales. American Legion Flag & Emblem PO Box 36460, Indianapolis, IN 46236 / 888-453-4466 / hours: M-F 8:30 am-5:30 pm / Email: <https://emblem.legion.org>
(Put the 3" American Legion Auxiliary Emblem -- centered on the front of the Scrapbook.)
2. Purchase a 12" x 12" patriotic blue color Scrapbook at a craft store. (If you have a 12" x 15" Scrapbook previously obtained, OK to use.) (Can use poster board paper 11" X 14" at craft store.)
3. Only use the front side of the paper. **Please**, nothing on the back side.
4. Do not use clippings from newspapers or magazines which are too large and heavy and are not permanently fastened to the page.
5. Use only material pertaining to the American Legion Auxiliary
6. Use appropriate adhesive (double sided tape, rubber glue cement, or other) to secure material smoothly to the pages. Note: art corners do not always hold securely.
7. Leave 1.5" Right and Left margins and 1" top and bottom margins.
8. Secure all clippings parallel to edge of paper.
9. DO NOT overlap pictures.
10. DO NOT have material protruding from edge.

11. Layout of Book:

- a. First page - should be - Blank
- b. Second page - Show Unit's Name, Number; the Year; Total Number of Members; Scrapbook Chairperson's Name.
- c. Third page - President's Picture and Name. (Adopted June 30, 2019).
- d. Fourth page - Start your scrapbook history; content must be in chronological order of events beginning 05/15/YEAR to 05/15/YEAR which, the latter is the CURRENT membership & administrative year.
- e. Last page - should be – Blank

(The Unit may include any material from the Department and National Conventions.)

12. **Photo Labeling:** (Suggestion: No smaller than a size 10 Font in your captions.) (Use Left to Right: or use (L-R) and mention what row people are in, when naming people in pictures.)
 - a. If all information on the same page pertains to the same event, the caption and full date (ex. May 1, 20XX) may be put on a headline on top of the page. List the names of who is in the picture if there are three (3) or less people in a picture.
Note: All pictures should be clear, no drinks, no smoking or inappropriate pictures.
 - b. For multiple events on one page, include the caption & full date (ex. May 1, 20XX) on line under the picture, and the names of who is in the picture if there are three (3) or less people in that picture.
13. Mats may be used.

SCRAPBOOK RULES (CONTINUED)

14. The Unit's Scrapbooks are judged at the District Level then the 1st, 2nd and 3rd Place Unit and District Scrapbook winners in each District; must be delivered to the Department Scrapbook Chairperson (**June 15**) at least 10 days prior to the Department Convention. Note: after your winning scrapbook has been judged at District level, the unit and district can correct and revise their scrapbooks before giving it to the Department Scrapbook Chairperson for judging in June. **Honorary Plaques** are handed out for the year to the Scrapbook winners. The Unit and District are to return the plaque to the Department Awards Chairperson.

Have Fun and enjoy gathering your history.

SCRAPBOOK SCORE SHEET POINTS

1. Blank Page First & Last Pages.....	5
2. Title Page.....	10
3. Neatness and Appearance (arrangement of material)	30
4. Followed Instructions.	25
5. Originality.....	20
6. Judges Options: (Under this, judges will consider a number of qualities or items of content in the Scrapbook which are not readily cataloged under preceding headings.)	10
	TOTAL POINTS 100

Alice Jackson
Dept. Scrapbook Committee Chairman
Address: 123 Blackstone Ct.
Kathleen, GA 31047
Phone: (248) 217-2512

Approved and Updated: Sept. 2025

VETERANS AFFAIRS & REHABILITATION (VA&R)

GENERAL NOTE: All VA&R Awards that were donated by Miriam Stein, Past Department President and Department VA&R Chairperson, or Unit 178, Augusta should be returned to her to be replaced or retired when they are no longer suitable for award/rotation. Except, the Miriam & Arnie Stein VA Volunteer of the Year Award shall be returned to Unit 192, Augusta to be replaced or retired if it is no longer suitable for award/rotation.

BE THE ONE SUICIDE PREVENTION RECOGNITION

UNIT BE THE ONE SUICIDE PREVENTION AWARD - donated by Past Department President Miriam Stein, Unit 178. It will be awarded at the Department Convention. The award will be presented to the Unit with the best narrative of at least 500 words (or more) with pictures describing what the Unit did to promote Be The One Suicide Prevention. This program goes through the year, not on a certain date. Nominations are due to the VA&R Chair before May 1 for consideration of the award.

DISTRICT BE THE ONE SUICIDE PREVENTION AWARD - donated by Past Department President Miriam Stein, Unit 178. It will be awarded at the Department Convention. The award will be presented to the District with the best narrative of at least 1,000 words (or more) with pictures describing what the Units in the District did to promote Be the One Suicide Prevention. The District VA&R Chairperson shall submit the narrative to the Department VA&R Chair before May 1 each year for consideration of the award.

REHABILITATION RECOGNITION

TILLIE DAVIS FIRST PLACE REHABILITATION PLAQUE (new 2022) - was contributed by Miriam Stein. As needed, this plaque will be returned to Miriam Stein, Unit 178, to be replaced or retired.

This plaque will be awarded to the Unit doing the best work in Rehabilitation.

The selection of the winner will be based on reports sent to the Department VA&R Chairperson.

1. Give a Host Party to the Department
2. Send in 25% of Poppy Donations collected to the Department.
3. Send Christmas Assessments to the Department.
4. Contribute to Comfort Articles.
5. Unit serves Military Families and Veterans.
6. Must submit a narrative (500-1,000 words) to be considered for this award.

LINDA BROCK SECOND PLACE REHABILITATION PLAQUE (new 2022) - contributed by Miriam Stein.

This plaque will be awarded to the **Unit** doing the second-best work in Rehabilitation following the same rules as the First-Place award.

VETERANS AFFAIRS & REHABILITATION (VA&R) *(Continued)*

MIRIAM AND ARNIE STEIN VETERANS AFFAIRS VOLUNTARY SERVICES (VAVS) FRIST PLACE VOLUNTEER OF THE YEAR

Plaque contributed by Unit 192, Evans, Georgia honoring Miriam and Arnie Stein for their dedication and selfless service to the American Legion Auxiliary, Department of Georgia. As needed, this plaque is to be returned to Miriam Stein, Unit 192, to be replaced or retired.

A plaque will be presented to the Department of Georgia VAVS volunteer to honor a volunteer who has given extraordinary service to veterans through the ALA VA & R program and the VAVS program.

The plaque will rotate each year and the winner each year will receive a certificate.

The head of volunteer services for the VA hospitals in Georgia in conjunction with a VA & R assigned Department of Georgia VA& R. Representative will make nominations for consideration of an award, to be given by the Department of Georgia VA & R program.

The nominee must serve as a repetitive volunteer at a V. A. hospital. The volunteer shall be an individual who also is actively involved in collaborating with veterans in any of the following areas: outpatient clinics, nursing homes, homeless veteran programs, hosted veteran-related functions outside the V. A., or visiting veterans confined to their homes.

The entry must be typewritten in narrative form not to exceed 1,000 words. Pictures and newspaper articles may be included although the entry may but not to exceed six pages.

The Entry shall not be a bound or hard cover book or hard cover.

The Cover sheet must include nominee's name and phone number, address, Auxiliary unit address and phone number, and date of submission.

Submissions for award will be judged by the Department of Georgia President and the Department of Georgia V.A. & R. Chairperson.

Deadline for submission will be May 1st.

VETERANS AFFAIRS & REHABILITATION (VA&R) *(Continued)*

ANNUALLY ROTATING UNIT PLAQUE – CATEGORY I

Annually rotating Unit Plaque donated by the VA&R Chairperson 2018, Past Department President Miriam Stein.

Category I Plaque Rules:

1. Unit Membership 25 or less.
2. Contributed to the Department Poppy Fund.
3. Christmas Assessment Paid.
4. Obligation Paid for Comfort Items.
5. Obligations Paid for VA&R Host Party.
6. Service to Veterans (Hours, Mileage & Cost).
7. Participate in 1 or more VA&R Programs:
 - a. Christmas Gift Shop
 - b. Creative Arts
 - c. National Salute to Hospitalized Veteran
 - d. Homeless Stand-Down
 - e. Veterans Day, Memorial Day, or other Veterans Events.
8. Write a narrative about your Unit's VA&R participation.

ANNUALLY ROTATING UNIT PLAQUE – CATEGORY II

Annually rotating Unit Plaque donated by the VA&R Chairperson 2018, Past Department President Miriam Stein.

Category II Plaque Rules:

1. Unit Membership 26-75.
2. Contributed to the Department Poppy Fund.
3. Christmas Assessment Paid.
4. Obligation Paid for Comfort Items.
5. Obligations Paid for VA&R Host Party.
6. Service to Veterans (Hours, Mileage & Cost).
7. Participate in 2 or more VA&R Programs:
 - a. Christmas Gift Shop
 - b. Creative Arts
 - c. National Salute to Hospitalized Veterans
 - d. Homeless Stand-Down
 - e. Veterans Day, Memorial Day, or other Veterans Events.
8. Write a narrative about your Unit's VA&R participation.

VETERANS AFFAIRS & REHABILITATION (VA&R) *(Continued)*

ANNUALLY ROTATING UNIT PLAQUE – CATEGORY III

Annually rotating Unit Plaque donated by the VA&R Chairperson 2018, Past Department President Miriam Stein.

Category III Plaque Rules:

1. Unit Membership 76-150.
2. Contributed to the Department Poppy Fund.
3. Christmas Assessment Paid.
4. Obligation Paid for Comfort Items.
5. Obligations Paid for VA&R Host Party.
6. Service to Veterans (Hours, Mileage & Cost).
7. Participate in 3 or more VA&R Programs:
 - a. Christmas Gift Shop
 - b. Creative Arts
 - c. National Salute to Hospitalized Veteran
 - d. Homeless Stand-Down
 - e. Veterans Day, Memorial Day,
 - f. or other Veterans Events.
8. Write a narrative about your Unit's VA&R participation.

ANNUALLY ROTATING UNIT PLAQUE – CATEGORY IV

Annually rotating Unit Plaque donated by the VA&R Chairperson 2018, Past Department President Miriam Stein.

Category IV Plaque Rules:

1. Unit Membership 151 & over.
2. Contributed to the Department Poppy Fund.
3. Christmas Assessment Paid.
4. Obligation Paid for Comfort Items.
5. Obligations Paid for VA&R Host Party.
6. Service to Veterans (Hours, Mileage & Cost).
7. Participate in 4 or more VA&R Programs:
 - a. Christmas Gift Shop
 - b. Creative Arts
 - c. National Salute to Hospitalized Veterans
 - d. Homeless Stand-Down
 - e. Veterans Day, Memorial Day, or other Veterans Events.
8. Write a narrative about your Unit's VA&R participation.

VETERANS AFFAIRS & REHABILITATION (VA&R) *(Continued)*

“UNIT SERVICE TO VETERANS” ANNUALLY ROTATING PLAQUE FIRST PLACE “TILLIE DAVIS SERVICE TO VETERANS”

Rules for the First Place (Best) Unit:

1. Hours, Donations, Number of Volunteers.
2. A Narrative of the Events to Earn this Award.
3. This award has to do with volunteering at a GA War Nursing Home.
4. Other Service to Veterans.

“UNIT SERVICE TO VETERANS” ANNUALLY ROTATING PLAQUE SECOND PLACE “JUANITA TODD SERVICE TO VETERANS”

Rules for the Second Place Unit are the same as the rules for the First Place Unit.

VETERANS AFFAIRS & REHABILITATION (VA&R) *(Continued)*

"SERVICE FOR VETERANS" ("SFV") PLAQUE UNIT MEMBER

Annually rotating plaque donated by the VA&R Chairperson 2018, Past Department President Miriam Stein, Unit 178.

UNIT MEMBER "SFV" AWARD NOMINATION RULES:

1. One unit member can be nominated annually by the unit VA&R chairperson or the Unit President.
2. Provide the total "SFV" hours volunteered by unit member.
3. Provide the total "SFV" dollars spent/donated by unit member.
4. Provide the total "SFV" miles driven by unit member.
5. Provide the total "SFV" number of veterans/militaries assisted by unit members.
6. Provide the total number of "veterans in community schools" presentations facilitated by unit members.
7. Write a narrative about your unit member's VA&R "Service for Veterans" participation. (Examples include hours shopping for and preparing care packages for deployed troops, helping Wounded Warriors and elderly veterans at home, providing transportation, military send-off and welcome-home events, parades, projects for homeless veterans, activities related to distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts festival, fundraising events that benefit veterans (such as Walk, Run & Roll), assisting with Veterans Hiring Fairs, advocating for the American Legion Legislative agenda that supports Veterans and the military.)

VETERANS AFFAIRS & REHABILITATION (VA&R) *(Continued)*

"SERVICE FOR MILITARY FAMILIES" ("SMF") PLAQUE DISTRICT

Annually rotating District President Plaque donated by the VA&R Chairperson 2018, Past Department President Miriam Stein.

DISTRICT PRESIDENT "SMF" AWARD NOMINATION RULES:

1. Provide the "Service for Military Families" total number of Military Families served by the Units.
2. Provide the Total "SMF" hours volunteered by Units.
3. Provide the Total "SMF" dollars spent by Units.
4. Provide the Total "SMF" Miles driven by Units.
5. Two or more District Units participating in "Service for Military Families":
 - a. Programs for Military & Veterans' children,
 - b. Helping family support groups,
 - c. Supporting ADOPT-A-Military-Family Projects,
 - d. Military Spouse Hiring Fairs,
 - e. Organizing and delivering Hero Packs,
 - f. Providing Child Care for Military Activities,
 - g. Distributing Blue Star Banners,
 - h. Providing G.I. Josh Dogs.
6. Write a Narrative about your District's VA&R "Service for Military Families" participation.

YEARBOOK: UNIT

JUDY M. THOMPSON FIRST PLACE UNIT YEARBOOK PLAQUE: honoring her for contributions to the American Legion Auxiliary, and in recognition of her love, dedication, and selfless service for the Auxiliary on a personal, Unit and Department level. This plaque is given in honor by her Children Mia Thurmond and Matthew Thompson.

The rules of Department are the rules for this award. It is to be permanently rotating plaque and NOT engravable. A certificate will be presented to the units for first, second and third place Unit Yearbook Submittals.

At such time the plaque becomes damaged or can no longer be awarded, it should be returned to Judy's children to be retired or replaced. Contact Monroe Unit 64 if the children cannot be contacted.

YEARBOOK: UNIT RULES

The Rules Below Apply To The Unit Yearbook.

	POINTS
I. EMBLEM	10
COVER OR BINDER WITH EMBLEM: Cover or binder with an American Legion Auxiliary Seal centered on the cover. Nothing can be printed or appear above the Auxiliary Emblem.	
II. CONTENTS	50
1. Title page - (No page number for this)	
2. Emblem in center of page (Nothing above the Emblem) Identify District Number, Auxiliary Unit Name and Number, the Leadership Chairperson's Name, and the Current Year (Example 2015-2016)	
3. District Leadership Chairman's Name and Year (EX- 2015-2016)	
4. Next page (No Page Number for this): Themes of National, Department, District, and Unit Presidents and Membership Themes, if they have one. This "if" refers to District and Unit Presidents, as National and Department Presidents have Themes (Presenter can use own interpretation for artwork on this page)	
5. START NUMBERING PAGES:	
• Page 1: Table of contents	
• Page 2: Pledge of Allegiance	
• Page 3: Preamble to the Constitution of the American Legion Auxiliary	
• Page 4: ALA Department name, Unit Name, Number, and Address.	
• Page 5: Place and Time of Unit Meetings. Dues (Senior and Junior) (Spaced Evenly)	
• Page 6: List of Department Officers with Address and Phone Number.	
May add (example) 6a. if all information will not fit on one page.	
• Page 7: List of District Officers Address and Phone Number.	
May add (example) 7a. if all information will not fit on one page.	
• Page 8: List of Unit Officers with address and Phone Number.	
May add (example) 8a. if all information will not fit on one page.	
• Page 9: List of Unit Chairpersons with address and Phone Number.	
May add (example) 9a. if all information will not fit on one page.	
• Page 10: List of Unit Members with Address and Phone Number.	
May add (example) 10a. if all information will not fit on one page. (May have address & Phone Number Or either.)	
• Page 11: Department and District Obligations.	
May add (example) 11a. if all information will not fit on one page.	
ADDITIONAL INFORMATION: Relevant information for Unit Members may be placed in this separate section. This information could include Unit Constitution and By-Laws, Calendar of Annual Events, etc.	
III. APPEARANCE	40
1. Use of National, Department and District Themes and pictures of National, Department and District Presidents	(15)
2. Cover and size for Convenient Handling.....	(10)
3. Neatness, Spacing and Spelling.....	(15)
	TOTAL 100
IV. DEADLINE: Books are due February 1 of current year (updated at the 2021 Department Convention . In addition to the plaque for first place, certificates will be presented to the First, Second and Third Place District Yearbooks.	

YEARBOOK: DISTRICT

BEVERLY PARKER FIRST PLACE DISTRICT YEARBOOK PLAQUE - This plaque is presented by Linda Brock , in loving memory of Past Department President, Beverly Parker, for her love, service and dedication to The American Legion Auxiliary. In the event this plaque becomes damaged or can no longer be awarded, it is to be returned to Linda Brock, or Unit 264, Mableton, Georgia to be replaced or retired as they wish.

This plaque will be awarded to the District with the Best Yearbook, following the rules set forth by the Department. This plaque will be permanently rotating and is not to be engraved.

Yearbook is due **June 15th** of the current year to the Department First Vice President.

YEARBOOK: DISTRICT RULES

The Rules Below Apply To The District Yearbook.

	POINTS
I. EMBLEM	10
COVER OR BINDER WITH EMBLEM: Cover or binder with an American Legion Auxiliary Seal centered on the cover. Nothing can be printed or appear above the Auxiliary Emblem.	
II. CONTENTS	50
1. Title page - (No page number for this)	
2. Emblem in center of page (Nothing above the Emblem) Identify District Number	
3. District Leadership Chairman's Name and Year (EX- 2015-2016)	
4. <u>Next page (No Page Number for this):</u> Themes of National, Department and District Presidents and Membership Theme of District President if they have one can be used. (Presenter can use own interpretation for artwork on this page)	
5. <u>START NUMBERING PAGES:</u>	
• Page 1: Table of contents	
• Page 2: Pledge of Allegiance	
• Page 3: Preamble to the Constitution of the American Legion Auxiliary	
• Page 4: ALA Department name, District Number	
• Page 5: Dates and place of District Meetings for the year	
• Page 6: List of Department Officers with Address and Phone number (such as address, etc.)	
May add (example) 6a. if all information will not fit on one page.	
• Page 7: List of Department Chairpersons with Address and Phone number (such as address, etc.)	
May add (example) 7a. if all information will not fit on one page.	
• Page 8: List of District Officers Address and Phone Number.	
May add (example) 8a. if all information will not fit on one page.	
• Page 9: List of District Chairpersons men with Address and Phone Number.	
May add (example) 9a. if all information will not fit on one page.	
• Page 10: List of Past District Presidents with Address and Phone Number.	
May add (example) 10a. if all information will not fit on one page.	
• Page 11" List of Units and their President with Address and Phone Number.	
May add (example) 11a. if all information will not fit on one page.	
ADDITIONAL INFORMATION: Relevant information for District Members may be placed in this separate section. This information could include District Constitution and By-Laws, Calendar of Annual Events, District Plaque and Awards Rules, etc.	
III. APPEARANCE	40
1. Use of National, Department and District Themes and pictures of National, Department and District Presidents.....	(15)
2. Cover and size for Convenient Handling	(10)
3. Neatness, Spacing and Spelling	(15)
	TOTAL 100
IV. DEADLINE: Books are due June 15th of current year. At present time there is no plaque for the winning book. Hopefully, someone will donate a First Place Plaque later. Certificates will be presented to the First, Second and Third Place District Yearbooks.	