



**American Legion Auxiliary
Department of Minnesota**

2025-2026

Department President

Robin Dorf

October 2025 Unit Mailing

This year has really started quickly for the new administrative year. It got real for me at the 2025 National American Legion Auxiliary Convention in Tampa, FL when I was installed by National President Pam Ray as your Department President. Walking in the processional and standing with all the other department presidents, knowing we each were going to commit our next year to the American Legion Auxiliary and the members within our departments, was inspiring.



Congratulations to the members of the Department of Minnesota, 2024-2025 Past President Judy and Membership Chairman Hope for earning the 2025 Merit Medallion! At the National Convention Judy received the medallion on stage and all members attending convention received a pin to wear, noting our department was a medallion winner.

Thank you to the Legionville Camporee committee for planning a fun weekend for our American Legion Family. A lot of work goes into planning and working the weekend and do not think it goes unnoticed. Big thank you to the Tenth, Sixth, and First Districts for planning meals. The food and fellowship were wonderful. Not sure who to thank, I am pretty sure it was Rick Cross, for the dunk tank experience? I am proud to report that myself, Commander Linda, SAL Commander Jeremy, Director Duane, and Alt NEC Paul all took the plunge for Camporee.



I was invited to attend the Minneapolis VA Healthcare System's opening preview reception for the Creative Arts Competition. I met up with VA& R Chairman Linda. I also drove up to the St Cloud VA Healthcare System for their Creative Arts Competition. I ran into the volunteers for the day before

they left. Thank you Carol for letting me in and showing me around. The creative writing, visual art, and performing arts of our veterans is absolutely beautiful. It touched my heart to see the stories behind their work. My favorite quote from a veteran speaking was “I don’t want to call this a competition, it is a celebration.” He hit it right on the nail, it was a celebration!

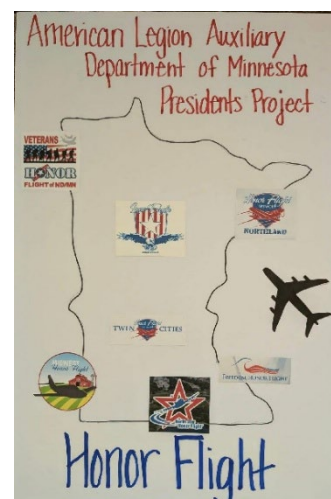


I was excited to attend my first Minnesota American Legion Riders meeting and installation at Legionville. I really wanted to support Director Duane when he was installed. I loved listening to all the work that the riders do for our veterans. I met new friends in our American Legion Family and treasure the time spent with them.

The Department Presidents Project (our Minnesota Project) this year is Honor Flight. Participation in an Honor Flight trip gives our veterans the opportunity to share this significant occasion with other comrades, remember the fallen, and share their stories and experiences with other veterans. At first, I was hesitant in mentioning the project so much, then I realized that this is about our veterans and helping give them an experience of a lifetime. So, I will mention when writing and speaking to get the word out. It is not about me, but the veterans we serve. Our goal is to raise \$35,000 to split evenly between the six hubs and Lone Eagle that support our Minnesota veterans, so that each gets \$5,000. Please consider donating, through our department office, to this worthy cause.

Let's talk about Fall Conference October 23-25, 2025, in St Cloud!

Thursday night there will be a one-hour learning opportunity. There is a flyer in this unit mailing on the short, but informative, presentation. The Fall conference program will have a slight new look this year. Department chairmen have been busy working on fall conference presentation and trifolds with information not covered in their presentations. There will be a few fun surprises too! We will have the Northwestern Division National Vice President Shareen Johnson, Department of Wyoming, visiting the conference.



There will be a Poppy Making Contest again this year between sister districts on Friday night. What an opportunity to volunteer and give back! We are asking all the American Legion Family to come over on Friday night to help. There is a continued poppy shortage. Poppy distribution helps with donating funds back to our veterans.

The American Legion Family Service Project this year will be for the St. Cloud Standdown and there is a flyer included in the unit mailing. We will be collecting new (not used) men's and women's underwear, men's and women's socks, men's and women's winter jackets, hats, scarves and gloves, full size toiletries including body wash, deodorants, razors, lotions, brushes/combs, women's tampons, and sanitary pads (light/medium). Items can be dropped off starting Thursday to Saturday morning at 9am.

I am looking forward to meeting the members of our department. If you have an upcoming event, you would like me to attend, please refer to the Department Presidents Visit Request form on the Department website. I am willing to work at an event you have planned or attend a unit meeting or event with your family.

See you at the American Legion Family Fall Conference!

2025-2026 American Legion Auxiliary Department of Minnesota President's Project



Honor Flight Network is a national nonprofit organization with independent hubs working together to achieve the Honor Flight mission.

The Honor Flight Mission

To celebrate America's veterans by inviting them to share in a day of honor at our nation's memorials.

The Honor Flight Vision

A nation where all of America's veterans experience the honor, gratitude, and community of support they deserve.

In 2021, the American Legion Auxiliary National Headquarters entered a formal partnership with Honor Flight Inc. to support their mission to celebrate America's veterans by inviting them to share in a day of honor at our nation's memorials by enabling our units and departments to directly donate funds generated from the distribution of our poppy — the symbol of the sacrifice of service made by our veterans, military, and their families.

Participation in an Honor Flight trip gives veterans the opportunity to share this momentous occasion with other comrades, remember the fallen, and share their stories and experiences with other veterans. Honored veterans always travel free of charge, thanks to generous donations.

While initially focused solely on America's World War II era veterans, Honor Flight Network has expanded its mission to include those who served during the Korean War and the Vietnam War eras. The Honor Flight TLC program also honors veterans of any service era who are critically ill.

20 years in operation

- ♥ Over 128 hubs across the country form Honor Flight Network.
- ♥ As of July 4th – 317,128 veterans honored since 2005
- ♥ As of July 4th - 46,380 veterans on waiting list
- ♥ 501(c)(3) nonprofit organization

Minnesota

- ♥ 87 counties with 295,703 Minnesota veterans
- ♥ 6 hubs that support Minnesota counties
- ♥ Lone Eagle - program of Honor Flight that serves veterans not served by a hub

Goal to raise \$35,000 to split evenly between the 7 so that each gets \$5,000

FREEDOM HONOR FLIGHT, INC.

Home City: La Crosse

Departing Airport: La Crosse Regional Airport (LSE)

Minnesota counties: Houston, Wabasha, and Winona

HONOR FLIGHT NORTHLAND

Home City: Duluth

Departing Airport: Duluth International Airport (DLH)

Minnesota counties: Koochiching, Itaska, Aitkin, St Louis, Carlton, Pine, Lake, and Cook

HONOR FLIGHT TWIN CITIES

Home City: Minneapolis/Saint Paul

Departing Airport: Minneapolis/ St Paul MN Airport (MSP)

Minnesota counties: Anoka, Benton, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Rice, Scott, Sherburne, Washington, and Wright.

MIDWEST HONOR FLIGHT

Home City: Sioux Falls, SD

Departing Airport: Sioux Falls Regional Airport (FSD)

Minnesota counties: Lincoln, Lyon, Redwood, Pipestone, Murray, Cottonwood, Rock, Nobles, Jackson

NORTH STAR HONOR FLIGHT

Home City: Adams, MN

Departing Airport: Rochester International Airport (RST)

Minnesota counties: Blue Earth, Dodge, Faribault, Fillmore, Freeborn, Mower, Olmsted, Steele, and Waseca

VETERANS HONOR FLIGHT OF ND/MN

Home City: Fargo

Departing Airport: Hector International Airport (FAR)

Minnesota counties: Kittson, Roseau, Marshall, Beltrami, Polk, Red Lake, Pennington, Clearwater, Norman, Mahnommen, Hubbard, Clay, Becker, Wilkin, Ottertail, Douglas, Grant, Traverse, Stevens, Swift, Big Stone, Pope, Todd, and Wadena

LONE EAGLE

Program of Honor Flight that serves veterans not served by a hub.

Departing Airport: Closest to Veteran

Minnesota counties: Brown, Cass, Chippewa, Crow Wing, Goodhue, Kanabec, Kandiyohi, Lac qui Parle, Lake of the Woods, Lesuer, McLeod, Martin, Meeker, Mille Lacs, Morrison, Nicollet, Renville, Sibley, Stearns, Watonwan, and Yellow Medicine.

2025-2026 Request for Department President's Visit

Please complete all information and return it to:

American Legion Auxiliary - Department of Minnesota

State Veterans Service Building - 20 West 12th Street #314 - St. Paul, MN 55155

Email: christie@mnala.org

Unit Name and Number _____

Unit Secretary _____

1st Choice

Name of Event _____

Date of Event _____

Time of Event: Social _____

Lunch/Dinner _____

Meeting _____

Event Location _____

Complete Address of Event _____

Contact Name & Phone Number _____

Contact Email Address _____

Indicate all who will be in attendance:

Auxiliary _____

Legion _____

Juniors _____

SAL _____

Public _____

Estimated in Attendance _____

Is a guest allowed? _____

Expectations of President

Bring brief greetings _____

Main speaker _____

Other (explain) _____

2nd Choice

Name of Event _____

Date of Event _____

Time of Event: Social _____

Lunch/Dinner _____

Event Location _____

Complete Address of Event _____

Contact Name & Phone Number _____

Contact Email Address _____

Indicate all who will be in attendance:

Auxiliary _____

Legion _____

Juniors _____

SAL _____

Public _____

Estimated in Attendance _____

Is a guest allowed? _____

Expectations of President

Bring brief greetings _____

Main speaker _____

Other (explain) _____

President Robin Dorf would love to visit and participate in your unit events - it doesn't matter what they are.

Don't hesitate to request her to attend one of your activities, programs or unit meetings.

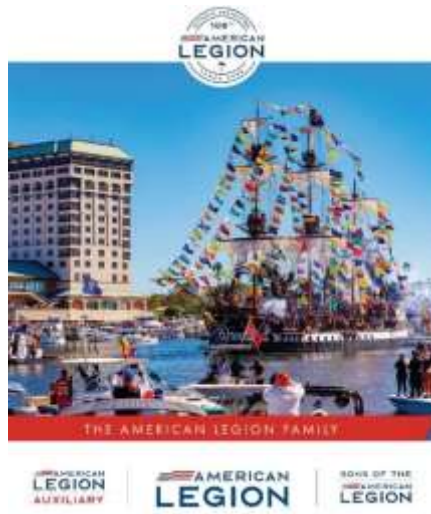


DEPARTMENT PRESIDENT'S VISITS HELPFUL HINTS 2025-2026

1. The Department President will be in the field whenever and wherever she can.
 - a. Robin has dedicated this year to serving the American Legion Auxiliary as Department President. It is suggested the Units/Districts invite the Department President as soon as they have established a function date.
2. She must be invited to attend.
 - a. Invitations are to be in writing and sent to the Department office (not her home).
 - 1) Please, no oral invitations. You might mention something to her, but then it must be followed up by a written invitation.
 - 2) It is not officially on her calendar until you receive a written response or email back from the Department Secretary.
 - b. Invitations are on a first-come-first-served basis, usually
 - 1) District Mid-Winters, Testimonials, District Conventions, and District Membership Rallies are some exceptions. She would like to see the dates for all the District Rallies, Mid-Winters, and the District Testimonials, etc. so that she can plan her schedule to include as many of them as possible.
 - c. Pick out the most important event of your Unit to invite her to, but make certain it is something she can participate in, not just eat and leave.
3. Due to driving miles and miles, she would appreciate it if Units could get together (like some already do) and invite her to a joint function.
 - a. Invite outside groups to your meeting so Robin can meet them and share the message of The American Legion Auxiliary
 - 1) You can make arrangements for Robin to speak to an outside group when she is in your community, such as the Chamber of Commerce, the Lions, The Moose, The Elks, etc.
4. Robin prefers working meetings or something that she can get involved with and be helpful with.
 - a. Unit and District meetings, Unit and District activities.
 - b. She wants to contribute in a meaningful way.
 - c. **Always** give her time on the program for her to bring a message.
5. Helpful items that should be included in an invitation:
 - a. Time
 - b. Place
 - c. Type of event
 - d. Who will be there? Is it a joint function with the Legion or is it Auxiliary only?
 - 1) Will there be any other special visitors present?
 - e. Where - an address/street name (even a rough sketch of a map is helpful)
 - 1) A telephone number of where she is going and/or contact person.
 - f. What you expect of her when she is there.
 - 1) Is she to give the main speech? Is it for greetings only?
Who else is on the program?
 - 2) Approximately how long will she have to speak?
 - g. Type of dress (casual, slacks, business, etc)
 - h. Let her know if a guest of the President's is welcome to attend.

6. If Robin is alone, please have an escort to her car when she leaves a function.
7. Do NOT read her Press Release when introducing her.
 - a. She should be introduced as the/our Department President, Robin Dorf
Remember, the more important the person, the shorter the introduction
 - b. Press Release is for the media
8. Motel Reservations
 - a. If Robin determines she needs motel reservations, she will make her own as she can then plan her itinerary accordingly. She may decide to drive part way to the next function (or home).
 - 1) We might ask for the name/address/phone number of a motel in the area, in case she decides to stay over.
 - 2) A Super 8, Econ-o-Lodge, etc. would be just fine. (Comfortable and clean is all she asks for.)
 - b. Robin would prefer to stay in a motel rather than someone's home.
 - 1) Needs to relax and put her feet up
 - 2) She may have to catch up on some work and needs time to do so.
 - c. Costs for her motel accommodations are not a responsibility of the Unit or District
 - 1) The Department President does receive travel funds from the Department
 - 2) If the Unit/District wishes to pick up the tab, that is their choice, but it is not an obligation.
 - d. Some Units have told us that they can't afford to have the Department President visit them, due to motel costs, etc. Please advise them that they are not responsible or obligated for such.
9. Courtesies:
 - a. No Unit or District is responsible for any traveling expenses for the Department President.
 - b. Dinner tickets, drinks, etc. should be offered to her - and her traveling companion - as a courtesy.
10. Hostess:
 - a. If someone is going to meet her someplace, please indicate the name of the person and when/where they will meet her.
 - b. Upon her arrival, if not already covered in the invitation, be certain to let the President know where she is going to sit.
 - 1) Give her any last-minute information she might need so that she is prepared for the evening
 - a. Do not ask the President (or any Department guests) for a donation to one of your projects or to purchase a raffle ticket, etc. Remember, she is out in the field a great deal of the time, and it all adds up.
 - c. Provide someone to be her hostess for the evening.
 - 1) Don't have them stick to her like glue.
 - 2) This would be someone the President could turn to if she had a question, etc.
 - 3) If she has a traveling companion, it would be a nice gesture to introduce him/her to others in attendance

If you have any questions about inviting the Department President to a function, please feel free to contact the Department office.



2025 National American Legion Auxiliary Convention

President Robin asked members who attended national convention to answer one of three questions about national convention. Sharing with our members is so important. If you have questions reach out to our MN delegates, alternates, and guests who attended.

What is a highlight of convention that you would like to share?

Judy Ackerman, Past Department President: My highlight this year was representing the Department of Minnesota on stage (Monday morning) to receive acknowledgement of the Merit Medallion Award. Thank you to every member, unit and membership chairman (unit and District) who worked to achieve the big hurdle of 85% of our membership goal by March 15th. It was an honor and privilege to represent Minnesota.

Tami Paul, 2025 MN Unit Member of the Year and first time attendee: One of the best parts of the convention was connecting with members from different states and districts. Hearing about the work they're doing for youth and veterans really inspired me and sparked a bunch of new ideas for how my unit and I can better support our community. Plus, I made some great new friends—people I never would've met otherwise!

Robin Dorf, Department President: My highlight this year was being installed by National President Pam Ray as the American Legion Auxiliary Department of MN President. This was the moment it truly became real for me. Also glad I was up there away from people where I could shed my happy tears.

What would you say to a member who is thinking of attending their first national convention to encourage them?

From Sandy Gibson, Fourth District ALA President: would tell them that they would learn a lot especially what other Units and Districts from other States are doing for each program. They would meet and make wonderful friends that would last a life time from other states. I have learned from meeting those friends how to communicate and work together how to improve and learn to better the American Legion Auxiliary and all the programs that we do for our Veterans.

From Carol Kottom, Past Department President: First, if you are considering going, then you are showing an interest. That's important - and you should definitely attend. I'm not a lover of breakout sessions. But, this year I attended the "Clarifying Department Roles & Responsibilities: Resolving Issues Before Escalating". The subject of the breakout drew my attention. Chris Dickey, the National Parliamentarian, presented. I chose that session because I have dealt with Chris before, and, as usual she impressed me to no end.

I encourage you to not only attend the convention, but to take the time to attend the breakout sessions. It was a great way for me to practice what I preach - "learn something, even if it is a "tiny" something, every day. The National Convention offers a lot of opportunity to learn about our organization. And, you it is an opportunity to meet a lot of members from all over the country.

Judy Ackerman, Past Department President: Please go. I still remember my very first National Convention that I attended. It is so fun to meet people from across the country with the same mission in mind. You can learn new things about our programs and what other units and departments do to support our veterans, military and their families.

Tami Paul, 2025 MN Unit Member of the Year and first time attendee: If you're considering attending your first national convention, go for it! My only regret was not going sooner. It can feel overwhelming at first, but you'll be surrounded by people who are happy to answer your questions and help you find your way. Honestly, there's no such thing as a dumb question—I asked plenty during my first convention this year, and it only helped me understand the Auxiliary even more. You'll be glad you took the leap! See ya in Louisville next year!

When returning from national convention do you feel rejuvenated to start working our mission?

Judy Ackerman, Past Department President: Absolutely. It gives me a renewed spirit and energy for our mission.

Tami Paul, 2025 MN Unit Member of the Year and first time attendee: Coming back from convention, I feel genuinely energized and full of fresh ideas. I'm excited to bring that energy to our unit and help us break out of our usual routine. I really believe we can make meaningful progress for our veterans, as well as the children and youth in our community.

Robin Dorf, Department President: Every year I go to national convention I come home ready to start a new year. I love all of the new ideas from other departments and being with other auxiliary members who serve our same mission. The big reason I wanted to try and get some members who attended to share their experiences is to help other members see why we are so excited when we return home.

Linda Kelly, Department First Vice President: I came back "rejuvenated" for sure. I'm a note taker and I made several notes for things I'd like to take back to my unit and a few notes for me, personally. There is always so much information available and it doesn't all come from the presenters on stage - our fellow members are so willing to share their success stories

2025 Fall Conference – Registration and Special Guest

Go to mnala.org, all the information you will need to register is at your fingertips. Our Special Guest is **Northwestern Division National Vice President, Shareen Johnson** she from the Department of Wyoming: Don Stough Unit 33. She will be with us all day, on Friday and Saturday.

Fall Conference Program American Legion Auxiliary Rivers Edge Convention Center, St. Cloud, Minnesota October 23-25, 2025

Department Headquarters	Opportunities Suite, Clarke Room
General Sessions	Glen Carlson Exhibit Hall
Silent Auction – AEF	Opportunities Suite, Weidner Room
Thursday Evening Session	Glen Carlson Exhibit Hall
Flag Room	Opportunities Suite – Edelbrock Room

Thursday, October 23

9:00 am	Finance Committee	Board Room
1:00 pm	Executive Committee Meeting	Opportunities Suite, Bell Room
1:00 pm	Registration	Hotel Lobby of the Kelly Inn
3:00 pm	Motivational Speaker	<i>John Kriesel, Iraq War Veteran</i>
Silent Auction items can be taken to the Opportunities Suite – Weidner Room Thursday afternoon. See Joanie Krantz, AEF Chairman or stop in the Department Office.		

Thursday Evening, October 24 Seminar

5:00 pm	Distinguished Guest Dinner	Kelly Inn, Husky Room
7:00 pm – 8:00 pm	Learning Session	Glen Carlson Exhibit Hall

Promoting our Mission by Working our Programs

Friday, October 24 – morning

7:00 am – 5:00 pm	Registration	Hotel Lobby of the Kelly Inn
7:00 am	Rehearsal for processional	Glen Carlson Exhibit Hall
8:00 am	Call To Order and Chairman Presentations	
11:30 am	Recess for Lunch	

Friday, October 24 – afternoon

12:30 pm	Session Reconvenes	Glen Carlson Exhibit Hall
	Chairman Presentations	
	Presentation of Past Department Presidents and Distinguished Guests	

Silent Auction Bidding Closes at 4:00 pm

Friday, October 24

4:00 pm	American Legion Family Hospital Meeting	University B, Kelly Inn
7:00 pm	American Legion Family Gathering/Social	Glen Carlson Exhibit Hall
Poppy Making District Contest - Cash Bar & Light Refreshments Available		

Saturday, October 26

8:30 am	Call to Order and Chairman Presentations	Glen Carlson Exhibit Hall
	2024-2025 National Awards	
	Poppy Contest Winners	
	Auxiliary Emergency Fund Program - Emergency Silent Auction Report	

Membership Payoff - Celebration!

Program subject to change

**American Legion Auxiliary
Department of Minnesota
Fall Conference**

**Thursday, October 23, 2025 ~7-8pm
Glen Carlson Exhibit Hall**

***Have you ever wanted
to change a standing rule?***

Carol Kottom, Constitution and Standing Rules

***Apply for an American Legion Auxiliary
Foundation Grant***

Judy Ackerman, Treasurer/Finance Chairman

Annual Reporting

Robin Dorf, Department President

***Sneak Peek at the New
Department of MN ALA Website***

Christie Avant, Department Secretary



Honor Flight

Nancy Lewison, North Star Honor Flight

Department of Minnesota American Legion Family Service Project at the 2025 Fall Conference



The St. Cloud StandDown assists veterans in Minnesota with resources and needed items free of charge. They provide food, clothing, accessories, footwear, job connections, and housing information and resources for veterans in need, at risk, or homeless. They are staffed by veterans and volunteers who donate their time. The St. Cloud StandDown location consists of multiple operations including the StandDown Warehouse, Lady Veterans Boutique, Clifford Beck Veteran Resource Center, Gentlemen's Quarters Barbershop, and the Frontline Food Pantry.

We will be collecting the following NEW items (no used items):

Men's underwear (boxers or briefs)

Women's underwear

Men's socks – much needed they distributed over 3,000 last year.

Women's socks

Men's thermal wear

Men's winter jackets

Women's winter jackets

Men's winter hats, scarves, and gloves

Women's winter hats, scarves, and gloves

Full size toiletries including body wash, deodorants, razors, lotions, brushes/combs, women's tampons, and sanitary pads (light/medium)

Please bring your items from Thursday, October 23rd to 9am on Saturday October 25th to the Glen Carlson Exhibit Hall where the Auxiliary session will be held.

Let's Fill the Room for Our Veterans!!

American Legion Commander Linda Dvorak

American Legion Auxiliary President Robin Dorf

Sons of the American Legion Commander Jeremy Copher

American Legion Riders Director Duane Mabon

American Legion Auxiliary Honorary Junior President Anastasia Donnelly

THE AMERICAN LEGION FAMILY



ATTENTION:

FALL CONFERENCE SILENT AUCTION

Support the Auxiliary Emergency Fund

Where: River's Edge Convention Center
10 Fourth Ave S St. Cloud, MN 56301

When: Friday, Oct. 23, 2025

Time: Receiving & setting up items from 3 pm to 7 pm. Thursday
Open for bidding, 8 am to 4 pm Friday

Bring new or slightly used items, theme baskets, quilts, patriotic items, jewelry, jams, jellies, baked goods, munchies, pies & etc. \$2
Grab Bags & more.

Also, Units, Districts and Individuals bring your monetary donations.

There will also be a District Challenge, results will be posted on
Saturday morning.

A special Thank You will be given to individuals donating \$50 or
more.

"MEMBERS HELPING MEMBERS"

AEF Chairman, Joanie Krantz





American Red Cross Blood Drive

Hosted at the American Legion Family Fall Conference

When: October 23, 2025

Time: 12:00 PM – 5:00 PM

Where: State Room, Kelly Inn, St. Cloud, MN

Join your Legion community in making a difference this holiday season! Your donation can help save lives and strengthen our spirit of togetherness.

- Every donor helps meet urgent needs in our area.
 - Easy sign-up online or by phone.
- Welcome walk-ins, appointments encouraged!

How to Reserve Your Spot:

Visit redcross.org and enter “Legion Conference” or zip code “56301”.

Or call 866-236-3276 to talk Schedule your appointment or 651-470-7431 with Terry Larson to reserve by phone.

Start a new tradition, serve others and help save lives!

Department of Minnesota
October 2025 Unit Mailing
Endorsements Department Officers



Linda Kelly endorsed for 2026-2027 Department ALA President

Linda Kelly has been endorsed by Unit 184 of Pine Island for President of the Department of Minnesota, for the year 2026-2027. Linda has been a member for 27 years and is an active member of her unit. She is eligible through the service of two brothers, Stanley and Melroy Kundert. Linda started her auxiliary service as a member of her unit's Executive Committee and worked her way up to President for two terms. She is currently the Chaplain for her unit. She participates in many of the activities that her unit does. She has been active in many programs with their local schools to encourage Americanism, starting with flags being given to

kindergartens that have learned our Pledge of Allegiance. She feels that it is important to educate our youth about patriotism and encourage pride in our country.

Linda started her 3rd District service as a member of the Executive Committee and worked her way up to President. 3rd District Presidents can only serve one year, but due to the Pandemic, Linda served two years. She has also served as Chairman of Membership, Children and Youth, Education, Girls State, Leadership, Public Relations, Community Service, Poppy, and is currently the Public Relations Chairman. She will also be the Past President parley chairman.

Linda has served as Department Chairman for Membership, Poppy, Girls State, Legislation, and is the current VA&R Chairman. She enjoys attending district, department and National events and encourages all members to consider attending – there is so much to learn.

Linda worked for 52 years in Pine Island and retired a few years ago. She has two daughters, Jennie and Sarah, and one grandson, Miles.

Pine Island Unit 184 proudly endorses Linda for the position of President, Department of Minnesota, for the 2026-2027 year.



Jody Hassing endorsed for 2026-2027 Department ALA 1st Vice President

10th District Past President's Parley and Bloomington Unit 550 proudly endorses Jody Hassing for the American Legion Auxiliary Department of Minnesota 1st Vice President for 2026-2027.

Jody has been an active member of Bloomington Unit 550 for 18 years. She is currently serving as Unit President. She is eligible for membership through her husband, Paul Hassing, Past American Legion Department of Minnesota Commander, retired with 32 years of service in the Army Reserve.

On the Unit level, Jody has served in many positions including President for several terms, membership chairman, sunshine chairman, 1st/2nd Vice

President, and several committees. At the District level, Jody has served as Servicemen Center chairman, Poppy Chairman, National Security Chairman, Membership Chairman, Executive Committee, and District Treasurer for several years. She also served as 2nd Vice President, 1st Vice President, and 10th District President 2017-2018. She is currently serving on the Finance Committee for the 10th District. Jody has served at the Department level as Secretary, Finance Committee member for four years, and Finance Chairman 2023-2024. Jody is currently serving as Department 2nd Vice President and Legislation Chairman.

In addition, she is currently active with the American Legion Riders at the Department, District, and Chapter levels. Jody was Chairman of the Legacy Run for 4 years and is the current Chairman of the Fund 85 Run.

Jody is married to Paul Hassing. They have 5 children, and 10 grandchildren all are members of the American Legion family. She has been employed by Blue Cross Blue Shield of Minnesota for 16 years and is a Principal Business Analyst in Medical Management.



Cavlene Regan endorsed for 2026-2027 Department ALA 2nd Vice President

Cavlene Regan has been endorsed for the position of 2nd Vice President of the American Legion Auxiliary Department of Minnesota. Throughout her tenure with our organization, Cavlene has demonstrated exceptional dedication, leadership, and commitment to our mission and values.

Cavlene Regan is eligible for membership through her father, Lee Goodyear, who served as a Master Sergeant in the Korean War and World War II. Additionally, her grandfather also served in World War I and the Korean War Boxer War. This legacy of service and dedication to our country is a testament to her commitment to the values and mission of the American Legion Auxiliary Department of Minnesota.

As a mother of three children, six grandchildren, and four great-grandchildren, Cavlene Regan is a proud PUFL (Paid Up For Life) member and a relatively young auxiliary member in years.

Her passion for the American Legion Family's mission to support our veterans, their families, and our community is truly inspiring. Over the past twelve years, she has been actively involved at the Unit, District, and Department levels, serving as chairman, executive committee member, vice president, and president. For the last three years, she has served on the department finance committee.

Cavlene has been instrumental in the success of our Unit's programs and initiatives. She has been invaluable to our Unit and will continue to be as she looks to serve the Department as 2nd Vice President.

Forest Lake Unit #225 wholeheartedly supports Cavlene Regan's candidacy and believes her continued involvement in this great organization will greatly benefit the American Legion Auxiliary Department of Minnesota.



Hope Wilson endorsed for 2026-2027 Department ALA 2nd Vice President

We are proud to announce that Hope Wilson has been officially endorsed for the position of 2nd Vice President of the American Legion Auxiliary by Unit 278 Brandon and the 7th District Executive Committee.

Hope has consistently demonstrated unwavering commitment to the mission of the Auxiliary—honoring and supporting veterans, military families, and our communities. She is eligible for membership through her husband, Carl Wilson, Past District 7 Commander and current 7th District Commander At-Large, reflecting her deep personal and family connection to the American Legion.

Hope and Carl have been married for 10 years and share a beautiful, blended family of four children—three sons and a daughter. They are proud grandparents to three grandchildren in North Dakota and have also welcomed two self-appointed grandsons in Oklahoma, who are close to their hearts. Hope devotes herself full-time to what she loves most: her husband Carl, their 7th District Junior Shooting Club, and the American Legion Auxiliary.

Throughout her Auxiliary service, Hope has held numerous leadership roles at every level of the organization. Her experience includes Unit Co-President, Unit President, Membership Chairman, and Girls State Chairman. At the District level, she has served as 1st and 2nd Vice President, District President, Legislative Chairman, Membership Chairman, and Parliamentarian. At the Department level, Hope served as Past Department Membership Chairman and is currently Department Poppy Chairman for 2025–2026.

Her tireless work to grow membership, mentor future leaders, and elevate youth-focused programs such as Girls State and the Junior Shooting Program has left a lasting impact across the organization.

As 2nd Vice President, Hope Wilson will bring experience, heart, and a forward-thinking vision to the Auxiliary's leadership team. Her loyalty, integrity, and passion for service make her the ideal candidate to help lead our organization into a bright and purposeful future.

Please join Unit 278 Brandon and the 7th District Executive Committee in proudly endorsing Hope Wilson for American Legion Auxiliary 2nd Vice President. We are confident she will serve with honor and distinction.



Department of Minnesota October 2025 Unit Mailing Endorsements for NEC & Alternate NEC



Mary Kuperus endorsed for 2026-2028 Department of Minnesota National Executive Committee

American Legion Auxiliary New London Unit 537, 7th District Executive Committee, and the 7th District Past Presidents Parley proudly endorse Mary Kuperus for the Department of Minnesota National Executive Committee Member for the years 2026-2028.

Kuperus is a 41-year PUFL member of Unit 537 New London. She is eligible through her late Father Earl, a WWII Veteran and her husband Bill, a Desert Storm Veteran.

She has been Unit 537 President two times and has held many chairmanships. She is currently the Membership Chairman. On the District level, she is currently the District President for the second time. She has held many chairmanships also in the District.

On the Department level, Kuperus has been the 1st and 2nd Vice President. She served as the Department of Minnesota President in 2022-2023. She has been the Department Chairman for the Americanism, National Security, Children & Youth, Community Service, Junior Activities, Poppy, Membership, ALA Minnesota Girls State, Leadership, and VA&R programs. Kuperus is currently as the Leadership Chairman.

In the Northwestern Division, Kuperus has been chairman for Junior Activities, Poppy, and is currently serving as the National Northwestern Division Education Chairman. She has attended 7 National Conventions and 7 National Mission Training workshops.

Kuperus is a board member of the New London to New Brighton Antique Car Run, serving as the Registration Director. She enjoys camping and spending time with her grandchildren.

Mary and her husband, Bill, have been married for 51 years. They have three adult children, one son-in-law, and seven grandchildren. Most are members of the American Legion Family. Kuperus retired after 29 years as a Tile I Paraprofessional at the elementary school in New London.



Patti Coleman endorsed for 2026-2028 Department of Minnesota Alternate National Executive Committee

Lino Lakes American Legion Auxiliary Unit #566, and the 10th District Past Presidents Parley proudly endorse Patti Coleman for the office of Alternate National Executive Committee member representing MN for 2026-2028.

Patti is a 58-year member of the American Legion Auxiliary and was gifted an Honorary Life Membership in 2001. She is eligible for membership through the service of her late father, Gerald J. Coleman, a US Navy veteran 1951-1953. Patti is married to Larry Woods Sr., who served 11 years in the US Air

Force 1973-1984.

Patti has served our Unit in most capacities. She was an active Junior Auxiliary member and graduated to senior membership in 1983. She has held most chairmanships and held all the offices in our Unit, many times. Her first term as Unit President was 1991-1992. Patti is currently serving as Membership Chairman and is on the Executive Committee.

Patti is a valued mentor of Unit #566 helping to recruit, welcome, and teach our new members about the American Legion Auxiliary and our programs.

In the 10th District, Patti has been the chairman of Public Relations, National Security, Girls State, Children & Youth, Membership, Finance, Past Presidents Parley, Leadership-4 terms, Standing Rules, Junior Activities and History. Patti carried on the legacy of her parents, by organizing the 10th District Snowmobile Rally for over 25 years.

Patti was elected to serve as the 10th District President in 2000-2001. She also served as 10th District 1st Vice President, 2nd Vice President and on the 10th District Executive Committee. She has served as the District Historian, District Parliamentarian three times and the Advisor to the District President four times.

For the Department of Minnesota, Patti volunteered as a staff member at ALA MN Girls State for 29 sessions, starting in 1986. She has been a Dept. Color Bearer, ALA MN Girls State Director five times, the Convention Resolutions Chairman twice, the Convention Sgt. At Arms, Gift Shop Committee member, Audit Committee member, ALA MN Girls State Education Director twice, and ALA MN Girls State Committee Member. Patti served on the 100th Anniversary Committee for the Minnesota American Legion Auxiliary. She is currently serving on the Department Finance Committee.

Patti has been the Dept. Community Service Chairman, Junior Activities Chairman, ALA MN Girls State Chairman, Veterans Affairs and Rehabilitation Chairman, Legislative Chairman and Historian. She served as Dept. Second Vice President for 2018-2019, the Dept. First Vice President in the extended year 2019-2021, and Department President in 2021-2022.

Patti started attending Department Fall Conferences and Department Conventions as a child and has continued her attendance throughout her years of membership. She has attended 14 National Conventions, 3 Region Six Conferences, 4 ALA Girls State Conferences and 5 Northwest Division Mission Training Meetings. Patti is a certified Leadership Instructor for the American Legion Auxiliary.

For the National organization, Patti has served as the Northwestern Division Chairman of Junior Activities, Children & Youth and is now on the ALA Girls Nation Committee.

Patti and Larry have one daughter, Kiana, who is a Past Dept. of MN Honorary Junior President and Past Honorary National Northwestern Division Vice President. Her deceased mother, Pat Coleman, was 10th District President in 1983-1984.

Patti is employed by Antea USA, Inc. as an Accounting Specialist. She belongs to Cabane 390 of the 40 et 8 and VFW Auxiliary #425 in Hopkins, MN.

The members of Lino Lakes Unit #566 are very confident in Patti's knowledge of the ALA and her leadership abilities. We are proud to endorse her for Alternate National Executive Committee member representing MN for 2026-2028.



Department of Minnesota
October 2025 Unit Mailing
Americanism Chairman, Tamara Thayer
tlthayer@gmail.com

This is an exciting year celebrating America's 250th birthday. What a great opportunity for us to get in the classrooms and speak about our 250 years of history, 250 years of Americanism. You have a chance to offer programs to youth and the community about Americanism, pride in our flag, flag etiquette, what patriotism means to you, and many other topics. This is an opportunity to invite a veteran into the classroom with you as a guest speaker. Please share what ideas your unit is doing to promote Americanism as we celebrate this milestone birthday.

I've already met last week with our superintendent, principal, and guidance counselor, on all the ways the American Legion Auxiliary has taught Americanism and been involved with our local schools in a variety of ways in the past in hopes to continue the connection. A post member, our Education Program Chair, and I as my units Americanism Chair were part of this meeting to kick off the year with cooperation. I suggest you get into your local schools now too, so they know who the Americanism chair is to contact. This is when you can set up a date to teach the Pledge of Allegiance to the youth and hand out American Flags. It isn't too early to hand out the Americanism essay contest forms because the classrooms can add them to their sub folders or plan this essay topic discussion and classroom writing assignment for a rainy day anytime between now and next March when they are due. Arrange now in the Fall with the Art Teacher plans to have the students draw flags and make cards to send to the veterans throughout the year. We offer to buy the supplies.

The Americanism Essay contest this year is "Celebrating America's 250th Birthday and the Veterans who Fought for Our Freedom." The contest is for students in grades 3 -12, including students with special needs, divided into six classes. DUE DATE to Dept. is March 26th, 2026, as that gives Dept one week to judge them and mail the winners to national on time. As you advertise this contest in local schools, please include the home school children, and private and charter schools. There will be prizes for the first 3 places in each of the 6 categories.

Rules for the essay contest:

1. Typed or neatly written conforming to the word requirement for class
2. Entry must include the signed cover sheet
3. Entry due to Department Americanism Chair NO Later than March 26th, 2026.
4. Essays are disqualified if they are unsigned, do not have a cover sheet, or received after the due date.

Americanism is showing our love for our Country and our veterans, please share your ideas.



AMERICANISM ESSAY CONTEST 2026 Cover Sheet

The American Legion Auxiliary's Americanism Essay Contest is for students in grades 3-12, including students with special needs, divided into six classes. One award in each class will be presented in each division. Winners will receive a \$50 check and a \$50 donation in the student's name will be made to the Spirit of Youth Scholarship fund.

Essay Title:

"Celebrating America's 250th Birthday and the Veterans who Fought for Our Freedom."

Essay Classes:

Class	Grade Level	Word Requirement*
I	3 and 4	150-250
II	5 and 6	250-300
III	7 and 8	350-400
IV	9 and 10	450-500
V	11 and 12	450-500
VI	Students with special needs.	Word count should correspond with student's grade level.

THE DECISION OF THE JUDGES SHALL BE FINAL.

Essay Checklist:

- ☐ Class competing in _____
- ☐ Sponsoring ALA unit _____
- ☐ Typed or neatly written essay conforming to the word requirement for class
- ☐ Completed essay coversheet as first page of essay
- ☐ Word count of essay _____
- ☐ Due date for student to return to ALA unit _____

To be completed by the student and parent/guardian:

*** Please write legibly in ink.**

Student Name: _____

Parent/Guardian Name: _____

Address (Street, City, State, Zip): _____

Student or Parent/Guardian E-mail Address: _____

Phone: _____

Parent/Guardian Name and Signature: _____

School Name: _____

Teacher Name: _____

School City/State: _____

Auxiliary Use Only (Must be completed for entry to be considered.):

Sponsoring Unit Name/Number: _____

Signature of Unit Americanism Chairman: _____

Unit winner due to Department on: March 26, 2026 Department: Minnesota

Signature of Department Chairman: Tamara Thayer, Americanism Dept Chair

Department winner due to National Americanism Division Chairman by April 15, 2026



CHAPLAIN/MEMORIAL

Marsha Bible – Department Chaplain
5602 West Oakes Drive – St. Cloud, MN 56303
(320) 492-8977 marsha.bible@gmail.com

OCTOBER 2025

Inspirational Reflections

DREAMS COME TRUE by Helen Steiner Rice

Often your task will be many, and more than you think you can do...
Often the road will be rugged and the hills insurmountable, too...
Always remember, the hills ahead are never as steep as they seem,
And with FAITH in your heart start upward and climb till you reach your dream,
Nothing in life that is worthy is ever too hard to achieve
If you have the courage to try it; If you have the FAITH to believe...
FAITH is a force that is greater than knowledge or power or skill
And many defeats turn to triumph if you trust in GOD's wisdom and will,
Faith is a mover of mountains, there's nothing that God cannot do,
So start out today with Faith in your heart and "Climb Till Your Dreams Come True"

Submitted by Douglas Bible
Past National Commander, Sons of The American Legion 1986-1987

THE PEACE PRAYER OF ST. FRANCIS

Lord, make me an instrument of your peace;
Where there is hatred, let me sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
And where there is sadness, joy.

O Divine Master, grant that I may not so much seek to be consoled as to console;
To be understood, as to understand;
To be loved, as to love;
For it is in giving that we receive,
It is in pardoning that we are pardoned,
And it is in dying that we are born to Eternal Life.
Amen.

Honoring Our Deceased Members: The Draping of the Charter Ceremony

One of the most beautiful traditions held by our Auxiliary is the Draping of the Charter, a meaningful way to honor members who have passed away. In our unit, this ceremony is observed quarterly. When a member dies, we send their family a card and a cash memorial as a tribute and an invitation to the ceremony. The family is invited to attend this portion of the meeting, which typically takes place immediately after the Unit meeting opens.

Following the ceremony, the family members are introduced and given an opportunity to speak if they wish. This moment holds deep significance not only for our members but also for the families, as it demonstrates that their loved one was an important part of our unit and will be missed. We encourage units that do not currently practice Draping the Charter to consider adopting this tradition. Often, the member being honored was dedicated and responsible for paying their dues, supporting the Auxiliary throughout their membership.

Ceremony Script

The ceremony is conducted by the President and the Unit Chaplain. The charter is displayed with a black crepe, ready to be placed as a mark of remembrance.

President: We have assembled here at the call of our maker who has taken from us one of our beloved members. We have come to give, by simple token, official expression of the grief of the _____ American Legion Auxiliary Unit # _____. Let us bow our heads in prayer.

Chaplain: We give Thee thanks for the good example of all thy servants who, having finished their course in faith, so now rest from their labors. Help us to know that we shall be remembered for what we have done for others, not what others have done for us. Each of us exerts an influence upon those with whom we come in contact. As we go along the years, a single act of advice, encouragement, or caution may decide a question of usefulness and happiness for another. O God whose presence is everywhere and whose mercy never fails, we magnify Thee for Thy gifts, especially for the promise of the peace which passes all understanding. We commit ourselves to Thee in your trust. Amen.

President: We stand before the document which gives our unit life and being. Under its authority, years of devoted service were given by ____insert member names____. They contributed greatly to its significance. Their service is ended but the results of their loyal effort will go on and on for our American Legion Auxiliary and for God and the Country which the Auxiliary serves.

It is therefore fitting that about our charter we should drape this crepe of black, an expression of sorrow that is in our hearts and of the mourning of ____insert unit name and unit number____ American Legion Auxiliary over its great loss. (Drape the charter.)

Now we ask God's blessing for our departed friend and co-worker, then go silently to carry forward the task to which she was giving so much, when called away.

Chaplain: (This may be substituted with any reading)

When I am gone, release me. Let me go. I have so many things to see and do. You must not tie yourself to me with tears. Be happy that I had so many years. I gave you my love. You can only guess how much you gave me in happiness. I thank you for the love you each have shown, but now it's time I travel on alone. And then, when you must come this way alone – I'll greet you with a smile and say "Welcome Home". Amen.



Department of Minnesota
October 2025 Unit Mailing
Community Service Chairman,
Tamara Martin
tamaramartin@gmail.com

Community Service Objectives & Action Steps

As we move into fall, our Community Service Program turns focus from awareness to action. September was about introducing the program—October is about rolling up our sleeves and getting started!

Objectives in Action

Our goals are more than words on paper—they are a call to service. Here's how our Unit can begin putting them into motion:

1. Engage Every Member
 - Encourage each member to take part in at least one project this year. Even one hour makes a difference!
2. National Days of Service
 - Begin planning for Veterans Day (November 11th)—consider activities like:
 - Delivering thank-you cards to veterans at nursing homes or VA facilities.
 - Partnering with schools or youth groups for a veterans recognition event.
3. Support for Military Families
 - Start identifying local Blue Star Families and ways to support them.
 - Prepare for a winter drive (coats, food, or hygiene supplies) to assist military and veteran families in need.
4. Community Partnerships
 - Reach out to local schools, churches, and civic organizations about collaborating on holiday service projects.
5. Youth Involvement
 - Invite Junior members or local youth to assist in simple but meaningful activities—such as helping assemble care packages or writing letters to veterans.

Looking Ahead

- In January, we will participate in the Martin Luther King Jr. Day of Service.
- In April, we will prepare for our first American Legion Family Day, observed annually on the last Saturday of April.

Your Role

Every member has something unique to contribute—an idea, a skill, or even a smile to brighten someone's day. Together, our small acts create big change.

Thank you for helping us carry out the mission of Service Not Self.

In service and gratitude,
Tamara Martin
Community Service Chair



Department of Minnesota
October 2025 Unit Mailing
Education Chairman, Cari Lamb
crlamb74@gmail.com

The Education Program promotes the American Legion Auxiliary's role in providing quality education for children and adults through classroom activities, literacy programs, scholarship promotion and support of education beyond high school, with special emphasis on children of veterans and service members.

There are many ways that we can support the children of our Veterans.

Let's start with American Legion and American Legion Auxiliary Scholarships.

National Scholarships snapshot: www.alaforveterans.org/scholarships for applications.

All American Legion Auxiliary scholarships should be submitted by March 1st to a local American Legion Auxiliary Unit, the application must be signed by the Unit President.

1. Spirit of Youth Scholarship for Junior Members

- a. One (1) Junior member in each of the five (5) divisions will receive \$5,000 scholarship.
- b. Applicant must have been a Junior member for the past three (3) years and hold a current membership card and must continue their membership in the American Legion Auxiliary during scholarship period.
- c. Must be in their senior year of high school. This is a scholarship to attend an accredited institution of higher education. They must be of good character and have grades that meet the entrance requirements at the institution of their choice and must have at least a 3.0 GPA using a 4.0 scale.
- d. Application must be received by the Local American Legion Auxiliary Unit President on or before March 1st, 2025.
- e. The Decision of the Judges Shall Be Final.

2. The Non-Traditional Student Scholarship

- a. One (1) scholarship in the amount of \$2,000 will be awarded in each of the five (5) divisions.
- b. Applicants must be:
 - i. A current member of the American Legion, American Legion Auxiliary or Sons of The American Legion, must have held membership for two (2) preceding years and for the current (2025) membership year.
 - ii. A Non-Traditional student returning to the classroom after some period in which their formal education was interrupted, or a student beginning their education at a later point in life.
- c. American Legion Auxiliary Spirit of Youth Scholarship recipients are not eligible.
- d. Application must be received by the Local American Legion Auxiliary Unit President on or before March 1st, 2025.
- e. The Decision of the Judges Shall Be Final.

3. Junior Member Loyalty Scholarship

- a. Two (2) scholarships of \$2,500 each will be awarded in each of the five (5) divisions.
- b. Candidates for this award shall have been a Junior member and held membership in the American Legion Auxiliary for the past three (3) consecutive years (2022, 2023 and 2024) and be a paid member for the current year (2025). They must continue their membership during the scholarship period.
- c. This scholarship is intended for the traditional college student with no interruption in education, who is at least in the first semester of college or technical school but has not yet attained a bachelor's degree.
- d. This is a scholarship to attend an accredited institution of higher education for the completion of a bachelor's degree. Applicants must have completed at least one semester with the grades that meet continuation requirements at the institution of their choice and must have at least a 3.0 GPA using a 4.0 scale.
- e. Previous American Legion Auxiliary national scholarship recipients are welcome to apply.
- f. Applicants must present the completed application, along with the other required material.
- g. Application must be received by the Local American Legion Auxiliary Unit President on or before March 1st, 2025.
- h. The Decision of the Judges Shall Be Final.

4. Department of Minnesota Scholarship

- a. Awarded to deserving sons or daughters, grandsons or granddaughters of a veteran who need financial assistance.
- b. Applicant must resident in the State of Minnesota or a member of the American Legion Auxiliary, the American Legion or Sons of the American Legion.
- c. A high school senior/graduate or college student/graduate, seeking further education with a scholastic record and average of least a "C."
- d. Applications can be found on <http://www.mnala.org/scholarships>.
- e. Application must be received by the Local American Legion Auxiliary Unit President on or before March 1st, 2025.
- f. The Decision of the Judges Shall Be Final.
- g. This scholarship is totally funded by the Department of Minnesota American Legion Auxiliary.

5. Children of Warriors National Presidents Scholarship

- a. Awarded to the children of veterans who served in the armed forces during eligibility dates for the American Legion.
- b. Applicants must be in their senior year of high school.
- c. Three (3) scholarships of \$5,000 will be awarded in each division.
- d. Applicants must complete 50 hours of community service.
- e. Application is due by March 1st, 2025, to national via online submission. You can print forms and rules at www.alaforveterans.org/scholarships/children-of-warriors.com. National office will forward applications to departments.
- f. The decision of Judges shall be final.

6. Department of Minnesota Past Presidents Parley Health Care Scholarship

- a. The Past Presidents Parley Health Care Scholarship has been established to assist needy and deserving students or adults to commence or further their education in any phase of the health care field.
- b. One year \$1,000 scholarship
- c. Applicant must be a member of the American Legion Auxiliary for a minimum of three (3) years and maintain a "C" or better average in school if a student.
- d. Applications must be signed by the Unit President of which you are a member due to Unit President by March 1st, 2025.
- ❖ Unit Must sign all applications. This signature should be done after the applicant has completed the application. It is up to the Unit to verify that all rules have been followed and all requirements are in place.
- ❖ Units are in control of their own scholarships; it is important to publicize your scholarships.
- ❖ More scholarship information can be found on the following websites along with all the instructions that need to be followed.

www.mnala.org/schlarships **www.alaforveterans.org/scholarship**

Veterans in Community Schools is an activity endorsed by The American Legion that brings history to life by connecting military veterans with students in classrooms or at school assemblies in conjunction with history lessons about World War II, The Korean War, The Vietnam War or Operation Enduring Freedom/Operation Iraqi Freedom. The ever-decreasing numbers of healthy veterans from World War II points to the fleeting nature of the opportunity to pass on these important lessons.

Give 10 to Education

This is an easy program and really a lot of fun, so it's my hope that all Units will take part in it. In your mailing you will receive a list of items that the schools/teachers would appreciate for their classrooms. All your Unit has to do is collect 10 items of the same thing, so if you spread out the list, each person could pick up those items or work in teams, then it's not so expensive for one person. Perhaps you have a member who is very creative/crafty who would be willing to make a display for your Post members to join in. (Idea: Get a tree branch and decorate with fall leaves or apples (both paper) and hang from the branches with items from the list you received- with a poster/signage that reads "10 to Education"



American Legion Auxiliary

Give 10 to Education

Suggested Donation Items and Tracking Sheet

Suggested Item	Quantity	Monetary Value
Books		
Backpack/Book bag		
Loose Paper		
Notebooks		
Folders		
3-Ring Binders		
Pencils		
Pens		
Erasers		
Highlighters		
Crayons		
Colored Pencils		
Markers		
Pencil Box/Pencil Case		
Scissors		
Glue/Glue Sticks		
Ruler		
Calculator		
Craft Supplies		
Kleenex/Paper Towels		
Hand Sanitizer		
Disinfecting Wipes/Baby Wipes		
Mentoring/Reading		
Donation to School		
Donation to Library		
Donation to Scholarship		
Clothing		
Patriotic Item		
Sports Equipment/Games		
Box Tops 4 Education		
Totals:		



In 2024 the Gift Shop provided over 1690 gifts to veterans in the 12 VA facilities Minnesota Auxiliary Units support.

Some of the gifts included:

Whitman's Chocolates, Gift Cards, Canteen Credits, Sweatpants and Sweatshirts
Flannel Shirts, Watches, Travel Mugs, Purses, Gift Baskets

To ensure the Gift Shop program meets the needs of our hospitalized Veterans or the Veterans living in one of the 8 homes we **NEED YOU!** We **NEED \$42,250!** This is \$25 per gift.

Help us bring a little Holiday JOY to our Veterans.

- 1) **Make a cash donation – mail donations to the Department Office**
- 2) **Donate your time. Reach out to the VA Rep at the closes VA hospital or home to volunteer.**



St. Cloud VA Hospital 2025



Sioux Falls VA Hospital 2025

**Please Donate to the American Legion Auxiliary Gift Shop.
We really Need Each and Every one of your Assistance.**



Department of Minnesota October 2025 Unit Mailing Girls State

Your Girls State Committee will be meeting early October to work on this upcoming years program. We are currently working on a new video to help with recruitment. This will be presented at Fall Conference in St. Cloud. To make it easier to get info to us and to you, we would like one person from each unit to be responsible for all communication with the committee and the office. Unit Presidents we would appreciate sending your chairman's email and phone number to myself or the department office, so we have a list for ourselves and the District Chairman.

We will also continue with the Girls State monthly Zoom Meetings to help and share ideas on recruitment, sponsorship and whatever else you may have questions on. This will start in November. Times and dates will be in the November newsletter.

For the units who sent a girl this past session, get them into your unit meeting to talk about their week. More importantly, get them to talk now to the junior students/classroom about their experience, it will put it out there for them to think about, before you start your recruiting.

If anyone has any ideas or concerns that we can help with, please contact any of us on our committee!

We look forward to another exciting year at Minnesota American Legion Auxiliary Girls State 2026, hopefully increasing our attendance.

Wanda Prescher – Chairman	w.prescher1951@gmail.com	507-254-0304
Peggy Tesdahl – Director	ranpeg0814@hotmail.com	612-715-4489
Amelia Tesdahl – Education Director	ametes2014@hotmail.com	763-269-1212
Renee Seuss – Committee Member	rsuess3@gmail.com	763-300-2226
Jen Stolz – Committee Member	jstolz.de@gmail.com	763-234-1198
Tamara Thayer – Americanism Chairman	tlthayer@gmail.com	507-319-4349

History Tidbit

Thank goodness, for Ben Gimmetstad, you might be wondering who is that? Well, he wrote a book called "Legion 50" in 1970. Ben, had the insight to provide a history book on how Minnesota Legion, Auxiliary, Sons of the American Legion, all got started. Ben found out that as he combs through old documents, time has taken its toll. Records have been lost or destroyed. Names never recorded on photographs. memories of WWI Veterans have dimmed. This is why **History** is so important. If you love history and can find this book, I highly recommend reading it.

"WRITING ISNT THE HARDEST PART... REMEBERING IS!!"

Darla Oliver

HISTROY TRIVIA

1. What year was the Department President theme "Veterans in our Hearts" ?
2. How many American Legion Auxiliary National Presidents has come from the state of Minnesota? Can you name them?
3. Who was the first unit to be organized in the state of Minnesota?
4. In 1976 how many units did the Department of Minnesota have?

TROPHIES AND AWARDS

For the Department of MN trophies and awards, please see department guidelines

- Betty Gartner Plaque
- Strickley Gifford Plaque
- District Historian Plaque
- Women's History Activities award.

HISTORIANS HELPFUL WRITING TIPS

When writing history, make sure you are specific. Tell us how many legion members attended? How many ala members worked? How many hours did they serve? What chairmanship benefited from this.

DISTRICT HISTORIAN

- 1.
2. Sharon Sandland sharon@hickorytech.net
3. Sally Strasser SLSTRASS@HOTMAIL.COM
4. Gwen Holets gwenholets@gmail.com
- 5.
- 6.
- 7.
- 8.
9. Jean Horack rjhorack@live.com
10. Joanne Erickson
Joanneerickson76@gmail.com

As you can see, we have a few holes in our chairmanship. Please help your District President out and volunteer. You will not be sorry!! It truly is my favorite chairmanship.



Now that's History!



Department of Minnesota
October 2025 Unit Mailing
Junior Activities Chairman,
Brandi Christensen
brandichristensen@gmail.com

Are you going out and having a Fall Fun Day with your Junior members? It's a fun day that junior members can have. Where you can do a fun activity and a service project. Along with junior members why not add young SAL members as well? And if you do not have a lot of members in your unit why not add other units around you or make it a District Fun Day.

I want to remind everyone of the Patch Program within the Junior Activities program. This is for school aged junior members (as well as preschool) and school age Sons of American Legion members. This patch program helps them to get know the programs of the American Legion Auxiliary and American Legion Family. You can find links to the Patch Program booklets on the Department Website as well as on the National Website.

I am currently looking for volunteers to help me with my presentation during Fall Conference. I am looking for senior members that were once junior members. I am looking for their remarks about what was the best part they remember of being a junior member and who mentored them and inspired them to continue their membership in the Auxiliary. I am hoping that these accounts will help increase our junior membership throughout the state. Please contact me either by phone, email or 'snail mail'.



Department of Minnesota
October 2025 Unit Mailing
Leadership Chairman, Mary Kuperus
wmkuperus@tds.net

Leadership Workshop

The first Leadership Workshop has been scheduled. The Maple Grove-Osseo American Legion Auxiliary will host a workshop on Nov. 1st at The American Legion Post #172 in Osseo. The workshop will start at 10:00 am and will be finished by 3:00 pm. Registration cost is \$15.00 which includes lunch and course handouts. A registration flyer is included in this Unit Mailing. Please register early. The workshop will include learning about the American Legion Auxiliary programs and of course having some fun along the way.

Hope to see many of you there!

Mission Training

Mission Training is another opportunity to learn more about our awesome organization and the many programs that we all could know more about. We will learn more about working the mission of the American Legion Auxiliary. You will be able to meet national leaders and other members from around our department and other departments. During this 1-day conference, you'll be inspired while learning more about working the ALA's core programs in an interactive and fun environment. Many of the American Legion Auxiliary Mission Outreach programs will be covered during this conference.

2025-2026 ALA Mission Training & National Junior Meetings

November 15: Albany

January 31: Las Vegas

November 15: Minneapolis

January 31: Indianapolis *

February 7: Atlanta *

*Events will be held with The American Legion National Information Conference and the SAL Regional Meeting.

Registration is now open online at www.alaforveterans.org. Look under the Meetings and Trainings drop down and click on Mission Development Training. The National Junior Meetings are also being held at the same place and time. Register your Junior members to attend this event. They will have a wonderful time hanging out with other Junior members and also learn about American Legion Auxiliary programs.

Believe in yourself. You are braver than you think, more talented than you know, and capable of more than you imagine. -Roy T. Bennet

American Legion Auxiliary
Department of Minnesota

LEADERSHIP WORKSHOP



Workshop 10 AM – 3 PM
\$15.00 Pre-Registration
Includes lunch & course handouts

November 1st
Maple Grove-Osseo American Legion Post #172
260 4th Ave SE Osseo, MN 55369

Deadline to register: October 29



Hosted by
Maple Grove-Osseo American Legion Auxiliary Unit #172

Please register early!

Cut and return this portion with \$15 registration fee to:
Mary Kuperus, 313 Pine St SW, New London, MN 56273
Make checks payable to: Mary Kuperus

Name _____

Address _____

City _____

State _____

Zip _____

Unit # _____

Unit Location _____

Legion _____ SAL _____

Auxiliary _____ Senior _____ Junior _____

District # _____

Cell Phone Number _____

Email Address _____



Department of Minnesota
October 2025 Unit Mailing
Membership Chairman,
Kollett Kaehlert
kkahleraux@gmail.com

ALA Membership is off to a great start, we have 63 units that made the National Goal of 25% by 9/15/2025, 8 units that have made the 2nd goal of 60% by 11/11/25 and 3 units that have made 100%. We will have the Department Goal of 50% coming up by 10/25/2025 at Fall Conference.

Mentoring is key to building the future leaders of our organization. If we fail to mentor, we are failing you, our veterans, active military, and their families. As we face declining leadership and lower membership numbers, our mission of advocacy can remain strong with a few key elements the team will bring to the members this year:

- Monthly Newsletters
- #mondaymembership post on Facebook
- #alamembership, we encourage every member to utilize this tag to easily find what other units are doing across the nation to inspire and engage members.

These are just a few ways we will work to help mentor our members on membership.

Retention and growth are both needed for sustainability and success in our organization. Retention of membership tells us that members are actively engaged in the missions and programs of the Auxiliary. Growth allows us as an organization to further our reach with Congress.

Introducing two new awards:

- The Family Three Award: recruit three members from the Legion, Auxiliary, and the Sons to win this award.
- Retention Award, we believe that retention is key to the success of our organization and want to recognize departments for retaining 95% membership.

Have a great month and keep those memberships rolling in.

AMERICAN LEGION AUXILIARY

Bulletin #7 as of 9-23-2025

2026 Membership

Celebrating Members

"Finding Members in Everyday Places"

Leading the Celebration is Kollett Kaehlert

DISTRICT	# of Units	Goal	Period Gain	Membership To Date	Percent of Goal	Membership LY 9/24/2024	Difference from Last Year
One	47	3,240	51	482	14.88%	533	-51
Two	68	3,230	22	508	15.73%	522	-14
Three	45	3,390	39	552	16.28%	473	79
Four	5	456	26	78	17.11%	65	13
Five	7	344	13	26	7.56%	43	-17
Six	57	4,370	105	738	16.89%	743	-5
Seven	49	2,427	67	319	13.14%	254	65
Eight	20	1,092	4	135	12.36%	124	11
Nine	43	2,786	162	483	17.34%	383	100
Ten	40	3,145	81	490	15.58%	564	-74
1982	1	408	9	77	18.87%	81	-4
Depart. Total	382	24,888	579	3,888	15.62%	3,785	103
Group 1 (Even) <i>Jodi Hassling</i>	190	12,292	238	1,949	15.86%	2,018	-69
Group 2 (Odd) <i>Linda Kelly</i>	191	12,188	332	1,862	15.28%	1,767	95



RANKINGS

1st 17.34% District 9	2nd 17.11% District 4	3rd 16.89% District 6	4th 16.28% District 3	5th 15.73% District 2	6th 15.58% District 10	7th 14.88% District 1	8th 13.14% District 7	9th 12.36% District 8	10th 7.56% District 5
									



2026: RECRUIT/REJOIN 10

Members who recruit and/or rejoin 10 junior or senior Auxiliary members for the 2026 membership year. Rejoins must not have paid membership dues since 2022 or earlier.

One entry per recruiter.

Certified forms must be received at ALA National Headquarters by June 6, 2026.

Please send this form to your department headquarters office no later than one week prior to the deadlines.

New members must be paid in ALAMIS by June 1, 2026.

ENTRY/CERTIFICATION FORM

Please type or print legibly and fill out the form completely. Incomplete forms may not be processed.

Recruiter's Name: _____ Member ID#: _____

Recruiter's Department: _____ Unit #: _____ Email: _____

Recruiter's Address: _____

Names of <u>New/Rejoined</u> Members	Member <u>ID#</u>	Names of <u>New/Rejoined</u> Members	Member <u>ID#</u>
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

Certified by Department Secretary:

DATE: _____

Department Secretary

Printed Name: _____ Dept: _____

Dept Secretary Signature (required): _____

****I certify that all 10 members are new or rejoined into the 2026 year.***

****I've provided or verified member ID numbers and that the form is filled out legibly and completely.***

DO NOT SEND INCOMPLETE FORMS or more than 1 form per recruiter.

Units: Send form to your department secretary.

Departments:

Please either scan and email to:

membership@ALAforVeterans.org

(Subject line: Recruit 10/ Member Name & ID)

Or

Fax: (317) 569-4502 (Attn: Membership)

****Must be received at NHQ no later than midnight June 6, 2026.***

Each recruiter will receive a special gift selected by the 2026 National Membership Committee Chairman.

One award per recruiter.



National Long Range Strategic Planning Committee

The purpose of this committee is to assist the National Executive Committee with the responsibilities for the organization's mission, vision and strategic direction.

Strategic planning is vital to ensuring the American Legion Auxiliary's future relevance and impact. Together, we will build on past experiences, engage in honest discussions, and set priorities that strengthen Units, empower members, and advance our Mission.

I was appointed to this committee for the Northwestern Division. A member was appointed from each Division. One of my first assignments is to gather feedback from our Department Unit members. Below are the questions I would like the Unit members to answer.

- What do Units need most to be successful?
- What are their biggest challenges?
- What support from the national organization would be most helpful?

I will be going over this at Fall Conference and I will have a basket at the conference and a form for our members to fill out and I can take it back to the committee with your input when we meet in November. Also, please, if you are not coming to the conference, email me with your input.

Jean Walker
jmwalker1992@hotmail.com
218-686-1829



**Department of Minnesota
October 2025 Unit Mailing
Armed Forces Service Center,
Jean Walker Chairman**

On November 22nd, we will celebrate the 55th Anniversary of the Armed Forces Service Center (AFSC), the longest running private nonprofit for traveling military, located at the MSP Airport since 1970.

I will have some Operation Donate flyers at my bifold along with more information on the AFSC, who they are and what they do for our military.

If you ever have any questions on the AFSC, please feel free to contact me either by email or cellphone, below is all my information.

**FAST FACTS
Armed Forces Service Center**

- The Armed Forces Service Center (AFSC), has been at the Minneapolis/St. Paul Airport, since NOV 22, 1970, with no USO affiliation. To support the long-standing mission of our nonprofit, visit mnaafc.org.
- Founded by Mrs. Maggie Purdum as a 501(c)(3) tax exempt nonprofit, 8 months after her son died in a plane crash in Vietnam. The AFSC is the longest running private military airport lounge.
- Relocated inside security at the MSP Terminal 1, OCT 2018. The large facility offers free food, beverages, TV lounge, computer, CAC reader, luggage storage, dining room, playroom w/TV, separate bunk rooms for men and women with a crib, 3 bathrooms, lactation station, shower and a separate refrigerator for military guests to store items during their stay.
- Located inside security at the MSP Terminal 1, with free food, beverages, a TV lounge, computer, printer, CAC reader, luggage storage, dining room, playroom, separate bunk rooms for men and women w/a crib, three bathrooms, lactation station and a shower.
- Pre-pandemic the AFSC was open 24/7, since 1970. Currently, the daily hours of operations are 8:00 AM- 10:45 PM. The lobby is available 24 hours a day for traveling military, dependents, retirees and veterans. Free refreshments are available during open hours.
- Over 1 million military guests assisted to date. In addition to the Center volunteers, we have a group of volunteers that double as Troop Greeters. Post 9/11, they have assisted over 500 military charter flights, deploying/ returning troops, wounded military and the arrival of fallen military at MSP. We also support the weekly departure of recruits joining the military, Twin Cities Honor Flight, Snowball Express, Training Troops, and Holiday Block Leave.
- Troop Greeter Program started in OCT 2006, after we received a satellite call from a Marine officer in Iraq, requesting support for 310 troops returning to HI. MSP was their first touchdown on U.S. soil.

**Address: 4300 Glumack Drive, LT, A-2021
St. Paul, MN 55111 | Contact@mnaafc.org**

Jean Walker, Representative
Armed Forces Service Center
426 E Ross Avenue
Warren MN 56762
jmwalker1992@hotmail.com
218-686-1829

OPERATION

DONATE

On NOV 22nd, we will celebrate the 55th Anniversary of the Armed Forces Service Center, the longest running private nonprofit for traveling military, located at the MSP Airport since 1970.

Your charitable contributions are needed to support our longstanding mission. *Any donation from \$55, \$5,500., or \$55,000. is appreciated.* Thank you in advance for your funding consideration. Please go to mnafsc.org



Department of Minnesota
October 2025 Unit Mailing
Past President's Parley Chairman,
Sharon Cross
Sharon.6thdistala@yahoo.com

Summer is quickly coming to an end, but I am looking forward as November is not far off and it brings the American Legion Auxiliary birthday, and it is also Past President's Parley month. October has a lot going on, but it is the perfect opportunity to plan a birthday party for our Auxiliary and how you honor and recognize your Unit Past Presidents. Many Unit Presidents have continued to be active by coming to meetings, taking chairmanships, holding an office and volunteering for committees or even being there to answer your questions.

Do some of your members need a ride to a special event? Some of our Past Presidents might no longer be driving at night or maybe not at all! How are you planning to honor your Past Presidents? What will you do to celebrate the American Legion Auxiliary's 105th Anniversary? Pictures and news articles are appreciated, please include them in your annual reports when you start to pull everything together next March. Start an annual report folder now to organize everything you wish to include for your end-of-year reporting. Maybe one for each Unit Chairman to keep for the year and keep adding information and events as the year progresses. Then it will be at your fingertips when needed to fill out your reports. Our new program report year always begins on April 1 and ends the following March 31. This year it is April 1, 2025-March 31, 2026.

What is the PAST PRESIDENTS PARLEY SCHOLARSHIP?

This scholarship assists needy and deserving students or adults to commence or further their education. It is for any phase of the healthcare field including the entire medical, nursing, and dental support fields such as registered nurses, nursing assistant, licensed practical nurse, x-ray or other technician, dieticians, physical or other therapist, dental hygienist or dental assistant, etc. This is a one-year scholarship for \$1000. The applicant must be an American Legion Auxiliary member in the Department of Minnesota for a minimum of three (3) years and maintain a "C" average or better in school if a student. The scholarship must be used for the purpose of continuing education, beyond high school in a post-secondary facility.

Share this information at your Unit meetings. Applications will be sent out to Units when they send the 2025-2026 Plaques and Award materials.



Department of Minnesota
October 2025 Unit Mailing
Public Relations Chairman,
Michelle Weaver
weaver.michelle595@gmail.com

Strengthening Our Story

A Public Relations Plan for the American Legion Auxiliary





Why Public Relations Matters

Visibility is Belonging

Public relations is our invitation to be seen, understood, and joined.





When people see what we do, they realize they can be part of it.

Strategic Goals


 **Youth Engagement** Connect with younger audiences (teens–30s)  **Leadership Development** Highlight youth leadership opportunities  **Membership Growth** Grow Junior membership and volunteer involvement  **Community Collaborations** Partner with schools, civic groups, and organizations

Mission Minute

At every meeting or event, take 60 seconds to:

-  Share an impact story or veteran fact
-  Reinforce values: Service, Not Self and For God and Country
-  Promote ALA Academy, Girls State, and scholarships
-  Create connection moments members can share

Empowering Juniors & Honoring Our Legacy

 Juniors are part of our present—not just our future.

Create Welcoming Spaces

- 🗉 Invite Juniors to meetings and committees
- 🏆 Recognize them in newsletters and social media
- 👂 Listen and encourage—mentorship starts with being approachable

Embrace Fresh Ideas

- 📱 Say “yes” to innovation: TikTok, youth-led outreach
- 🔍 Ask “What can we learn?” to foster growth over tradition
- ⌚ Assign real roles—let Juniors lead with guidance, not control

📢 Promotion Strategies

🌐 **Visibility** Feature our mission and tagline prominently 📢 **Multi-Channel Outreach** Use newsletters, websites, social media 🏠 **Community Engagement** Host open houses and awareness events 📁 **Highlight Impact** Share stories of care packages, scholarships 📧 **Personal Connection** Use thank-you notes and calls to foster belonging

🛡️ ALA Mission & Vision

Mission:

In the spirit of Service, Not Self, we support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families.

Vision:

To become the premier service organization in every community—shaping a positive future through fellowship, patriotism, peace, and security.

📢 Call to Action

✅ Identify 1–2 outreach goals for the next quarter

📷 Submit stories and photos for statewide sharing

🗣️ Use our tagline to unify messaging:

“Share the Mission. Shape the Future. Strengthen Our Story.”



Department of Minnesota
October 2025 Unit Mailing
Veteran Affairs & Rehabilitation
Linda Kelly, Chairman
lkkauxiliary@gmail.com

Wreaths Across America is a project under our VA&R Program. This program is throughout the entire United States and Fort Snelling of Minnesota is part of that program. It is the goal to continue to honor all those laid to rest at Fort Snelling National Cemetery every December. The volunteers are committed to remembering and honoring those veterans through the laying of bright green wreaths with red bows on the graves of our country's heroes and the act of saying the name of each veteran aloud.

Sponsorship of one wreath: \$17

Register to Volunteer

Saturday, December 13, 2025

www.wreathscrossamerican.org website

2024 Wreath Across America, Volunteers



Fort Snelling



Robin Dorf, Jean Walker, John Walker, and Renee Suess

As you can see in the pictures several Minnesota Auxiliary members helped lay the wreaths at graves at Ft. Snelling last year. I hear they have already registered to be volunteers, and I am joining them this year. I am anxious to see it as it looks impressive. Ask your unit to donate towards this project.

Your home and hospital representatives recently met to help plan the coming year. It was a learning time for me, as being new to VA&R, but I think that we all learned from each other. We learned about the facilities and what your donations are doing to help our veterans. I will be introducing our home and hospital representatives to you over the next few months so you can put a face to the name of those that are helping our veterans living in our Minnesota veterans' homes.

Any donations to the VA&R program should be mailed to the Department office. That way you will get credit for your donation for the annual reports, and we will have a better picture of what our units are providing for our veterans. You can earmark your donation for a specific facility, and the money will be credited for the use of that facility. Thank you in advance for your donations.

501(c)(19) Form

For a copy of the 501(c)(19) group determination letter or questions about tax-exempt status, please contact:

American Legion Auxiliary National Headquarters

Phone: 317-569-4500

Email: compliance@alaforveterans.org

Bonding Fee

The 2025-2027 bonding fee is **\$20** per unit and will be charged to each account. Credit memos may be applied toward this fee. Contact the Department office to confirm your credit balance. If paying by a check, please, write "Bonding Fee" in the check's memo.

Credit Memo

All credit memos from the last fiscal year have been carried over to the new year.

- If your unit has credit memos, I will email a notice to the Treasurer on file.
- If no email address is available, a printed statement will be mailed.

Membership – Online Payment

When members pay their dues online, Jocelyn will notify the unit to confirm which members have paid. Credit memos for these online payments are issued by National every three weeks, so they may not appear on your unit account immediately.

**National sends PUFL credits annually at the end of October.*

New Membership

For new members, units must submit:

- New [membership application](#)
- [Transmittal](#) form
- A signed [check](#) for dues

***To avoid delays in processing, please double-check that each application is complete.
Incomplete applications will be returned to the unit.*

Transmittal

Use your Unit Auxiliary checking account for all checks. Personal checks from members or officers are not accepted. *This requirement does not apply to Department of MN - Unit 1982.*

Checks

Several checks have recently arrived unsigned. Please ensure all checks sent to the Department are legible and signed by the unit's authorized signer.

Monthly Statement

Statements will be sent during the first week of each month to units with an outstanding balance or available credit memos.



American Legion Auxiliary

*A Community of Volunteers Serving Veterans,
Military, and their Families*

BLANKET FIDELITY BOND INFORMATION

The American Legion Auxiliary (ALA) National Organization procures a Fidelity Bond which provides coverage for American Legion Auxiliary Unit members and employees in addition to coverage for national officers, national directors, and National Headquarters employees. ALA Departments and ALA Districts/Counties/Councils are not included in the Fidelity Bond coverage provided by the National Organization. Each Department is billed at the beginning of the three-year policy term for its proportionate share of the bond premium for the coverage of its Units.

For Units, the current limits of coverage for Unit officers, Unit members volunteering for ALA programs and operations, and Unit employees is \$10,000 per claim with a deductible of \$250 for each claim.

The Fidelity Bond covers a Unit's loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication, or any other act of fraud or dishonesty caused by any member/employee of a chartered American Legion Auxiliary Unit if that person's intent is to cause the Auxiliary Unit to sustain a loss and to enrich himself/herself or another person.

The coverage does not apply when the insured has knowledge that a unit member/employee has committed a fraudulent or dishonest act in the service of the insured. The coverage does not cover mysterious disappearance or burglary.

Blanket Fidelity (Dishonesty) Bond CLAIMS PROCESS

As soon as a loss is discovered, an independent audit should be conducted to substantiate the "proof of loss." Units are strongly encouraged to contact local law enforcement authorities upon confirmation that a loss has occurred.

Notice of a potential claim should be provided in writing with supporting documentation, at the earliest practical time after the loss discovery is confirmed. The Department Secretary should be informed of the potential claim. A carbon copy of the Notification of Potential Bond Claim (see sample below) should be sufficient notification. In order to protect the ALA Unit and the sensitive nature of the circumstance, the unit should only forward a legible copy of the information to the National Treasurer's attention via USPS or express delivery.

At the very least, the notification (sample below) should include the name, address and phone number and e-mail address of the responsible party qualified to make the claim on the Unit's behalf.

To expedite processing, the notification should include all relevant information about the loss (see sample notification):

- the name of the person or persons suspected of being involved in the fraudulent or dishonest acts
- the date or dates of each fraudulent or dishonest act
- a brief outline of the events (narrative) of the facts and circumstances, including if the incident had been reported to the police
- a detailed statement of the loss caused by the fraudulent or dishonest acts
- a copy of all substantiating documents and reports that support the loss and validate the claim.

Once the National Treasurer receives the written notification and supporting documentation, this information will be forwarded to the fidelity bond insurance company. The National Treasurer will request acknowledgement of receipt, and the final dispensation of the claim once the process has been completed.

The assigned investigator will contact the Unit approximately one week after receiving the claim notification. The bond company will request the completion of a Proof of Loss form and advise the Unit of additional information needed to comply with the policy provisions and substantiating the claim.

It is important to remember that the burden of proof resides with the Unit making the claim. The bonding company must receive the completed Proof of Loss form **within four months of the discovery of the loss**.

The notice may be emailed (nationaltreasurer@alaforveterans.org) or faxed (317) 569-4502 to the attention of the National Treasurer. Please exercise caution when transmitting information electronically that is of a sensitive nature. A hardcopy of the notification and supporting documents must also be received by the National Treasurer at National Headquarters. Please mail to:

American Legion Auxiliary, National Headquarters
Attn: National Treasurer
3450 Founders Road
Indianapolis, IN 46268

Filing a bond claim is nothing more than filing an insurance claim and does not replace any independent legal action necessary on the part of your Unit. It is the Unit's responsibility to report illegal activity to the authorities deemed appropriate.

SAMPLE
(on letterhead)

NOTIFICATION OF POTENTIAL BOND CLAIM

TO: National Treasurer
American Legion Auxiliary, National Headquarters
3450 Founders Road
Indianapolis, IN 46268

Facsimile: (317) 569-4502
Electronic mail: nationaltreasurer@alaforveterans.org

FROM: Jane Doe, Unit Title
Auxiliary Legion Auxiliary "formal name" Unit #,
Department of (State)

DATE:

Subject: Notice of Potential Bond Claim

American Legion Auxiliary (insert formal name) Unit #123 of the Department of (State) has informed us of a potential bond claim. All relevant information is detailed in the attached materials.

Please advise the bonding company to contact:

Name (President of Unit 123)
Address
City, State Zip
Home Phone:
Work Phone:
Fax:
Email:

Note: The correspondence address listed must be a reliable to receive communications.

RECOMMENDATIONS TO HELP PREVENT LOSS

To help prevent losses, the following are recommended best practices for financial internal controls that can assist with mitigating exposure and risk.

1. Bylaws should provide for the requirement of a regular (monthly or quarterly) Financial Report from the Treasurer.
2. Bylaws should provide for an Annual Independent External Audit or Annual Independent External Review and specify how such audit or review is to be arranged or conducted (e.g., who has the responsibility for selecting and engaging the independent external auditor.)
3. Receipts should be issued for all money received, especially if cash is an acceptable means.
4. Involve a second person in cash receipts processing (counting, recording and banking)
5. Make certain that your cash receipts are reconciled to the bank statements and ledger entries.
6. Countersignatures should be required on all checks.
7. All bills should be paid in a form other than cash.
8. Blank checks should never be pre-signed.
9. Someone independent of Accounts Payables and Receipts (Dues, Donations, Grants) should open and review bank statements.
10. Someone independent of Accounts Payables and Receipts (Dues, Donations, Grants) should review the bank reconciliation(s) on a monthly basis.
11. Someone independent of Accounts Payables should review the vendor list to authenticate vendor addresses do not match that of an officer/member/employee address.
12. Electronic Funds/ACH/Wire Transactions should require a dual authentication system.