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Bulletin # 1



American Legion Auxiliary

*Serving veterans, their families
and their communities*

Do you want to help support YOUR ORGANIZATION ? Why not become a member of The American Legion Auxiliary's Club? Membership for Platinum (\$50.), Gold (\$25.), Silver (\$15.) or Bronze (\$10.) levels are available. Mail yours today!!

**Platinum / Gold / Silver / Bronze
Club Application**

Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **E-Mail** _____

Membership ID _____ **Unit Name & Number** _____



aking Our Gifts Everywhere To Help Everyone Remember –

Our Veterans

As we begin this new year, I would like to thank you for your trust in me to serve as your Department President for the year 2011/2012. With your interest and help in our organization, I know that we will have a great year. Our goal for the 2011/2012 year is to increase our membership and become more involved in our programs. We at the department level are striving to have more Workshops that include everyone that is interested in learning more about The American Legion Auxiliary. Please feel free to contact us if you have a particular program you would like to know more about..

My project this year is PTSD (Post Traumatic Stress Disorder) and TBI (Traumatic Brain Injury). All money collected from my pins and any donations will go toward these projects. I would also like to continue collecting the socks, underwear, etc for our Homeless Shelter's, this was a big success last year (thanks to you all) and was greatly appreciated by many recipients.

We have mentioned several times that we have been trying to schedule an r2r (Ride 2 Recovery) for the Columbia area – well it is finally set. Oct. 1, 2011. Please clear your calendars because we will have 3 refreshment stations during this ride and these are attended by Auxiliary Members. We will be handing out water, Gatorade, peanut butter/jelly sandwiches and granola bars – these are the suggested energy foods. Any items you can get donated is greatly appreciated.

Also received confirmation that our National President will be visiting us March 5, 6 & 7, 2012- more details to follow.

For God and Country
Louise Winesett

SECRETARY'S NOTES

Dear Auxiliary Members

Just a reminder, all Units have elected new officers for 2011/2012, please fill out your **Officer and Chairman forms** and send in the list of the new officers (even if your Officers do not change) in order to assure that the correct person receives all information from the Department. If I do not have the **correct Chairman information**, all necessary information for Chairman **will be mailed to the President**.

Also it is time for new membership to start – please use the correct forms when sending in your information. All applications must have the Legionnaire's ID number on it if he is still living, transfers are to be completed with Unit Numbers (the one transferring from and transferring to) if these are not complete, they will be returned to the Unit.

Each Unit should have received their Membership Packets by now – if you have any questions, please call me.

Our attendance at the Presidents and Secretary work shop was wonderful – more information following. Thanks for your interest and attendance in these workshops. More workshops are planned for the coming year – if we have the correct information you will receive the letters regarding the workshops.

Again, thank you for all that you do for our Veterans and Youth.

Thank you for your continued support in The American Legion Auxiliary.

Louise Winesett
Dept. Secretary

NOTE:

Girls State Chairman Florence Belser and the Committee are planning a Workshop for September 17, 2011. Please mark your calendars and save the date. It is requested that all Girls State Unit Chairman attend this meeting. Letters will follow with more information. VERY IMPORTANT

President's Secretary's Workshop June 25, 2011

On Saturday June 25th The Department of South Carolina held the first Presidents-Secretary's Workshop. Barbara Stoffer, Leadership Chairman welcomed everyone to the workshop. Alt-NEC Brenda Collins conducted the secretary section of the program, explaining the duties of the unit secretary. A Q&A portion was also conducted in the section. NEC Bette McMorrow continued with the president's portion the program and answered all questions from the group. In conclusion department president Louise Winesett explained the membership process, from filling out an application to submitting the transmittal to the department. Each unit present received their membership packet.

There were 80 people who registered at the Workshop. This has proved to be a great tool for the department of South Carolina.

Here are some quotes from some of the attendees.

"Unit 130 enjoyed it very much. We learned a lot of things to help get our Unit on a better track. Thanks for the opportunity." Dianne

"Thanks for all the great information. Unit 16 will put it to good use!" Carla

"I thank Brenda, Bette, and Louise for their dedication to helping us make our units successful to honor and serve our Veterans!" Pam

"Thank you all for your hard work to help our units grow!" Linda

"What a good meeting. It was so well organized." Carol

"I am a new secretary and I found the workshop very informative. I learned a lot of things that I did not know." Susan

"I'm glad I went to the meeting. There was a lot of good information." Carolyn

"The session was informative for new as well as "experienced" members." Julia

"Thank you all for all your hard work and being there for us. You are a great group of women and I am so thankful for your support and the workshops. I have learned so much. The workshops are great; just keep them going!!!" Mary

"I really benefitted from the day and gained a lot of information." Nancy

"This is the best thing the department has ever done." Carolyn

Help Needed

Due to the great response to the President's & Secretary's (P&S) Workshop we were required to borrow chairs from a nearby Post. The department is moving forward as we had over 80 ladies in attendance.

We have a need for at least 50 more chairs and 4 more tables. We would then be able to set up suite "C" as a conference room and use it as a second classroom. If possible, we are asking units or individuals for a donation of \$25.00 to cover the cost of these items.

Thank you in advance as our department grows.

In the near future we are planning a workshop for all Unit Girls State Chairmen. Please plan to attend.

LEADERSHIP

Dear Members:

Thank you for electing me Jr. Vice President at convention this year. I am looking forward to all the workshops we will be having at the Zone meetings. They were very informative last year and hopefully, they will be just as successful in gaining the knowledge about our organization and what we can do to make our Units more useful to our members. If you have any suggestions on what subjects YOU would like to have discussed, please let me know. My email address is - krystlgrn@aol.com.

See you soon.

Barbara

Barbara Stoffer
Department Jr. Vice President

From Brenda Collins, Department Finance Chairman:

Home phone - 864-244-8600, **Email** - brendawcollins@charter.net

It's that time of year again! Please file your 990-n E-postcard.

If you need assistance call or email me and I'll be more than happy to help you file. Below please find the directions on how to file.

How to File the 990-n (e-postcard)

To file with the IRS, open Internet Explorer.

In the address line type <http://www.irs.gov> hit enter.

Click on **Charities & Non-Profits** go about half way down the page and click on **Annual Electronic Filing Requirements for Small Exempt Organizations Form 990-n (e-postcard)**

Go down to **How to File** click on the word **here**

On the next page click on **Leave IRS Site**

Click on **Step 1**

Exempt Organization

Print each page as you complete keep for your records (Don't wait until the end).

Enter you 9 digit EIN # as your Login ID.

Click next

Log on - Please enter info - Log in ID type - Exempt Organization

ID # will be there

Organization will appear

Make up a password - must be between 6 and 15 characters, and it is case sensitive. (Write it down and keep in a safe place. **If you filed last year use the same password.**)

Verify Password

Enter name

Enter e-mail address

Verify e-mail address

Daytime Phone #

Click Next

At this point you will be told ID successfully created

Close your Internet Browser (must be closed to file the form, you will reopen from your e-mail)

You will receive a Link by e-mail from ***E-Post card from Urban.org***

Open the e-mail - click on the link. Your info is ready to be activated.

Enter password (case sensitive)

Follow Instructions - answer questions

Click Next

Answer questions

Print the form. Save and submit to the IRS.

The IRS will send you an e-mail within 30 minutes. This will let you know if the form 990n was accepted or rejected.

If accepted please send a copy of the e-mail - ***Subject Form 990-N E-filing Receipt - IRS Status: Accepted***

If your filing is rejected the e-mail will contain instructions on how to correct the problem.

TO: ALL UNITS

FROM: BETTE MCMORROW, CONSTITUTION AND BYLAWS CHAIRPERSON

One of the goals for the Constitution and Bylaws committee this year is:

To have each Unit update and revise their Constitution and Bylaws

As we begin the new year, I ask all Presidents to see if they have a copy of their Unit Constitution and Bylaws. If you do please check and see when it was last reviewed and revised. If it has been more than 3 years please make it one of your goals this year to review, revise and send the Department a copy. If you do not have a copy please call the Department and see if we have one. If we do we will send you a copy to review, revise and send the Department the new copy. If there is not one on file you need to start from scratch and write one. A suggested copy is in your Handbook pgs. 36-42.

Other goals for the year will be explained in your Plan of Action.

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Vacant

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DISTINGUISHED GUEST COMMITTEE

Margarett Henderson – 608 Byron Road, Columbia, SC 29209; (803) 457-4738

Theodora Montague – 1632 Malcolm Drive, Columbia, SC 29204; (803)754-7769; tmontague@att.net

Calendar 2011-2012

District and Zone meetings will begin at 10:00 AM.

June 12-18, 2011 – Palmetto Girls State, Presbyterian College – Clinton, SC

June 25, 2011 – President & Secretary Workshop – Office

August 13, 2011– 1:00PM - Plan of Work Workshop- Department Chairman – at Office
107 A Legion Plaza Rd., Columbia, SC

August 13, 2011 – 1:00PM — Zone and District Presidents and VP's - at Office

August 26-Sept 1, 2011 - National American Legion Auxiliary Convention – Minneapolis, MN

September 10, 2011 Zone 3 Meeting – Irmo/St. Andrews Unit 174 – 801 Piney Woods Rd., Columbia
VP Carolyn Grant – (843) 270-3711 (ok with Unit)

September 17, 2011—Girls State Workshop—10: a.m.—at Office—**All Chairman to attend**

September 24,2011—Gold Star Mothers Luncheon—More Information to follow.

October 1, 2011 - r2r—Registration opens at 7:a.m.—need to be at Stations 6:30 a.m.

October 8, 2011 Zone 2 Meeting –Spartanburg 28 (ok with Unit)
VP Terrie Mason –(864) 814-1510

October 9-12, 2011 – Presidents –Secretary Conference – Indianapolis, IN

November 5, 2011 Zone 4 Meeting –Camden Unit 17 (ok with Unit)
VP Nancy Jordan (803) 730-7754

November 12, 2011 Zone 1 Meeting – Aiken Unit 212 (ok with Unit)
VP Julia Stone –(803) 278-3798

December 1 & 2, 2011– Johnson VA Hospital Gift Shop – Charleston, SC

December 5 & 6, 2011 – Dorn VA Hospital Gift Shop – Columbia, SC

December 5 & 6, 2011 – Richard Campbell VA Nursing Home Gift Shop – Anderson, SC

December 5 & 6, 2011 – Veterans Victory House VA Nursing Home Gift Shop – Walterboro, SC

December 9, 2011 - Christmas Drop-in – 1:-4: - Office – 107 A Legion Plaza Rd. Columbia, SC

January 19-21, 2012 Mid-Winter Conference - Myrtle Beach, SC
Myrtle Beach Hilton 1- 843-449-5000

February 11, 2012 - District 4,5,6,7 Meeting -Unit 71 N. Augusta
Dist. 4 Pres. Sandy Nalley (803) 441-8587

February 18, 2012 - District 8,9,10 – Unit 130 Cayce -402 N Ave., Cayce, SC 29033
Dist. 9 Pres. Sarah Clinton

February 26 – 29, 2012 – **Awareness Assembly – Washington, DC**

March 5,6, & 7, 2012—**National President’s Visit** – Luncheon will be scheduled so plan to attend
More information to follow when plans are complete.

March 10, 2012 - District 11,12,13,14 Meeting - Unit 186 Little River -
Dist. 14 Pres. Sally Steele (843) 650-3587

April 14, 2012 - District 1, 2, 3 Meeting -Unit 166 – Goose Creek
Dist. 3 Pres. Brenda McDonald (864) 462-7992

May 4-6, 2012 National Membership Conference – Indianapolis

June 1-3, 2012 ALA Department of SC Convention - Greenville, SC
Hyatt Regency 1-800-233-1234

District and Zone Meeting Subject to Change

ALL WORKSHOPS TO BE HELD AT: 107 a Legion Plaza Rd.
Columbia, SC 29210

MEMORANDUM

TO: UNIT PRESIDENTS, SECRETARIES, AND GOLD STAR MOTHERS CHAIRMANS
FROM: NANCY BARTON, GOLD STAR MOTHERS DEPARTMENT CHAIRMAN
CC: LOUISE WINESETT, DEPARTMENT PRESIDENT
DATE: JULY 5, 2011
RE: UNIT LIST OF GOLD STAR MOTHERS

It is with great pleasure to serve our department as Gold Star Mothers Chairman for the upcoming year. Our first project is to honor all Gold Star Mothers in the State of South Carolina with a luncheon to be held September 24, 2011. Gold Star Mother's Day is recognized on the last Sunday of September every year.

We need your help as soon as possible as this day is approaching us quickly. Please complete the attached form listing all Gold Star Mothers in your unit and return to us as quickly as possible.
Please return to the address listed below:

Nancy Barton,
121 Northpoint Dr., Apt. 1613
Lexington, SC 29072

If you have any questions, please call me at 803-404-1798 or email me at nbarton1613@sc.rr.com

NAMES , ADDRESSES, AND PHONE NUMBERS OF UNIT GOLD STAR MOTHERS

NAME

ADDRESS

PHONE #

EMAIL ADDRESS

NAME

ADDRESS

PHONE #

EMAIL ADDRESS

NAME

ADDRESS

PHONE #

EMAIL ADDRESS

NAME

ADDRESS

PHONE #

EMAIL ADDRESS

American Legion Auxiliary
Department of South Carolina
107 A Legion Plaza Road
Columbia, SC 29210

BLANKET FIDELITY BOND

The American Legion Auxiliary National Organization has a Blanket Fidelity Bond # JC 1079822.
This bond automatically covers ALL members and employees of the organization at every level. The original of the policy is retained at National Headquarters.

This fidelity bond covers loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication or any other act of fraud or dishonesty, caused by any member/employee to sustain a loss and to enrich herself or another person. The coverage of this bond shall not apply to any member/employee that the insured has knowledge or information has committed any fraudulent or dishonest act in the service of the insured or otherwise.

SPECIAL NOTE: THIS BOND DOES NOT COVER LOSS, MYSTERIOUS DISAPPEARANCE, BURGLARY, OR ROBBERY.

Unit Bond Premium - \$6.00 per Year-2011-2012 **Due by November 30, 2011**

Enclosed is a check in the Amount of \$ _____ Check # _____

Unit Name and Number _____

Name _____

Address _____

Phone _____ Date _____

Please send the entire form (and keep a copy for the Unit) to:

American Legion Auxiliary
Department of South Carolina
107 A Legion Plaza Road
Columbia, SC 29210

UNIT DISTRIBUTION FORM

Unit Name and Number: _____

Date: _____ Unit Sec/Treas: _____

(Ladies: Please put the fund you will be donating to on the memo line of your check so we will be sure to get it to the right place. Please send one (1) check- all of this money is deposited into the VA Account

VA Gift Shops

To Be Divided Among Gift Shops.....\$ _____

Bingo prizes, parties, special needs

Dorn.....\$ _____

Campbell.....\$ _____

Johnson.....\$ _____

Tucker Center.....\$ _____

Victory House\$ _____

VA Comfort Items

Dorn.....\$ _____

Johnson.....\$ _____

Victory House\$ _____

Tucker Center.....\$ _____

Augusta.....\$ _____

Dorn Spouse House.....\$ _____

Fisher House.....\$ _____

AEF (Memorial or Non-Memorial).....\$ _____

Cavalcade of Memories.....\$ _____

Chapel of Four Chaplains.....\$ _____

Children's Organ Transplant Association (COTA).....\$ _____

Child Welfare Foundation (Memorial or Non-Memorial)... ..\$ _____

Freedoms Foundation at Valley Forge.....\$ _____

Habitat for Humanity.....\$ _____

Homeless Veterans.....\$ _____

r2r (Ride 2 Recovery – Wounded Warriors).....\$ _____

Spirit of Youth.....\$ _____

Support Our Troops\$ _____

USO.....\$ _____

Veterans Creative Arts Festival.....\$ _____

Women in Military Service (WIMSA).....\$ _____

Other (please name).....\$ _____

**American Legion Auxiliary
Department of South Carolina
Bulletin Subscription Form**

NOTE: The following people will automatically receive a bulletin by regular mail: Unit President, Unit Secretary/Treasurer, Department Officers, Department Chairmen and Past Department Presidents.

If you do not fall under one of the above and would like to receive a mailed copy of the Bulletin for the amount of \$15.00 per year, please fill out the subscription below and mail with a check attached to:

The American Legion Auxiliary
Department of South Carolina
107 A Legion Plaza Road
Columbia, SC 29210

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Telephone: _____ Check Amount : _____

UNIT NAME & NUMBER: _____

If you would like to have the Bulletin e-mailed or faxed to you, please complete the following:

NAME: _____

FAX#: _____ EMAIL: _____

UNIT NAME & NUMBER: _____