



American Legion  
Auxiliary

# Junior Activities Handbook

A complete guide to:  
Membership ★ Ceremonies ★ Projects

*2013 Revision*



# American Legion Auxiliary

## MISSION AND PURPOSES

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

In fulfillment of our mission, the American Legion Auxiliary adheres to the following purposes:

- ★ To support and advocate for veterans, active military and their families
- ★ To support the initiatives and programs of The American Legion
- ★ To foster patriotism and responsible citizenship
- ★ To award scholarships and promote quality education and literacy
- ★ To provide educational and leadership opportunities that uphold the ideals of freedom and democracy and encourage good citizenship and patriotism in government
- ★ To increase our capacity to deliver our Mission by providing meaningful volunteer opportunities within our communities
- ★ To empower our membership to achieve personal fulfillment through “service not self”

The American Legion Auxiliary has one purpose — to contribute to the accomplishment of the aims and purposes of The American Legion. Our Preamble is nearly the same as The American Legion.

The American Legion Auxiliary does not establish any policy that conflicts with those of The American Legion. Its activities are designed to enhance The American Legion’s programs. Although often working independently on projects of its own, the Auxiliary has no purposes which are apart from the aims of The American Legion. It is in every sense an “Auxiliary” to The American Legion. Its members serve side-by-side with members of The American Legion in a spirit of unselfish devotion to the well-being of America.

*This guide is intended for educational and informational purposes and provides general, non-specific legal information. Information provided within this manual is not legal advice intended as a substitute to consulting with your local attorneys.*



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## PURPOSE OF HANDBOOK



Thank you for your interest in the American Legion Auxiliary Junior Activities program.

Junior Auxiliary members bring a vital energy and enthusiasm to our

organization — not to mention their valuable social media skills. The Technology Patch added in 2011 acknowledges the role these members play in helping our organization stay current.

We are members of one body, with one National President, though Honorary Junior officers are elected to serve a role at the National Junior Meeting. As one body, we draw upon our strengths, share our experience and gather all our resources to help our country's heroes and their families.

This guide is written to assist Auxiliary members who work with Juniors. Junior members are also invited to use the resources found here. As new resources are developed they will be added to the member resources area on the Auxiliary's website at [www.ALforVeterans.org](http://www.ALforVeterans.org).

When the guide is updated as needed, any known corrections will be made, indicated by a revision date on the cover. Periodic updating of the guide is planned every 3-5 years. Please direct any questions to [JuniorActivities@ALforVeterans.org](mailto:JuniorActivities@ALforVeterans.org).

## PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of

our associations during the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom, and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

## FOREWORD

This book has been prepared in compliance with the following resolution adopted at the National Convention in New York, September 1937: "That the National Organization compile a handbook consisting of information dealing with the eligibility, organization, procedure, simplified meeting and instructions for the formation and functioning of Junior membership groups and that this handbook be distributed at the earliest possible moment for department and unit use."

The Junior Activities Handbook contains details for organizing and directing a program for Junior members as well as information on eligibility, contests, meetings, programs, prayers and ceremonies for initiation, installation and graduation. Junior members are encouraged to use this handbook as a resource to become knowledgeable American Legion Auxiliary members.

The purpose of the Junior Activities committee is to interest eligible young women (under the age of 18) in continuing their membership as a senior member through the positive experience of mission-based volunteering that instills the ideals of the organization.

## JUNIORS 101

### Organization

The goal of the Junior Activities program is to encourage Juniors to continue their participation into senior membership.

Success of the Junior Activities program is largely dependent on the leadership provided by the unit. Juniors are not a separate organization, but are under the guidance of an advisor (Junior Activities chairman) and a committee of unit members.

Juniors conduct their own meetings, carry out their own activities, and are highly encouraged to participate in unit meetings and activities. The Junior officers are honorary in title. Their work should be coordinated with the work of unit officers.

Americanism should be a major focus in order to teach patriotism, citizenship and loyalty to America. There are many teaching tools available to help instruct a variety of ages in Americanism (see Resources: Publications in this handbook). Unit activities should encourage Junior participation.

### Membership Eligibility

Juniors Members of the American Legion Auxiliary are a special classification of members under the age of 18. Upon reaching age 18, Junior members are automatically transitioned to the Senior Members classification of membership (adult members); however, an Auxiliary member under the age of 18 who is married shall be classified as a senior member. Members attaining senior membership status have full senior membership privileges.



Eligibility for membership in the American

Legion Auxiliary is as defined in the American Legion Auxiliary Constitution & Bylaws. Membership eligibility includes the grandmothers, sisters, wives, mothers and direct descendants of veterans of the U.S. military who served during times of declared wars and conflicts, as defined by The American Legion's federal charter approved by Congress. Any changes to Legion membership eligibility require an Act of Congress.

Eligibility guidelines for membership in The American Legion may be found at the Legion's national website, [www.legion.org](http://www.legion.org); the periods of wartime eligibility for Legion membership are: Daughters, granddaughters, great-granddaughters and sisters of all men and women who were in the Armed Forces of the United States during any of the following wartime periods:

- ★ **World War I:** April 6, 1917 to November 11, 1918
- ★ **World War II:** December 7, 1941 to December 31, 1946
- ★ **Korean War:** June 25, 1950 to January 31, 1955
- ★ **Vietnam War:** February 28, 1961 to May 7, 1975
- ★ **Lebanon/Grenada:** August 24, 1982 to July 31, 1984
- ★ **Panama:** December 20, 1989 to January 31, 1990
- ★ **Gulf War/War on Terrorism:** August 2, 1990, to, and including, the date which the United States government shall determine to be the end of hostilities, all dates inclusive; And who, being citizens of the United States at the time of their entry into active duty in the Armed Forces of any of said wartime periods, died in line of duty or after honorable discharge.

For more information about eligibility, please refer to your department and American Legion Auxiliary governing documents.

Auxiliary membership forms may be found on the Auxiliary's national website [www.ALForVeterans.org](http://www.ALForVeterans.org).

### Dues

Dues for Juniors are payable each year. Junior members do not receive a renewal notice from National Headquarters. Funds generated from the collection of Junior dues are handled by the senior unit treasurer. The amount of the Junior dues is to be set by the senior unit. This amount must include both department and national dues.

### Finance

Revenue from Junior fundraising activities should be carried as a separate line item in the senior unit treasurer's book. All Junior projects requiring expenditure of funds must first be approved by the senior unit. The Junior treasurer should keep a record of all expenditures. Upon completion of an approved project, the bill for expenses should be presented to the senior treasurer for payment.

## JUNIOR OFFICERS

### Description

At the unit level, honorary Junior officers traditionally include president, vice president, chaplain, historian, secretary, treasurer and sergeant-at-arms. Honorary Junior officers may vary by department but are likely to reflect the structure of the unit.



During the National Executive Committee Meeting held February 25, 2012, a resolution passed stating Honorary National Junior offices

carry courtesy titles bestowed by the American Legion Auxiliary. Any Honorary

Junior National officer elected is solely an honorary, courtesy position without any formal recognition and with no official or formal duties. She shall not travel as a representative of the national American Legion Auxiliary nor conduct fundraising for Junior election campaigns or related activities benefiting an Honorary Junior National Officer or candidate. It was also resolved that any Junior elected to serve as an Honorary Junior Officer must be paying dues as a Junior member for the membership year in which she is installed.

### Pins

Junior member pin attachments affix to the American Legion Auxiliary officer badge and are available through Emblem Sales' website by visiting [www.emblem.legion.org](http://www.emblem.legion.org). Official pins are available through Emblem Sales for current and past unit, county, district and department Junior officers.

## YOUTH PROGRAMS

### Patch Program

Participating in the patch program gives Junior members the opportunity to increase their knowledge of patriotism, citizenship, leadership, health and fitness. Juniors can be involved with the patch program as a group or as an individual.

There are several levels in the patch program, grouped according to grade in school. These groups include kindergarten through third grade, fourth through eighth grade, and ninth through 12th grade (or 18 years of age).

When the required activities for a patch are completed, a senior member must sign the form to verify a Junior has met the criteria for the patch. The completed form should be submitted to the department Junior Activities chairman. The department chairman will complete the request form for patches and send to National Headquarters. The

due date for the current year's patches is June 1st. Additional information on the patch program can be found in the Junior Activities Plan of Action on the Auxiliary website at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

Patch program instructions and forms can be downloaded from this website.

### Electronic Patch Program

In addition to receiving a physical patch, American Legion Auxiliary Junior members can now download electronic patches as part of the Junior Patch Program. The Junior may download the electronic patch from [www.ALAforVeterans.org](http://www.ALAforVeterans.org), and display it on her personal media pages.

Each sheet explains the criteria and what a Junior member must accomplish in order to earn a specific patch. Anyone wanting a physical patch must still submit required Junior Patch Request Form to the department's Junior Activities chairman. Electronic patches may be downloaded on the honor system. Other patch program information and forms can be downloaded from the ALA website at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

### VolunTeens/Student Volunteers

A VolunTeen is a volunteer who is under the age of 18 and a Junior member of the American Legion Auxiliary, Sons of The American Legion or unaffiliated with an organization. This program was created with a resolution by the American Legion Auxiliary in 1959. This program is not affiliated with VolunTeens™.

Participants can volunteer at a VA Medical Center (typically age 15+) or work with a senior member in field service (age 7+). Guidelines for these volunteer opportunities are outlined in the Veterans Affairs & Rehabilitation (VA&R) Guide, available through your department headquarters or online at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

VolunTeens who meet the requirements



can apply for the American Legion Auxiliary Junior VolunTeen Scholarship (see Opportunities for Juniors: Scholarships in this handbook) or

the James H. Parke Memorial Scholarship, which is awarded by the Department of Veterans Affairs. For more information on the Parke Scholarship, visit [www.volunteer.va.gov/ParkeScholarship.asp](http://www.volunteer.va.gov/ParkeScholarship.asp).

### Operation: Military Kids

Operation: Military Kids (OMK) is a collaboration between 4-H and the Army Youth Development Project that supports youth impacted by a parent's deployment. Through partnering with organizations in the community, OMK provides youth program opportunities for elementary, middle school and high school youth and connects them to support resources in their local community.

Juniors can partner with OMK to organize special events (such as Home Front Kids Canteen) or stuff backpacks for children of a deployed parent (Hero Packs). To find out more information or to get involved contact your local OMK through your state's extension office. Information can also be found by visiting [www.operationmilitarykids.org](http://www.operationmilitarykids.org). (See *how-to sheets* on page 30.)

### AWARDS

For a complete description of all awards available to Juniors, see the Junior Activities section of the Plan of Action at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

### NATIONAL JUNIOR MEETING

The annual National Junior Meeting is held during the days before the American Legion Auxiliary National Convention. Juniors elect



Honorary National Junior Officers, share ideas and have fun while honoring American Legion Auxiliary traditions.

A service project at the National

Junior Meeting allows Juniors to experience the camaraderie of working together on a mission-based activity. One such activity has been Operation: Military Kids Hero Packs. Juniors have collected and contributed items such as notebooks, pens, paper, stuffed animals and other items to be included in the Hero Packs. During the National Junior Meeting, those items, along with much more, were filled into Hero Packs and then later distributed to children of deployed soldiers. Juniors also participate in the National Convention Parade.

Juniors indicate their intent to run for national office and are elected during the National Junior Meeting. An honorary national Junior president, five honorary Junior division national vice presidents, honorary national Junior chaplain and honorary national Junior historian are elected at the meeting to serve for one year. Each department Junior group is entitled to one voting representative.

## CHAIRMEN FOR JUNIOR ACTIVITIES

### Description

The Junior Activities chairman is a senior member of the unit selected for her rapport with youth of all ages and for her creativity and energy. It is suggested that the Junior Activities chairman recruit additional members to serve as helpers so the needs of each age category will be met. To facilitate age-appropriate activities, it is suggested that a large group be divided into age groups that correlate with the patch program age groups.

## Suggested Activities

As the future leaders of our organization, Juniors should learn protocol and Auxiliary traditions. Emphasis should be placed on engaging all members while making meetings meaningful and fun.

Create an email and phone list of Juniors who can participate in events. Invite them to a meeting using email, social networking (such as Facebook), text message or phone call.

Keep in mind younger children have very short attention spans and require short, varied activities and breaks for physical activity. Aim for fun rather than formality in meetings and activities with this age group.

While there is no official uniform, it is recommended Juniors wear an American Legion Auxiliary Emblem T-shirt during service activities. These

T-shirts are available through Emblem Sales at [www.emblem.legion.org](http://www.emblem.legion.org).

Take pictures of your events and publish them in your unit newsletter. Please have a parent or guardian's written permission before posting pictures or names online or publishing pictures of any Junior member. The publishing of activities through various media types will help promote Auxiliary presence in the community, encourage membership, and inspire other ideas for service projects.

The following are a few suggested activities:

- ★ Participate in the Pocket Flag Project. [www.pocketflagproject.com](http://www.pocketflagproject.com)
- ★ Conduct a workshop on flag etiquette.
- ★ Stuff Hero Packs for Operation: Military Kids. [www.operationmilitarykids.org](http://www.operationmilitarykids.org)
- ★ Participate in the Veterans History Project. [www.loc.gov/vets](http://www.loc.gov/vets)
- ★ Partner with a school to conduct Kids





Voting USA® programs.

[www.kidsvotingusa.org](http://www.kidsvotingusa.org)

- ★ Participate in Martin Luther King Jr. Day of Service (January).
- ★ To find guides for service activities on MLK Day, go to [www.ALforVeterans.org](http://www.ALforVeterans.org).
- ★ Promote American Legion Auxiliary scholarships at schools.
- ★ Collect school supplies for local schools or military kids.
- ★ For a guide on “How to Collect School Supplies,” go to [www.ALforVeterans.org](http://www.ALforVeterans.org).
- ★ Volunteer in VA Medical Centers, field or home service projects.
- ★ Collect items for members of the community who are in need (i.e., food drive for homeless veterans).
- ★ Present programs at schools on the American flag or the Pledge of Allegiance.
- ★ Educate others about the American Legion Auxiliary.
- ★ Make presentations on legislative issues; have your Juniors be a source of knowledge for veterans’ issues.
- ★ Participate in send-off and welcome home events for service members.
- ★ For a guide on “How to Organize a Welcome Home Event,” go to [www.ALforVeterans.org](http://www.ALforVeterans.org).
- ★ Learn the history of the poppy and its significance to The American Legion Family and veterans.
- ★ Distribute poppies.
- ★ Make and distribute holiday cards to veterans.
- ★ Adopt a veteran or military family and volunteer to run errands, baby-sit, mow the lawn or clean their house.
- ★ Fundraise/collect items to assemble Care packages to be sent to deployed servicemembers

- ★ Participate in Veterans/VA Christmas Gift Shops by shopping and wrapping gifts for military, veterans and their families
- ★ Promote Technology and educate others in its use to include your senior Auxiliary members
- ★ Volunteer at your local VA hospital. Become a VA&R VolunTeen
- ★ Reach out to military children in schools. With the help of a school counselor or principal, pair up with a military child who might be struggling or need a friend.

### Certificates

A certificate for Junior member graduation is available online at [www.ALforVeterans.org](http://www.ALforVeterans.org).

### Emblem Usage



The emblem of the American Legion Auxiliary is a badge of distinction and honor. It stands for God and country and the highest rights of man. It

consists of several parts, and each part has a meaning. The rays of the sun that form the background stand for the principles of the American Legion Auxiliary: loyalty, justice, freedom and democracy; dispelling the darkness of violence, strife and evil. The unbroken circle of blue represents unity and loyalty. The field of white exemplifies the hope of freedom. The star of blue is the emblem of service in war; it is no less the emblem of service in time of peace.

The emblem of the American Legion Auxiliary is the emblem of Americanism. As members, we must preach and teach principles of Americanism. Let us not forget that to each generation comes its patriotic duty and that upon that rests the hope of the



nation.

The American Legion Auxiliary Emblem is fully copyrighted and patented in the name of the national organization. The

use of the emblem by an individual Auxiliary member is limited to the wearing of the official insignia and to the possession of authorized jewelry or merchandise bearing the insignia. Units are confined to using the emblem or a reproduction of the emblem on stationery, unit publications, notices, posters, place cards or items of similar character used in the ordinary routine and conduct of legitimate unit business. Departments are similarly limited. Any other use of the name “American Legion Auxiliary” or the emblem shall be subject to the approval of the department secretary and the national secretary.

These restrictions apply equally to the emblems of The American Legion, the Sons of the American Legion and the American Legion Riders. For more information, visit The American Legion’s website at [www.legion.org/emblem](http://www.legion.org/emblem).

### Junior Leadership Training Course

To help your Juniors better understand American Legion Auxiliary programs, it is suggested you conduct the National Junior Leadership Course (available on the website at [www.ALForVeterans.org](http://www.ALForVeterans.org)). This course will also provide information on basic protocol and parliamentary procedure. The focus should be on fun, information, education, inspiration, pride in the organization and instilling a desire to continue their membership as senior members.

### Recommended Tools for Conducting the Junior Leadership Course

1. Junior Activities Handbook
2. Unit Handbook (available under members resources area of [www.ALForVeterans.org](http://www.ALForVeterans.org) or available for purchase from Emblem Sales at [www.emblem.legion.org](http://www.emblem.legion.org))
3. National Junior Leadership Course (available under members resources area of [www.ALForVeterans.org](http://www.ALForVeterans.org)). Other publications are available online at [www.ALForVeterans.org](http://www.ALForVeterans.org).

### Conducting the Course

The following steps are suggested when conducting the National Junior Leadership Course:

1. Select a senior member to conduct the course.  
An assistant also may be selected.
2. Establish a time and place.
- a. Try to schedule the session at a convenient time for Juniors and parents.
- b. An alternative to a separate leadership session is to incorporate portions of the course into each meeting.
3. Determine the number of hours and depth of study best suited to your Juniors’ needs and ages.
4. Decide what additional tools or reference materials will be required.



### Suggested Guidelines for Course Sessions

1. Participants should attend every session in order to receive recognition for course completion.

2. Any recognition for course completion will be on the unit level unless otherwise directed by the department.

## Responsibilities

The instructor will be responsible for:

1. All plans for leadership course.
2. Determination of materials needed, including copying of the material. Make sure there are enough copies for each attendant.
3. Time/place arrangements.
4. Certificates of attendance or other types of recognition for completion of the course.

## Mentoring

Mentoring engages Junior members and encourages membership into the senior unit. Juniors are encouraged to participate in two types of mentoring:

1. Senior members mentoring Junior members.
2. More experienced Junior members mentoring less experienced members.

## Senior Mentors

For senior mentorship, ask members if they are interested in mentoring a Junior. The senior member in charge of mentoring may wish to pair Juniors with mentors based on career or hobby interests.

It is suggested that Juniors sit with their senior mentors so they can ask questions on issues or meeting processes during unit meetings. For Juniors interested in officer positions, pair them with senior officers in order to study the duties and responsibilities of that office. If either party expresses dissatisfaction with the arrangement, re-assign them.

## Junior Mentors

Junior mentorship provides guidance and camaraderie when a less experienced Junior may be overwhelmed with Auxiliary processes or needs social support. A Junior may be more likely to attend activities and meetings if she has a mentor. The mentee may be paired with a more experienced Junior by matching hobby, favorite school subject or career interests.

Juniors also can mentor senior members by sharing their needs, interests and activities within the Junior program. One great way to do this is by helping a Senior member with technology questions.

## BACKGROUND SCREENING

As a program that primarily serves minors, it is extremely important that your American Legion Auxiliary Juniors Activities Program has a background screening process that covers any volunteers working with minors.

National Headquarters staff does background checks on national committee members and volunteers who work in the National Junior Meeting and the American Legion Auxiliary Girls Nation. In addition to conducting hiring screenings, the American Legion Auxiliary National Human Resources division conducts background checks on all staff members who spend a significant amount of time at those programs.

If a background check reveals anything that gives a program leader cause for concern about an individual, that individual should not participate unless the cause for concern is resolved. If the cause for concern is of a nature that cannot be resolved or ignored, then that individual cannot participate.

There is no one law that covers whether background checks are required for employees or volunteers or states how extensive those background checks must be; instead, there is an overlay of federal and state laws. You should also remember

that there can be both civil and criminal liability for failing to conduct background screenings. Some states may require screening for employees but not volunteers; other states may require them for both employees and volunteers.

Organizations that primarily serve children are often held to the strictest standards in regard to background screening, and you should be aware of which laws apply to your program. Even if there are legal requirements or only limited requirements for background screening, there are other compelling reasons for mandatory screens;

- ★ Protecting a vulnerable population
- ★ Avoiding public backlash
- ★ Reassuring donors
- ★ Limiting liability

Applicants' backgrounds may be screened in a variety of ways, and your state department should approve your policy. A typical policy would include requiring a national criminal history check, a sex-offender registry check, and a social security check. If the person would be transporting minors by motor vehicle, a screening check with your state department of motor vehicles is recommended. Numerous reputable companies provide background checks, often at a reduced rate for nonprofits. Some nonprofits ask potential volunteers to provide personal references. If you use a third-party screener, it might require you to obtain the potential volunteer's written consent before conducting the search, and it is often good policy to let the volunteer know they will be screened. The results of background checks should be kept confidential, to avoid leaking personal information about the employee or volunteer.

## OPPORTUNITIES FOR JUNIORS

### ALA Girls State & ALA Girls Nation

American Legion Auxiliary Girls State provides an opportunity for all young women, not just Auxiliary members, who have completed their junior year of high school to experience state government processes. A self-governing mock-state, young women elect their own leaders, write bills for debate and run a legislative session.

Two participants from each department Girls State session are selected to attend American Legion Auxiliary Girls Nation in Washington, D.C. Mock caucusing and debating of bills educate young women in federal legislative processes. Registration fees for both programs are usually paid for by the American Legion Auxiliary. For more information, visit:

[www.boysandgirlsstate.org](http://www.boysandgirlsstate.org)

[www.ALforVeterans.org](http://www.ALforVeterans.org)



## Contests



American Legion Auxiliary contests include the Americanism Essay, Poppy Poster and Miss Poppy. Contest guidelines, themes and applications

for the current year can be found in the relevant program section in the Plan of Action at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

## Scholarships

American Legion Auxiliary scholarship requirements and guidelines can be found online at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

Scholarships available to Junior members include the following:

1. Spirit of Youth Scholarship
2. Scholarship for Honorary National Junior President
3. Non-traditional Student Scholarship
4. Junior VolunTeen Scholarship



Scholarships available to Junior members and other high school students include the following:

1. Children of Warriors National Presidents' Scholarship
2. The American Legion Samsung Scholarship (for Girls/Boys State alumni)

## RESOURCES

### Publications

Available under member resources area at [www.ALAforVeterans.org](http://www.ALAforVeterans.org):

- ★ Unit Handbook - free download, but also can be purchased from Emblem Sales Available for purchase from Emblem Sales at [www.emblem.legion.org](http://www.emblem.legion.org):
- ★ Roberts Rules of Order
- ★ Americanism educational materials found at Emblem Sales:
- ★ Flag Education DVD
- ★ Let's Be Right on Flag Etiquette
- ★ Knowledge in a Nutshell: America

## Online

American Legion Auxiliary Website

- ★ Gateway to Services-Resources to help military families. There are four categories for services: Career, Training & Education; Family, Community, & Social Services; Financial and Legal Support; Health & Wellness.

## Facebook

Connect with the Auxiliary through our social media pages:

- ★ American Legion Auxiliary Juniors
- ★ American Legion Auxiliary National Headquarters
- ★ American Legion Auxiliary Girls State
- ★ National Veterans Creative Arts Festival
- ★ American Legion Auxiliary National President

## Twitter

Follow us — American Legion Auxiliary National Headquarters (ALANatIHQ)

## COMPONENTS OF JUNIOR MEETING PROCEDURE

### Meeting Etiquette

- ★ In order to minimize disruption, it is suggested a meeting policy be established where members are required to turn off their cell phones and place them under their chairs. Otherwise, silencing phones may still cause disruption, and texting remains enabled. A verbal reminder to turn off cell phones is encouraged at unit meetings. At the conclusion of meetings, remind members to turn on their phones.

You may want to send a note home to parents in order to ensure they know the cell phone policy and consequences. Together with the Junior Activities chairman, members may establish consequences for breaking cell phone rules, or honor senior unit cell phone rules and consequences.

- ★ A dress code may be required for district and national meetings.
- ★ Undesired talking may result from friends sitting next to each other during a meeting or activities. It is suggested that a Junior meeting last a maximum of 30 minutes to avoid boredom or loss of interest.

As members become familiar with the procedures, you may wish to increase the meeting time if the business of the group is not being completed.



- ★ More information about meeting etiquette, as well as how to formally speak during a meeting, can be found in the American Legion Auxiliary publication Parliamentary Procedure.

### Standardized Program Procedure

1. Three raps of the gavel signal all to rise. One rap signals all to sit.
2. Flag courtesy and manner of salute is observed according to Flag Code, which can be found in the Appendix of the Unit Handbook.
3. The colors are placed at either side and just in advance of the honorary Junior president's station. The American flag is to be on the right of the president and the unit colors are on the left of the president.
4. When the colors are advanced, the right hand is placed over the heart and remains there until the colors are posted. When the colors are retired, the hand is removed from the heart when the American Flag is no longer in view.
5. When pledging allegiance to the flag or singing the national anthem, members should stand with the right hand over the heart. This position is held until the end of the pledge or completion of the national anthem, and then the hand is dropped to the side. Nothing should be held in the hands while reciting the pledge or singing the national anthem, unless it is a headdress held over the heart.
6. Desk flags are placed and are never advanced.



Desk colors, U.S. flags and banners are available through Emblem Sales at [www.emblem.legion.org](http://www.emblem.legion.org).

### Order of Business

1. Call to Order
2. Prayer

3. Pledge of Allegiance (see back inside cover of this handbook)
4. National Anthem (“Star Spangled Banner,” see Appendix of this handbook)
5. Preamble (see pg. 1 of this handbook)
6. Reading and approval of minutes of previous meetings
7. Reports of officers and committees
8. Unfinished business
9. New business
10. Announcements
11. Remarks by Junior Activities chairman
12. Program

### Simplified Meeting

A standardized program procedure is recommended for Junior meetings. We have provided an example of a meeting script in simplified form.

**Junior President:** “The meeting will now come to order.”

*The Junior president gives three raps of the gavel to signal members to rise.*

**Junior President:** “The members will salute while the colors are advanced.”

**Junior President:** “Our chaplain will offer prayer.”

*In place of the following prayer, the chaplain may substitute one of her choosing.*

**Junior Chaplain:** “Our Father, we thank Thee for this great country of ours, and for the sacrifice and service of our loved ones who have preserved it for us. Help us as Junior members of the American Legion Auxiliary to continue loving service to those less fortunate than us. Amen.”

**Junior President:** “Please join me in pledging allegiance to the flag, followed by the singing of our national anthem, ‘The Star-Spangled Banner.’”

“Let us recite the Preamble to the Constitution of the American Legion Auxiliary.”

*When the Preamble recitation is finished, one rap of the gavel seats the members.*

**Junior President:** “I now declare the meeting of the Junior group of Unit number \_\_\_\_\_, Department of \_\_\_\_\_, regularly convened.”

After business session and program, the meeting should be closed in the following manner:

**Junior President:** “If there is no further business to come before the meeting, the chaplain will lead us in prayer.”

*The president gives three raps of the gavel to signal members to rise and stand in silence.*

**Junior Chaplain:** “Our Father, we thank Thee for the good works we have accomplished in this meeting and ask for your guidance as we continue our service to veterans, servicemembers and their families. Amen.”

**Junior President:** “Until we meet again, let us remember that our obligation to our country can only be fulfilled by the faithful performance of all duties of citizenship. Let service to the community, state and nation always be our objective. Let us always be watchful of our organization and ourselves, that nothing steer us from the path of justice, freedom and democracy. The color bearers will retire the colors.”

*The members salute the American flag as it is retired.*

**Junior President:** “The chair declares this meeting adjourned.”

*The president gives one rap of the gavel to adjourn the meeting.*



## CEREMONIES

### Initiation Ceremony

NOTE: The initiation officer [or distinguished guest (“DG” in the diagram below)] is the choice of the honorary Junior president. For meeting supplies, see “Unit Decor” under the “Auxiliary Accessories” section of Emblem Sales ([www.emblem.legion.org](http://www.emblem.legion.org)).

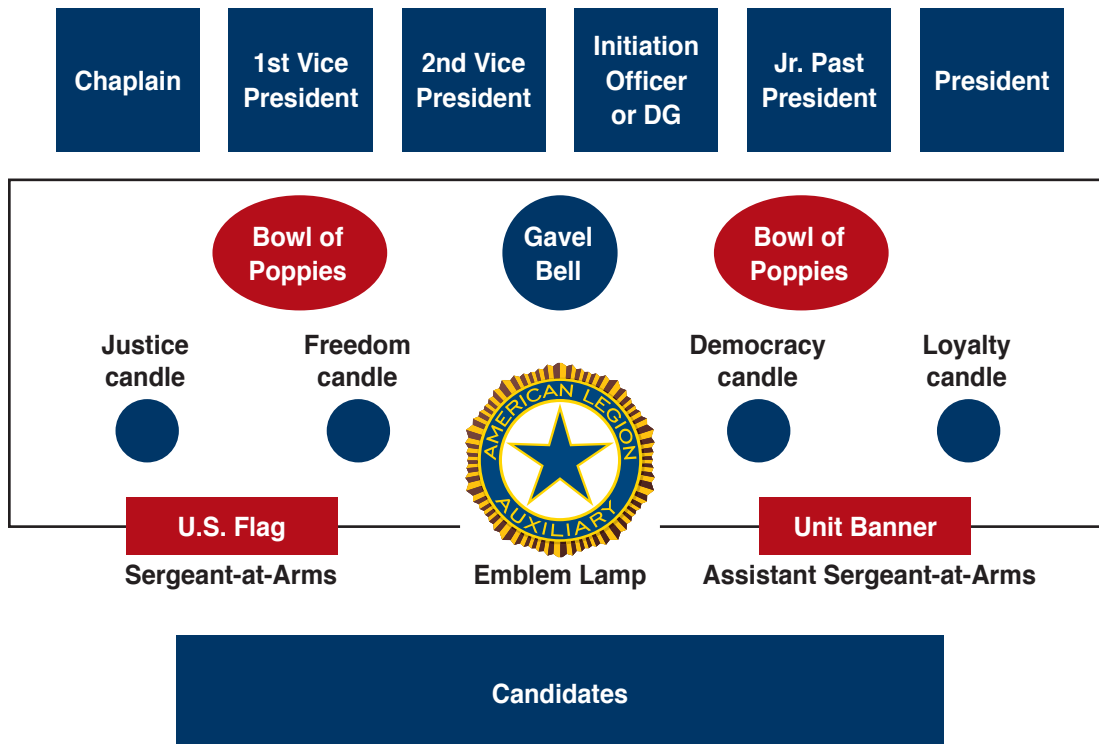


Initiation of candidates is an important function of the officers of each unit, but it is not mandatory for membership.

An appropriate covering should be used on the unit president’s table. Four candles in uniform holders should be placed on the table. In addition, a bowl of poppies, one for each candidate, should be placed on the table, along with sufficient copies of the Auxiliary Constitution, Flag Code, small American flags, Auxiliary pins and other desired materials. Chairs should be placed in the front row for the candidates.

If there are more candidates than seats in the front row on both sides of center aisle, enough room should be left in additional rows such that the sergeant-at-arms and assistant can present materials to each candidate. No formal attire or uniforms are necessary. The ceremony is of a serious nature. Further information about the placement of officers can be found below and in the Unit Handbook.

#### Initiation Ceremony Diagram





**Initiation Officer:** “We shall proceed with the initiation. Please remain in silence. Sergeant-at-arms, please present the Juniors for initiation.”

*Music is played as the sergeant-at-arms presents the candidates for initiation.*

Three raps of the gavel signal group to stand.

**Initiation Officer:** “The chaplain will offer prayer.”

**Junior Chaplain:** “Let us pray. Our Heavenly Father, we ask Thy blessing upon these members who are being received into our group. May the principles and ideals taught by the American Legion Auxiliary inspire them to become loyal, patriotic American citizens. Help them to become true leaders working for the good of the community, state and nation. Grant to them Thy loving care now and forever. Amen.”

*One rap of the gavel seats group.*

**Initiation Officer:** “The American Legion Auxiliary cherishes four great principles: justice, freedom, democracy and loyalty. They will now be explained.”

**Junior Vice President:** [Rises] “I light the candle of justice. Justice makes no distinction between persons, races and creeds. Justice is impartial, without anger, without malice. It is the guiding star of life and upon it rests the future of all nations.

I give you a copy of our constitution, in which you will find a practical application of the ideals of justice.”

*Sergeant-at-arms and assistant distribute a poppy and a copy of the constitution to each candidate.*

**Junior Secretary:** [Rises] “From the candle of justice, I light the candle of freedom. Among the rights of mankind, freedom is the



one held most dear. In the Revolutionary War, freedom was won for the people of the United States. In the World Wars, it was the torch that led men through the darkness of the conflict. This bell is a reproduction of the Liberty Bell which rang out the freedom of a new nation, and may it ever remind you that America is the cradle of freedom. The flag of the United States is the emblem of freedom.”

*Sergeant-at-arms and assistant give each candidate a small flag and a copy of Flag Code.*

**Junior Treasurer:** [Rises] “From the candle of freedom, I light the candle of democracy. Democracy is government of the people, by the people, and for the people. American democracy offers a voice in government to every citizen so that all may share in its benefits. Democracy can only exist where each person knows and accepts the responsibility of service to their community, state and nation. The Emblem of the American Legion Auxiliary is the emblem of democracy.”

**Junior President:** [Rises] “From the candle of democracy, I light the candle of loyalty. Loyalty is one of the first requirements of a citizen and is the cornerstone of the American Legion Auxiliary. Loyalty to God, country and self is the basis of true Americanism.

You have heard explained the four great principles of the American Legion Auxiliary. Are you willing to obligate yourself to the principles?”

**Juniors:** “I am.”

*Three raps of the gavel signals group to rise.*

**Junior President:** “You will raise your right hand and repeat after me, giving your name where I give mine.

‘I, \_\_\_\_\_, do solemnly pledge to be a loyal member of the American Legion Auxiliary, to uphold and defend the constitution of



the United States of America, to maintain law and order, to foster and perpetuate a one hundred percent Americanism, and to all these things I pledge myself

to God and country. I am not a member of and do not subscribe to the principles of any group opposed to our form of government.”

*At the conclusion of the obligation, all lights, except those of the four candles, shall be extinguished. Silence shall be observed for 10 seconds, and soft music shall be played.*

*Without a cue, the chaplain shall call attention to the Emblem. This may be an emblem light, banner, pin or picture.*

**Junior Chaplain:** “The Emblem of the American Legion Auxiliary is your badge of distinction and honor. It stands for God and country and the highest rights of mankind. It consists of several parts and each part has a meaning. The rays of the sun that form the background stand for the principles of the American Legion Auxiliary; loyalty, justice, freedom and democracy; dispelling the darkness of violence, strife and evil. The star of blue is the emblem of service in war; it is no less the emblem of service in time of peace.

The emblem of the American Legion Auxiliary is the emblem of Americanism. Americanism is the unity of love, singleness of allegiance, practicality of purpose, care of the distressed, and the education of children, all directed to the promotion of a common good. As members of this organization, we must preach and teach the principles of Americanism. Let us not forget that to each generation comes its patriotic duty and that upon your willingness to sacrifice and endure, as those before you have sacrificed and endured, rests the hope of the nation.”

Lights are turned on and one rap of the gavel seats members.

**Initiation Officer:** “On behalf of the American Legion Auxiliary, Department of \_\_\_\_\_, I welcome you to membership in this unit. May you enjoy your association with other members of this group and always be a loyal member of the American Legion Auxiliary.”

“Sergeant-at-arms, please escort these new members to their seats.”

### **Installation of Junior Officers**

Installation of Junior officers and choice of installing officer are at the discretion of the unit. This ceremony can take place during the installation of senior unit officers or as a separate event. Pins, badges and ribbons may be used to make the ceremony as elaborate as desired.

**Unit President:** “We will now proceed with the installation of honorary Junior officers. The sergeant-at-arms will now present the installing officer.”

*Members wait for sergeant-at-arms to escort installing officer to the podium. Unit president takes a seat at the head table.*

**Installing Officer:** “Sergeant-at-arms, please present the officers.”

*As their names are called, beginning with the sergeant-at-arms, the officers form a line facing the installing officer.*

**Sergeant-at-Arms:**

“Madam installing officer, I present to you the officers of this Junior group.”

**Installing Officer:**

“You have been chosen to be an officer in your Junior group. I know you will make us proud of the trust that has been placed in you and will carry out the duties of your office to the best of your ability. Remember the success of your group depends upon



you. Learn your duties and perform them well. You will be guided by unit members and are encouraged to assist them when asked. You will uphold the ideals of the



American Legion Auxiliary, which are justice, freedom, democracy and loyalty.

“You will now raise your right hand and repeat after me, giving your

name where I give mine:

I, \_\_\_\_\_, do solemnly pledge to perform faithfully all the duties of the office which I am about to assume, and I further pledge that I am not a member of and do not subscribe to the principles of any groups opposed to our form of government.”

Junior sergeant-at-arms, it is your duty to keep order at all meetings; to see that flags are advanced, retired and properly preserved. Your attendance at meetings is important, as you are a valuable aide to the president.

Junior historian, you are charged with the responsibility of recording the activities and accomplishments of this group. Attend all meetings and keep a neat and orderly history that will guide the footsteps of those who follow.

Junior chaplain, you are the spiritual leader of the group. By your words and actions, you will represent our founding principles of service to God and country. You will give the opening and closing prayer at all meetings, provide prayer on special occasions and set a good example for other members.

Junior treasurer, your office is one of trust. You will keep a record of the monies of the group. When the group votes to approve the spending of money, with agreement from your advisor, you will contact the senior unit treasurer for prompt payment.

Junior secretary, you will record the minutes

of each meeting and assist the president with correspondence. Be prompt and accurate in recording actions taken at meetings.

Junior vice president, you will work closely with the president for the success of this group. You will learn the programs and attend all meetings. Be prepared to conduct the Junior meeting in the absence of the president. The teachings of justice and freedom go with the office of vice president.

Junior president, great trust has been bestowed upon you to fill the highest office in this Junior group. Under the guidance of your advisor, you will have the responsibility of leading the Juniors throughout the year. To you is entrusted the sacred duty of upholding the four great principles expressed in the Preamble to our Constitution: justice, freedom, democracy and loyalty.

*Three raps of the gavel signal members to stand.*

I congratulate this group upon the officers you have chosen. I have charged them with a serious responsibility and in turn, I charge you likewise. Will every member of this unit please stand and raise your right hand and repeat after me?

‘I solemnly promise to renew my pledge of service to the American Legion Auxiliary and to give wholehearted support to these Junior officers.’”

**Newly Installed Junior Chaplain:** “Our

Heavenly Father, we ask your blessing upon these newly installed officers. Guide them in their work as they lead us with ready hearts and willing hands in the programs of the American Legion Auxiliary in the path of service. Give them the wisdom to make



proper decisions and help them to use their talents wisely. We pray they be a blessing to all members of this unit. Amen.”

*One rap of the gavel seats members.*

**Installing Officer:** “Will the sergeant-at-arms please escort the retiring and newly installed presidents to the podium and the



other officers to their seats?

As the retiring president, you have come to the close of a very successful term. It has been an exciting experience

for you and a successful one for your group. You have fulfilled the duties as president admirably. As you leave this office, you take with you the appreciation of the Junior group and senior unit. I pin over your heart the insignia of Junior past president. May you always wear it with pride.”

One rap of the gavel by outgoing Junior president seats members. Outgoing president is seated. Installing officer presents gavel to newly installed Junior president.

As the newly installed Junior president, I present to you this gavel, your symbol of authority. May you use it wisely in the best interest of your group. I extend to you the congratulations of the senior unit and the wish for a truly successful year.”

**Unit President:** “Will the sergeant-at-arms please escort the installing officer, retiring Junior president and newly installed Junior president to their seats?”

On behalf of the American Legion Auxiliary Unit \_\_\_\_\_, Department of \_\_\_\_\_, I thank you for your service. May you enjoy your term and always be a loyal member of the American Legion Auxiliary.”

## Graduation Ceremony

(for Juniors reaching 18 years of age)

*The table is to be set the same as in the Initiation Ceremony. Sufficient chairs should be reserved in the front of the room for all graduating Juniors.*

**Unit President:** “Will the sergeant-at-arms and the Junior Activities chairman please escort the Juniors who are eligible for senior membership to the front of the room?”

*The members stand in front of the table facing the officers. The sergeant-at-arms and Junior Activities Chairman step back a few steps.*

“In the Junior Activities program, you have been given the opportunity to learn the duties, privileges, rights and responsibilities in the American Legion Auxiliary so you may understand and participate in the unit when you become senior members. May you always be a loyal and faithful member, helping to carry out the four great principles for which we are organized.

You are now eligible to join the ranks of the senior membership of our great organization. May you use your leadership abilities to help carry out our program of service to our veterans, their children, servicemembers and our communities.



**First Vice President:**

*Rises and lights candle of justice.*

“I light the candle of justice. Justice is the highest code by which humanity is governed. True justice is the guiding star of life, upon which rests the future of our nation.”

**Second Vice President:**

*Rises and lights candle of freedom.*

“I light the candle of freedom. Freedom is



among all of the rights of man and the one held most dear. You must help keep America a free country, faithful to the ideals upon which it was founded.”

**Junior Past President:**

*Rises and lights candle of democracy.*

“I light the candle of democracy. Democracy is government of the people, by the people and for the people. Our American democracy will continue to exist only if our citizens know and accept their responsibilities to their community, state and nation.”

**Secretary or Treasurer:**

*Rises and lights candle of loyalty.*

“I light the candle of loyalty. Loyalty is one of the most important requirements of a citizen. Loyalty to God, to country and to self is the basis of true Americanism.”

**Unit President:** “Will the Junior Activities chairman please present the names of the Juniors who are eligible for senior membership?”

**Junior Activities Chairman:** “Madam president, I have the honor of presenting (give each graduating Junior’s name). They have served as Junior members of the American Legion Auxiliary Unit \_\_\_\_, Department of \_\_\_\_ and have attained the required age of 18. They are now eligible for senior membership.”

**Unit President:** “Your presence here indicates the trust our unit has placed in you as Junior members. Your membership as a senior will add additional strength to our unit and the Department of \_\_\_\_ . I now declare you a senior member of the American Legion Auxiliary and take pride in presenting each of you with this certificate.”

*The president walks around the table and*

*presents each graduate with a certificate. The sergeant-at-arms presents the Unit Handbook and a copy of the unit Constitution & Bylaws.*

*The Junior Activities chairman pins a poppy corsage on the left shoulder of each girl and presents her with an Auxiliary pin.*

*Unit president gives three raps of the gavel for members to stand.*

**Unit President:** “The unit chaplain will offer prayer.”

**Chaplain:** “Let us pray. O God, as we participate in this graduation ceremony for these Juniors, we express our pride and satisfaction in having them as senior members of the American Legion Auxiliary. Help us to guide them so that Your name may be glorified through service to our country and to You.

Bless the American Legion Auxiliary as we carry out our program of service to mankind. Grant that all of us may seek Your guidance throughout our lives. We pray in Your holy name. Amen.”

*Unit president seats the members with one rap of gavel.*

**Unit President:** “On behalf of the American Legion Auxiliary, Department of \_\_\_\_

, I welcome you as senior members of this unit. May you enjoy your association with us and always be a loyal member of the American Legion Auxiliary.”



**Unit President:** “Sergeant-at-arms, please escort these Senior members to their chairs.”

**Memorial Service**

*Music (to be selected).*

*Prayer by chaplain.*

**Junior President:** “Death has entered our ranks and we pause to pay tribute to those Juniors who have passed to the Great Beyond during the past year.



We shall keep in hallowed memory the lives of these members whom we have loved and ‘lost awhile.’ We shall strive to pattern our lives after their zeal for patriotism and their devotion to duty, as we rededicate ourselves to the unfinished work which their hands began.”

*As each name is called, a candle is lit or a white flower placed in a bowl.*

“The chaplain will offer prayer.”

**Junior Chaplain:** “We give Thee thanks for the memories we have of our departed Junior member. O God, whose presence is everywhere and whose mercy never fails, may we always be pure and truthful, and learn day by day to know Thee better and to love Thee more. Amen.”

Taps or a solo is performed. One rap of the gavel signals members to be seated.

## PRAYERS

### Before Meals

**(Option 1)** “Dear Lord, as we gather together, we take this time to thank You, for the food that has been prepared for us on this special day/night. We thank the cooks and all who helped to make this meal wonderful. Amen.”

**(Option 2)** “Dear God, thank you for the world so sweet. Thank you for the food we eat. Thank you for the birds that sing. Thank you, God, for everything. Amen.”

**(Option 3)** “We thank Thee, O Lord, for this food and for all the blessings You have provided. Please bless all those who helped prepare this meal. Amen.”

## Mother’s Day

“I thank You, creator of us all, for our mothers. We thank You that they gave us life and nurtured us all these years. Our mothers gave us our faith, helping us to know You and to know Your loving ways. They taught us how to love and how to sacrifice for others. They taught us that it is OK to cry and that we should always stand for truth.

Bless our mothers with the graces they need and which You want to give them today. Help them to feel precious in Your eyes today and to know that we love them as You love them. Give them strength and courage, compassion and peace. Bless our mothers this day with Your love. Amen.”

## Memorial Day

“Dear God, may we honor and remember those who died that we might live in freedom. We remember our



departed loved ones gone on before us. Those we honor will be a part of our lives forever.

O God, we are mindful of Your great love for us. We are thankful for that love. We praise You for the blessings of love and friendship for our families and our homes. Amen.”

## Veterans Day

“Our Heavenly Father, we thank Thee for this day with its opportunities for service. Grant us grateful hearts for the freedoms we enjoy through Thy grace and mercy. Grant Thy comfort to families who have lost a loved one in service to America and sustain those veterans who bear scars of war.

We thank Thee for sustenance and Thy guiding hand—for friends, companions and loved ones. Send Thy blessing upon our

dear ones wherever they may be. To those in sorrow, reveal unto them the comfort and humaneness of Thy tender mercy. Help us all to be more constant in our praise and obedience to Thee. Amen.”

### Thanksgiving Day

“Lord, thank you for your everyday gifts to us. We have so much to be thankful for, not just on Thanksgiving Day, but each new day that you give us. We give you thanks, Lord.

Our prayers of Thanksgiving join those of our forefathers. God, You know the words we so often speak; but more than that, You know the secrets of our hearts. We thank You for this day.

Lord, we pray for peace in the world. We thank You for people who stand for truth and that which is right. Give Your blessing, Lord, to our veterans and servicemembers who have given and continue to give so much for our freedom. Remember those who have given the supreme sacrifice, for we pray they will never be forgotten. Be with us, we pray. Amen.”



### Opening Prayer

“Dear God, as we gather here today, we ask for Your blessing upon this meeting. We ask that You give us the encouragement that we need to fulfill our duties to the best of our ability. Please remember each one of our members who are not able to be with us. Bless the veterans and servicemembers who sacrificed so much to keep our country strong and free. To all who are here today, give them Your special blessings. Dear God, we thank You that we never walk alone. Teach us to be tolerant of others as we seek to strengthen the bonds that bring us

together for God and country. For all of your blessings, we give You thanks. Amen.”

### Closing Prayer

“We thank You, Lord, for the opportunity of being here to enjoy this day. We thank You for Your guiding hand—for friends and for loved ones. Bless all of our efforts for God and country.

Help us to do our duties honestly and well, whether it be at home, school or for the American Legion Auxiliary. Grant Thy blessing on all members of the American Legion Auxiliary that we may continue to do good work and reach higher achievements and goals. For all of Your blessings, we give You thanks, for we know we are all Your children. Please ask for your safety as you guide us home. Amen.”

## SONGS

### The Star-Spangled Banner

(National Anthem)

Oh, say can you see by the dawn's early light

What so proudly we hailed at the twilight's last gleaming?

Whose broad stripes and bright stars through the perilous fight,

O'er the ramparts we watched were so gallantly streaming?

And the rocket's red glare, the bombs bursting in air,

Gave proof through the night that our flag was still there.

Oh, say does that star-spangled banner yet wave

O'er the land of the free and the home of the brave?

On the shore, dimly seen through the mists of the deep,

Where the foe's haughty host in dread silence reposes,

What is that which the breeze, o'er the towering steep,

As it fitfully blows, half conceals, half discloses?

Now it catches the gleam of the morning's first beam,

In full glory reflected now shines in the stream:

'Tis the star-spangled banner! Oh long may it wave

O'er the land of the free and the home of the brave!



Oh! thus be it ever, when freemen shall stand

Between their loved home and the war's desolation!

Blest with victory and peace, may the heav'n rescued land

Praise the Power that hath made and preserved us a nation.

Then conquer we must, when our cause it is just,

And this be our motto: "In God is our trust."

And the star-spangled banner in triumph shall wave

O'er the land of the free and the home of the brave!

### America

My country, 'tis of Thee,

Sweet Land of Liberty

Of thee I sing;

Land where my fathers died,

Land of the pilgrims' pride,

From every mountain side

Let Freedom ring.

Our fathers' God to Thee,

Author of Liberty,

To thee we sing,

Long may our land be bright

With Freedom's holy light,

Protect us by thy might

Great God, our King.





## America the Beautiful

O beautiful for spacious skies,  
For amber waves of grain,  
For purple mountain majesties



Above the fruited plain!  
America! America!  
God shed his grace on thee  
And crown thy good with brotherhood  
From sea to shining sea!

O beautiful for pilgrim feet  
Whose stern impassioned stress  
A thoroughfare of freedom beat  
Across the wilderness!  
America! America!  
God mend thine ev'ry flaw,  
Confirm thy soul in self-control,  
Thy liberty in law!

## This is My Country

This is my country,  
Land of my birth,  
This is my country, grandest on earth.  
I pledge thee my allegiance,  
America, the bold,  
For this is my country,  
To have and to hold.  
What difference if I hail from North or South  
or from the East or West?  
My heart is filled with love for all of these.  
I only know I swell with pride and deep  
within my breast  
I thrill to see "Old Glory" paint the breeze.  
This is my country,  
Land of my birth,

This is my country, grandest on earth.  
I pledge thee my allegiance,  
America, the bold,  
For this is my country,  
To have and to hold.

## God Bless the U.S.A.

If tomorrow all the things were gone  
I'd worked for all my life,  
And I had to start again  
With just my children and my wife  
I'd thank my lucky stars to be living here  
today,

'cause the flag still stands for freedom  
And they can't take that away.

*Chorus*

And I'm proud to be an American  
Where at least I know I'm free  
And I won't forget the men who died  
Who gave that right to me.

And I'd gladly stand  
up next to you  
And defend her still  
today.

'cause there ain't  
no doubt I love this  
land

God Bless the  
U.S.A.

From the lakes of Minnesota,  
To the hills of Tennessee,  
Across the plains of Texas  
From sea to shining sea,  
From Detroit down to Houston  
And New York to L.A.

Well, there's pride in every American heart,  
and it's time to stand and say.

Repeat chorus



## You're a Grand Old Flag

You're a grand old flag,  
You're a high flying  
flag  
And forever in  
peace may you  
wave,  
You're the emblem  
of the land I love,  
The home of the  
free and the brave.  
Every heart beats true for the  
Red, White and Blue,  
Where there's never a boast or brag,  
Should auld acquaintance be forgot?  
Keep your eye on the Grand Old Flag.



## POEMS

### In Flanders Fields

In Flanders fields the poppies blow  
Between the crosses, row on row,  
That mark our place; and in the sky  
The larks, still bravely singing, fly  
Scarce heard amid the guns below.

We are the Dead. Short days ago  
We lived, felt dawn, saw sunset glow,  
Loved, and were loved, and now we lie  
In Flanders fields.

Take up our quarrel with the foe;  
To you from failing  
hands we throw  
The torch; be yours  
to hold it high.  
If ye break faith with  
us who die  
We shall not sleep,  
though poppies  
grow

In Flanders fields.

--Lt. Col. John McCrae (1872 – 1918)



## APPENDIX

### JUNIOR ACTIVITIES CHAIRMAN GUIDE



#### Junior Activities Purpose:

To engage eligible young women (under the age of 18) in positive mission-based volunteer opportunities so

that they will be inclined to continue their membership into adulthood. *(Also see pages 8-9.)*

#### Committee:

Recruit at least three senior members, preferably from your committee, to serve as helpers for different age groups. Age groups should correlate with the Patch Program age groups: kindergarten through third grade; fourth grade through eighth grade; and ninth grade through graduation to a senior member.

Committee members, or at the very least the chairman, need to be familiar with national awards, the Patch Program, and other opportunities available to Juniors. Further information can be found in the Plan of Action on the national website, at [www.ALForVeterans.org](http://www.ALForVeterans.org).

#### Planning Activities:

Create a list of local Juniors that can participate in events, and invite them to a meeting using email or Facebook. When planning activities and service projects, plan one activity for each age group. For instance, if your unit is hosting a holiday party for servicemembers' kids, elementary-aged Juniors could make cards, middle school-aged Juniors could help wrap the presents and high school-aged Juniors could make desserts.

Keep in mind that younger children have very short attention spans and require short, varied activities and breaks for physical activity. Most Tiny Tot members will be too young to participate in focused activities. Aim for fun rather than formality in meetings.

Have pictures taken at any event you have; sharing the pictures on Facebook will help others get ideas for Junior service projects. Submit your pictures and stories to the Auxiliary magazine at [alamagazine@ALForVeterans.org](mailto:alamagazine@ALForVeterans.org).

As the future leaders of our organization, Juniors should learn protocol and Auxiliary traditions; emphasis should be placed on engaging Junior members while making meetings meaningful and fun. Activities could include giving presentations on flag symbolism, flag etiquette or the national anthem; participating in the pocket flag program; volunteering at VA Medical Centers; or participating in the Veterans History Project.

#### Funding:

In nearly all units, Junior Activities does not have an operational budget, but there are many ideas of fundraising events that you can put into action to

raise money. An example is hosting a food/beverage booth at a local fair. Any money raised by or for the Juniors should be kept as a separate line in the unit account(s), similar to poppy funds.



#### Junior Hierarchy:

Honorary Junior officers on the unit level include president, vice president, chaplain, historian, secretary, treasurer and sergeant-at-arms. Department Junior officers may vary by department, but are likely to reflect

the structure of the unit. Nationally, there is an honorary Junior president, five honorary Junior division vice presidents, honorary Junior chaplain and honorary Junior historian. Juniors indicate their intent to run for national office and are elected during the Junior Meeting at National Convention.

Juniors are members of the Auxiliary, so their President is the ALA National President. Honorary National Junior offices carry courtesy titles bestowed by the American



Legion Auxiliary. Any Honorary Junior National officer elected is solely an honorary, courtesy position without any formal recognition and with no official or formal duties. They shall not travel as a representative of the national American Legion Auxiliary or conduct fundraising for Junior election campaigns or related activities benefiting an Honorary Junior National Officer or candidate.

### **Emblem Use:**

Used in its entirety, the Auxiliary Emblem must be encircled by a solid color without a border. Controlled by National Headquarters, written approval from the national secretary is needed put the emblem on an item to be manufactured. Contact your department secretary for more information on this approval process. These restrictions apply equally to the Emblems of The American Legion, the Sons of the American Legion and the American Legion Riders. For more information, visit: [www.legion.org/emblem](http://www.legion.org/emblem).

### **National Convention:**

The Junior Meeting is simultaneously with the pre-convention meetings at National

Convention (the two days before convention officially begins). Juniors share ideas and have fun while honoring the traditions of the Auxiliary, elect honorary Junior officers, and, in conjunction with Operation: Military Kids, assemble Hero Packs for children of deployed servicemembers or some other mission-related service project.

### **Contact:**

Looking for more ideas? Contact your district, county, department and then division chairmen. Email the national chairman at

**[JuniorActivities@ALAforVeterans.org](mailto:JuniorActivities@ALAforVeterans.org)**.

### **Additional Resources:**

For more information, connect on Facebook ([www.facebook.com/alajuniors](http://www.facebook.com/alajuniors)), and check out the Unit Handbook, Junior Activities Handbook, and the Plan of Action with its related “How-To” sheets. Juniors are encouraged to implement aspects from all of the Auxiliary’s programs into their projects throughout the year.

## HOW TO SERVE VETERANS AND MILITARY FAMILIES AS A JUNIOR MEMBER



Ever wonder how you can make a difference as a Junior member? Look no further. Listed below are some ideas for how to help veterans and

military families. Some of these activities may help you receive patches in the Junior Patch Program. Check with your patch program level sheet.

### Show new military children around your school

- ★ Contact a guidance counselor at school and tell them you are a member of the American Legion Auxiliary. Explain that we are the largest women's patriotic service organization in the world and that our mission is helping veterans, active duty military and their families. Tell them that you would like to assist in showing new military children around the school and help them if they have a question.

### Talk to community businesses about why they should hire a veteran

- ★ Print out the list of the top 10 reasons to hire a veteran and send or deliver it to any businesses in your town that have help wanted signs or ads. Share copies with members of your unit and ask them to do the same. Post it on the bulletin board at the grocery store, your American Legion Post and other places where people might see it. Visit this link to find the top 10 reasons, <http://hvrpindianapolis.wordpress.com/category/hvrp-veterans-program/>. If you will be delivering the list, have a parent or an adult unit member go with you.

### Help military children understand

- ★ Ask a guidance counselor to help you gather students who would be interested in helping students who have parents serving in the military. Host a meeting where you explain the volunteer work that you do and how much you admire the sacrifices of our military heroes. It is not only the military servicemembers who serve, but their families too. Ask the students you gathered to help you reach out to students who may be missing a parent or worried about a deployed parent. Some things to look for — kids who dress with any camouflage or have flags/yellow ribbons on lockers, backpacks or the car that drops them off at school. Ask the guidance counselor to help you give some tips on what to say and what not to say when approaching these kids.

### Get your school or unit involved in making Pocket Flags

- ★ For Veterans Day at your school, see if you can have all of the classes in your school fold flags for military personnel. Talk to your principal or counselor, and explain that you are a member of the American Legion Auxiliary. Explain that you want to teach classmates about Veterans Day and that they can make a difference in a military servicemember by doing little projects like folding Pocket Flags. You could also use this as an opportunity to work toward a patch. You could give a presentation about what the flag represents and the meaning behind it. Your school may not be able to pay for the flags, so talk to them about fundraising ideas. You could sell candy at lunch on every Friday for a month. Visit the link [www.pocketflagproject.com](http://www.pocketflagproject.com) for more information.

### Write thank-you letters

- ★ Contact a nursing home or veterans home near your unit, and ask how many

veterans live there. Then, get other Juniors in your unit or friends together and write thank you letters to them. Be sure to tell how much you appreciate their service and sacrifice they gave to our country. You can even include drawings of flags or a picture of poppies.

### **Organize poppy making**

- ★ Find out who is in charge of poppies for your unit and ask them to contact the department poppy chairman on your behalf. Ask if they need new veteran poppy makers. Brainstorm with members in your unit on how to locate new poppy makers. Then, contact those places to see if you can go to meet with veterans who might be interested in earning a bit of income making poppies. Bring some materials so you can demonstrate how poppies are made, and familiarize yourself with the rules about poppy distribution ahead of time.

### **Become a student volunteer at your local Veterans Affairs Volunteer Service**

- ★ Ask for permission from your parent or guardian to become a student volunteer at a veterans hospital or VA facility in your area. Contact your local Veterans Affairs Volunteer Service by going to this link [www.volunteer.va.gov/StudentProgram.asp](http://www.volunteer.va.gov/StudentProgram.asp) to find instructions for applying.

### **Participate in the Veterans History Project**

- ★ Capture a piece of history by interviewing a veteran in your community. Follow the link [www.loc.gov/vets/](http://www.loc.gov/vets/) to find out how you can participate. You can also search through the veteran's collection to learn more about articles that have been put into the data base already.

### **Collect items for the Give 10 to Education project**

- ★ With other Juniors in your unit or with friends, collect items for students in your school who have a parent in the military or National Guard. Ask your teacher or school counselor how to get the items to the students.

### **Talk to your high school counselor about scholarship opportunities**

- ★ Contact your high school guidance counselor; explain that you are involved with the American Legion Auxiliary. Give them information about the Auxiliary's scholarship opportunities. Information about scholarships awarded by National Headquarters can be found at [www.ALForVeterans.org](http://www.ALForVeterans.org). Gather information from your local unit as well to take to your counselor.



### **Get involved with Operation Military Kids**

- ★ Operation Military Kid has several programs that you can get involved with. You can make hero packs or get trained in their program called Speak Out for Military Kids. Follow the link [www.operationmilitarykids.org/public/getinvolved.aspx](http://www.operationmilitarykids.org/public/getinvolved.aspx) to find out how you can get involved in your state.

### **Help with events going on in your local American Legion Family**

- ★ If you know of events that will be taking place, contact the person in charge and ask if you can help in some way. You may be able to help set up before a dinner or event.

## HOW TO GET INVOLVED WITH OPERATION: MILITARY KIDS (OMK)

Operation Military Kids is a program that was created in response to 9/11 and the Global War on Terrorism. The program was created by Army Child & Youth Services and State 4-H Military Liaisons to meet the needs of children whose parents were suddenly deployed. OMK has several different programs that individuals or units can get involved with.

To learn more about OMK, visit [www.operationmilitarykids.org](http://www.operationmilitarykids.org).

### Step One: Become more knowledgeable about OMK programs.

- ★ First, before you get involved with OMK, educate yourself about the different programs OMK has. There are four main programs:
  - Hero Packs
  - Backpacks filled by non-military children that are given to military children to help them keep connected with a parent who is deployed
- ★ Speak Out for Military Kids
  - Military and non-military children bring community awareness to issues military children face during a parent's deployment
- ★ Mobile Tech Labs
  - Mobile Internet-ready computer lab used to teach military children about technology they can use to stay connected with parents who are deployed
- ★ Ready, Set, Go!
  - Community trainings provided to children and adults to inform the public about military culture, the deployment cycle and unique issues military children face

If you follow the link above, on the righthand

side of the OMK homepage, you will find links to each of the programs.

### Step Two: Get involved. Contact your OMK state coordinator.

- ★ To get involved with any of the programs, contact your state's OMK coordinator — each state has different events and needs. Start with the OMK webpage, then look for state information ([www.operationmilitarykids.org/public/states.aspx](http://www.operationmilitarykids.org/public/states.aspx)) and click on your state. Find the email address of your state coordinator and email them to ask what needs they may have in your area. Be sure to introduce yourself, your state and that you are with the American Legion Auxiliary.

### Step Three: Report to your unit and department.

- ★ There are two pieces to this — sharing your experience and recording dollars and hours for ALA Impact Numbers.
  - Once you have participated in an event or program with OMK, report your experience back to your unit or department. Explain how you became involved and what you got out of your experience of working with OMK.
  - Be sure to keep track of your hours. They will be counted toward service hours in your Children & Youth program. Report them to your unit's Children & Youth chairman.
  - Visit [www.ALForVeterans.org](http://www.ALForVeterans.org) for a spreadsheet to keep track of your impact numbers. A box will pop up asking you to open Microsoft Excel. Click the open box, and your spreadsheet should appear. When your spreadsheet has been filled out, print it and give to your Children & Youth chairman by the deadline established by your unit.

## HOW TO INCORPORATE MISSION-RELATED PROJECTS INTO JUNIOR ACTIVITIES

In an effort to instill a commitment to volunteerism and awareness of the mission of the American Legion Auxiliary, each department is encouraged to incorporate mission-focused projects into their Junior Activities — the focus being veterans, military and their families.

### Poppy wreaths:

Take this opportunity to briefly teach the girls about the poppy's rich history. Explain how the assembly of poppies is used as therapy for the veterans, with all monies collected going directly to military servicemembers, veterans and their families.

Have the girls create a poppy wreath to be publicly displayed.

One location to lay the wreath may be a veterans' memorial (often located near a statehouse). The wreath can also be displayed at the statehouse or other government building (ask for official approval).

### What you will need:

- ★ Floral wreath form. Depending on the number of participants, consider making more than one wreath (i.e., one for veterans and one for current servicemembers).
- ★ Wreath stand (not necessary if the wreath will be hanging).
- ★ One poppy for each Junior member and senior member at meeting.
  - Reach out to units in your department for poppies from previous years, which can only be used for decoration purposes.
- ★ The same number of floral picks as poppies.



### How to:

- ★ Before the session begins, remove the American Legion Auxiliary labels from the poppies and wrap the wire stem around the floral picks.
- ★ Place the empty wreath in a central location. Give each girl and senior member a wrapped poppy. Let each girl place her fluffed poppy into the wreath.
- ★ Decide if you want this to be a solemn event, in which the girls are asked to remain quiet while placing their poppies. Have them keep in mind a veteran or servicemember as they place their poppies.
- ★ Have one or two Junior Members (per wreath) place the wreath(s) on a veterans' memorial or on display at the city hall or statehouse. This job can be tied to a specific job title or just to citizens who volunteer to place a wreath.

### Poppy wreaths:

Some veterans in the VA system and servicemembers abroad do not receive mail frequently. Taking the time to write them a note is a quick way to let them know that we are grateful for their service and support them.

### What you will need:

- ★ Paper and pen/pencil. Decide the approximate length of the letter you want the girls to write. In the case of a short letter, a postcard might be best. The girls will be able to write more letters/postcards if they are brief.
- ★ For security reasons, it is best not to put the letters in individual envelopes when sending letters to servicemembers abroad.

### How to:

- ★ Provide the girls with their paper/postcards. For a more heartfelt letter, consider distributing the materials to the girls at the beginning of session and collecting them at the end. Then, they can write the letter at their leisure.



- ★ Allow the girls to decorate the note, but avoid the use of glitter.

### Tips when writing servicemembers:

- ★ For writing currently military members, address the reader as “Dear Servicemember” or “Dear American Hero” (“soldier” indicates service in the Army, which may not be the military branch under which they are serving). If sending the letters to a VA facility, the recipient can be addressed “Dear Veteran”.



### Pocket flags:

The Pocket Flag Project is an organization that believes every deployed servicemember should have a “little piece of home.” Making pocket flags will teach Junior members the meaning of each fold and how to properly fold the flag. Participation in this project is also a great way to produce a lot of pocket flags!

### What you will need:

- ★ Pocket flags, ordered by mail. Details for ordering flags can be found at [www.pocketflagproject.com](http://www.pocketflagproject.com). Pocket flags are currently \$70 for 300 flags.
- ★ 3” x 3” zip-close bags, one per flag. These bags can be found at office supply stores in boxes of 1000 for approximately \$30-\$35 per box. Try to get the exact size of zip-close bag, as this size fits best in a pocket.
- ★ Enclosure cards, printed on card stock or heavy paper. Use the template provided on the Pocket Flag Project website. Each printout will be cut to make 12 cards. To save time during session, pre-cut the cards; otherwise,

provide scissors for the girls to cut the cards themselves.

### How to:

- ★ Order the pocket flags and zip-close bags in advance.
- ★ Ask members of your department if they are sponsoring any currently deployed military units. Be sure to confirm that these military units haven’t already received flags by contacting the Pocket Flag Project by email. If there is not a military unit being sponsored by any of your state’s units, the Pocket Flag Project can provide you with an address to which you can send the pocket flags.
- ★ Develop a module to teach Juniors about how to fold a flag. Teach the meaning of each fold.
- ★ Distribute the unfolded flags, zip-close bags and enclosure cards (with scissors if they have not been pre-cut) to the girls for assembly.
- ★ Contact the Pocket Flag Project by email before sending the pocket flags to ensure that your servicemembers will only be receiving flags from your group.





## **The Pledge of Allegiance**

**I pledge allegiance to the flag  
of the United States of America,  
and to the republic for which it stands,  
one nation under God,  
indivisible, with liberty  
and justice for all.**





Read more about the American Legion Auxiliary at  
[www.ALForVeterans.org](http://www.ALForVeterans.org)

Email your questions or comments to  
[JuniorActivities@ALForVeterans.org](mailto:JuniorActivities@ALForVeterans.org)

Find us on



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