



PROCEDURE OF OFFICE DEPARTMENT OF OHIO AMERICANISM OFFICER

The Americanism Officer of the Department of Ohio shall serve as Chairman of the Americanism Program.

Following the election in June:

- At the Post SEC following the Department Convention which you are elected Americanism Chairman, you shall be prepared to announce your theme, project and your Chairman's award (if you choose to have one). The cost of the award is not a budgeted item, and it must be stated that the award will be paid for by you.
- You shall bring a typed sheet with your name, address, phone number(s), email address, theme, project and Chairman's award listed for the President, Parliamentarian and Secretary.

Duties of Office:

- The Americanism Officer should read and become familiar with all sections of the Americanism Officer's Procedure of Office, Ohio AMVETS Ladies Auxiliary Guidebook, National AMVETS Ladies Auxiliary Manual, National Constitution and By-Laws, and the Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws and Standing Rules.
- Offer suggestions and guidance to local auxiliaries for their Americanism projects and completing their bi-annual service reports.
- The Americanism Officer should use all forms of communication to promote both their individual project and Spirit of America Youth Leadership Conference (formerly known as Freedoms Foundation). Spirit of America Youth Leadership Conference is the designated National AMVETS Ladies Auxiliary Americanism project.
- She shall attend the following meetings: Department Executive Board, Department Officers Meeting. It is recommended to attend the Constitution and

By-Laws Committee. Also, she shall attend the Summer Officers' Meeting, date to be chosen by the Department President.

- The Department President sets deadlines for Fall Conference, Mid-Winter Conference and Department Convention Book Reports. There are also deadlines set for three (3) Bulletins which are sent to Local Auxiliaries throughout the year. You are required to have a Report for the Conferences and Convention books and a letter for each of the Bulletins. The President determines these deadlines. All of your Conference/Convention Reports, as well as your letters for the Bulletins must be first sent to the President, First Vice President and Parliamentarian for review and comment. Once the President approves your report, she will forward it to the Department Secretary.
- The Department Americanism Officer is to prepare a Floor Report where they report anything that has happened after their Report for Conferences/Convention Books were sent to the Department. A copy of your Floor Report is to be given to the President, First Vice President and Parliamentarian and Department Secretary at the Friday Officers' Meeting.
- At Conferences and Convention, the Americanism Officer will read the definition of Americanism.
- Any monies received should be given to the Department of Ohio Treasurer for recording and tracking of funds.
- All funds donated during the year as Americanism Officer that are not designated for National programs, will be designated for disbursement within the State of Ohio. It is the Officer's responsibility to write a cover letter to the organization(s) specified to accompany the check. The letter should be on Department of Ohio Ladies Auxiliary letterhead and be approved by the President and Parliamentarian. Copies of the letter will be mailed to the new Americanism Officer for her files. A copy shall also be sent to the President, First Vice President and Parliamentarian for their files.
- Thank you cards are to be sent to all Auxiliaries that have donated to Americanism projects and National Americanism projects. These may be passed out by the Sgt at Arms at Conferences and/or Convention.
- The Department Americanism Officer is responsible for correcting and recording Service Reports submitted by the Local Auxiliary Americanism Officers twice a year: First Report is due postmarked/emailed by November 1st and an Annual Report is due postmarked/emailed by May 1st.

- If a Local Report is incorrect, it is your responsibility to contact the Local Americanism Officer and explain to her what was not correct. You should retype that report and then send a cover letter to the Local Americanism Officer explaining the changes you made and why they were made. Include a copy of the original and corrected Service Report Form so that Local Officer can see what she did incorrectly.
- The Department Americanism Officer is required to submit either via email or regular mail two (2) Statistical Reports and NEC Recap Forms to the NEC Woman: the first in November and the second in May. (This information will be obtained and tallied from the Mid-Year and Annual Americanism Service Reports from Local Auxiliaries). The NEC Woman will establish the exact deadlines for reports to be sent to her.
- The Final Statistical Reports for Auxiliaries and Youth, along with a listing of the names of all youth by Auxiliary and in alphabetical order, are to be sent to the Department Secretary to be included with your Americanism Officer's Report for the Convention Book.
- As the Department Americanism Officer, you are required to pass on to the incoming Department Americanism Officer an updated Procedure of Office, if changes are needed. Before State Convention it should be sent to the President, First Vice President, and Parliamentarian for approval.
- You are to maintain a complete file of all materials pertaining to your office and must update all files and be prepared to forward them to your successor at the expiration of your term of office. This will include copies of correspondence, Department and National mailings, copies of all Service Reports submitted by Auxiliaries and copies of the Statistical Reports and NEC Recap Forms sent to the NEC Woman. This file should include paperwork from your year as well as the previous two (2) years.
- During Conferences and Convention, donations will be made towards \$25.00 drawings (previously savings bonds). The Americanism Officer is responsible for counting the funds and overseeing the drawings for the winners. Drawings will be held at the end of the second day.
- Held in October, the current or immediate Past Department Americanism Officer shall attend Founding Forward (formerly known as Freedoms Foundation). See AMVETS Ladies Auxiliary Department of Ohio Standing Rules for trip reimbursement amounts.

- The Americanism Officer shall promote the AMVETS and AMVETS Ladies Auxiliary Americanism Poster/Essay/Flag Contest. See Americanism Poster/Essay/Flag contest information below.
- All Department Officers are expected to attend the following events:
 - Fall Conference:
 - Training Session held for Auxiliary
 - Mid-Winter Conference:
 - Legislative Breakfast
 - Training Session held for Auxiliary
 - Joint Testimonial Dinner
 - June Convention:
 - Memorial Service
 - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
 - Training Session held for Auxiliary
 - Honors & Awards Banquet

AMERICANISM AWARDS

Department of Ohio

As the Department Americanism Officer, you must be familiar with all awards available to the Local Auxiliaries. You will verify with the Department Secretary that those Auxiliaries sending both Service Reports and/or applying for Department Awards have paid their Combo Donations, which must be paid to be eligible for awards. *NOTE: An Auxiliary can apply and qualify for National Awards without meeting the AMVETS Ladies Auxiliary Department of Ohio requirement for Combo Donations.*

- Local Auxiliaries must have submitted both their Mid-Year and Annual Service Reports by the established deadlines to be eligible for Department Awards.
- The deadline for all Award Applications and Final Service Reports to be received by the Department Americanism Officer is May 1 of each year.
- The Department Honors and Awards Chairperson will establish the date by which Department Officers must have their list of award winners to her.
- The Americanism Chairman shall select three (3) reports from those Auxiliaries that have membership of 150 or less, and three (3) reports from those Auxiliaries that have membership of 150 or more. They are then sent to the Greenest Cavalier for selection of Department winners. The Greenest Cavalier will set the date for submission.

- The PDP Awards are judged by the PDP sponsoring the awards and are judged from the reports sent to the Greenest.
- For each Department of Ohio Award there is a plaque which is given to the winner and a Certificate given to the second-place winner. You must give the names of your winners to the Department Honors & Awards Chairperson by a deadline which she establishes. She orders the plaques.
- You prepare a Certificate (which you will receive from the Honors & Awards Chairperson) for each youth listed on the Youth Service Reports. These Certificates are given to the Auxiliary where the youth performed their work for distribution. These are handed out at the same time as your Auxiliary Awards.

Award List for Department of Ohio Americanism:

- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Americanism Program with a membership of 150 or more.
- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Americanism Program with a membership of 150 or less.
- PDP Molly D. Eusey Award to the member showing the Most Outstanding work in Americanism (Sponsored by Fran Ganda).
- PDP Lillian Jackson SOS (Serving Our Service People) Award to the Auxiliary with the Most Outstanding SOS Program.

NATIONAL AWARDS

National awards must be applied for and the entry forms are provided in the Convention Digest, which is published by the annual Mid-Year NEC and mailed to Local Auxiliaries and Departments. It is IMPORTANT that all instructions be followed. Entries not conforming to specifications can be disqualified. The winners will be announced during the Awards Ceremony at National Convention.

Award List for National Americanism Program:

- PNP Heidi Dineen-Serpis Award- Department doing the most outstanding work in Americanism.
- PNP Patty Piening Award- Local Auxiliary doing the most outstanding service in Americanism.
- Awards for Individual Members- For the member doing the most outstanding work in Americanism.
- Freedom Foundation Certificates – At the discretion of the program.

Americanism Poster/Essay/Flag Contest

The Americanism Flag Coloring contest is for Kindergarten and First grade students; the Poster contest is for Second, Third, Fourth and Fifth graders and the Essay contest is for Sixth through Twelfth grades. First place entries are sent to District, if the District is not conducting a program the entries are sent to Department. Entries must be submitted to AMVETS using the official entry form. Only Departments may submit winners to AMVETS National Headquarters by the July 1 deadline.

Spirit of America Youth Leadership Conference Scholarship

The second-place winner of the 9th grade Americanism Essay contest is sent to the Spirit of America Youth Leadership Conference in November by the Ladies Auxiliary Department of Ohio.

The Americanism Officer shall contact the 9th grade second-place winner in June regarding the trip to Spirit of America Youth Leadership Conference in Valley Forge Pennsylvania. If the second place winner is unable to attend, then the seminar is offered to the next placed winner. Please note that the First-place winner is sent by AMVETS Department of Ohio.

As soon as the winner sends you confirmation of his/her intention to attend the seminar, contact the National AMVETS Program Director with the name, address and phone number of the winner. At that time, you should confirm the amount of the check and where it should be sent to.

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