



## **PROCEDURE OF OFFICE DEPARTMENT OF OHIO PUBLIC RELATIONS OFFICER / HISTORIAN**

### **Following the election in June:**

- At the Post SEC following the Department Convention which you are elected PRO/Historian, you shall be prepared to announce your Theme 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 and Chairman's Award listed for the President, Parliamentarian and Secretary.
- At the July Officer's Meeting you will be required to submit the names on your committee. Your committee is comprised of one PDP and three local members. The members on your committee should be spread throughout the state.

### **Duties of Office:**

- The members of each local Ladies Auxiliary should be informed of the name of the Department PRO/Historian so that they can send all pictures and news to her.
- As PRO, it is your job to ensure that the Department President and Department of Ohio Auxiliary's year is highlighted in detail throughout the scrapbook.
- It is the duty of the PRO to travel with the President, if able, when asked to do so by the President. If the President does not choose to ask the PRO to travel with her, it is the President's responsibility to see that pictures are taken of her travels and given to the PRO.
- All pictures turned into the PRO **MUST HAVE** the who, what, when, where and why written on the back of them or they will not be able to be used in the President's Scrapbook.

- The PRO shall use her own personal camera and be reimbursed for film and scrapbook materials, etc. according to the budget set by the Department of Ohio.
- It is the responsibility of the newly elected PRO/Historian to take photographs at the June Convention following the election of Officers. She should then give copies of the photos to the past PRO/Historian or her designee to be placed in the immediate Past President's Scrapbook.
- It is the duty of the PRO to remind the NEC Woman that she needs to mail the PRO a copy of her reports for the Scrapbook.
- 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

## DEPARTMENT SCRAPBOOK Criteria

### Mandatory Materials (In This Order)

- a) Theme clearly Identified
- b) Table of Contents
- c) Name of Department, President's name, Historian name and Year
- d) Officer List (Full name and position)
- e) Pledge of Allegiance, Preamble (current version), Code of Ethics
- f) By-Laws (up to date and signed, *not e-signed*)
- g) Year-end Department Service Report, as signed by NEC (electronic signatures accepted). Each separately displayed with attachments, if needed.
- h) Contents- Contents should be pictures, newspaper clippings, press releases, certificates, awards, letters of recognition for the community service, copies of reports, etc.

### Judging Criteria (100 points)

- a) Content- Quality and scope of materials – 25 points
- b) Merit- Historical value or worth – 35 points

- c) Conformance- Table of contents and the theme followed closely - 20 points
- d) Neatness - Layout or general make and internal appearance - 20 points

## **LOCAL SCRAPBOOK**

### **Criteria**

#### **Mandatory Materials (In This Order)**

- a) Table of Contents
- b) Name of Department and Auxiliary Number
- c) Presidents Name, PRO/Historian Name and Year
- d) Charter Members
- e) Officer's List (Full name and position)
- f) Pledge of Allegiance, Preamble (current version), Code of Ethics
- g) By-Laws (up to date and signed, *not e-signed*)
- h) Year-End Local Service Report Forms, signed by Local Auxiliary Chairman (electronic signatures accepted). Each separately displayed with attachments, if needed.

#### **Judging Criteria: 100 points**

- a) Conformance- Table of contents and theme followed closely - 15 pts.
- b) Presentation- Originality - 30 pts.
- c) Neatness- Layout of general make up and internal appearance - 30 pts
- d) Newspaper-Clippings, pictures, press releases - 15 pts
- e) Miscellaneous- Menus, invitations, thank-you's, ad souvenirs, etc - 10 pts

Cover and external appearance judged separately.

**Helpful Hint:** Pick any theme you like for your scrapbook, but remember to carry this theme throughout your book,

## **SCRAPBOOK AWARDS**

### **Department of Ohio**

As the Department Public Relations Officer, you must be familiar with all Awards available to the Local Auxiliaries. You will verify with the Department Secretary that those 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.*

- The deadline for all Award Applications is to be received by the Department Public Relations Officer by May 1<sup>st</sup> 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 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.

#### **Award List for Department of Scrapbook:**

- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Scrapbook.
- PDP Edith Mills Award- Most Outstanding Individual PRO

#### **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 Scrapbook**

- PNP Joan Sirek Award - To the Department with the most outstanding Scrapbook
- PNP Marvell E. Ruppel Award- to the Local Auxiliary with the most outstanding Scrapbook Cover
- PNP Beverly Box Award-To the Local Auxiliary with the most outstanding Scrapbook.
- PNP Evelyn R. Mc Elvin Award-To the Department with the most outstanding Department History Book Cover.

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