Hello Chairmen!

We are off to a great start and building momentum! Can you feel it?

As you know a BIG part of your commitment is about engaging Units and their members, so…..

- Make sure YOU know YOUR program! Resources abound. Take the initiative to learn. Don't wait for someone else to tell you!
- Monthly bulletin submissions (with a few exceptions) are due by the 15th of each month and should be sent to Deb at munchaz@msn.com. Since I will be reading them monthly, I'll keep track of submissions (see attached)….. you can expect to hear from me if you do not regularly send in a bulletin! Thank you to those of you who submitted this past month. I've also attached more detail on writing program bulletins.
- Given the positive comments about the "Program Boards" initiated by President Dolores, I am requesting that you put together a simple board for Fall Conference hitting the highlights of your program. If your program has elements of supporting youth, please include it! Fall Conference is in Tucson, November 6-8.
- Please check the Dept website regularly—especially the "YOUR ATTENTION PLEASE". It has the most current information available about upcoming events, due dates etc. I just learned the Tucson Creative Art Festival date changed from what I had on my calendar!
- Pre-National Convention meetings are occurring over the next couple of weeks. Next year, each of you will be attending one of these for your program as the official representative for our Department. You are welcome to attend any of them this year as a "GUEST". (A few of you, who were chairman this past year, are the "official representative" for your program and you know who you are). You can register here: Virtual Pre Con Meetings. I'm registered for all of them as a guest!
- Please be sure you are communicating with and engaging your committee members. Assign them a portion of your program, ask them to write bulletins, etc. You are a mentor!

Does it seem like a lot? No worries, you got this. Please reach out to me, Deb, Rose or other experienced chairmen if you need assistance. We are here to help, but not "take-over"!

Here's to another fabulous year American Legion Auxiliary Department of Arizona!!!!

Yours in Service,

Marge

Program Chairman Bulletins/Communication with Units

A key aspect of communication with our membership is through the monthly bulletins that go out to Units via email &/or snail mail and are posted on the Department website. As a program chairman, your goal is to inspire and educate members about your ALA program, acknowledge efforts and promote success stories. Below is a broad outline of the monthly bulletin content. All bulletins should be sent to Deb Munchbach: munchaz@msn.com for distribution.

August Bulletin (DUE NOW)

- Introduce yourself--briefly—this is about making a connection with members, not impressing them. Things like what Unit you are a member of, how long you've been a member; who you qualified through; your reason for being a member….. personal info if you wish (kids, fur babies, etc)
- Give Highlights of what your program covers—especially as it relates to engaging youth. This is "program 101" information so members know who to contact for which topics (i.e., if I have a question about Little Miss Poppy, is that a Junior Activities question or a Poppy question?).
- Include anything of pertinence for your program for at least September, October or November, (e.g., Days of Recognition –Citizen's Day, Patriot's Day of Service, Senior/Junior Conference; Veteran's Day ideas; Halloween Coloring Books; etc). You got your Program Engagement plan in your folder at the Organizational meeting—it has ideas to share with Units about your program.
- Include how to contact you

September Bulletin (Due August 15)

- Pick a program topic to go in depth with (e.g., Youth Hero Award; how to engage schools, awards, etc). Ask your committee members to assist: this is a great way to engage your committee members.
- Invite members to attend Fall Conference. Remind Units to send photos with description for your Fall Conference program board (I'm requesting that each program chair make a presentation board like last year, so action photos might be helpful).
- Include anything pertinent about your program as it relates to at least October, November, December (Wreaths across America, patriotic holiday gift ideas for kids etc)
- Include how to contact you

Ongoing Bulletins (Due 15th of each month)

- Pick a program topic to go in depth with
- Include anything pertinent about your program as it relates to at least the next three months
- Include how to contact you

Bulletin topics to include during the year

- Year- end Reporting request and info you will be requesting
- Department Awards for your program

- National Awards for your program
- ANY PROGRAM DUE DATES WELL IN ADVANCE so Units can plan, budget, engage
- Invitation to Dept Convention
- Please join & post to Ring Your Bell
- Please join the National Facebook page for this program

As Department Chairmen, you may receive National Newsletters which can be informative for Units. These should be forwarded to Deb Munchbach, as well, for posting on the Department website.