

***American Legion Auxiliary***

***Department of Oklahoma***

December 20, 2022

To All Department of Oklahoma American Legion Auxiliary Members

This is the Official Call for the American Legion Auxiliary Department of Oklahoma Mid-Winter Conference to be held on Friday & Saturday, January 20-21, 2023 at the Grand Casino Hotel, 777 Grand Blvd., Shawnee, Oklahoma (405/964-7777). Registration will begin at 9:00 am Friday, January 20, 2023.

Pre-Registration and Friday Night Appreciation Banquet Reservation Forms are enclosed. The cost for Registration is $20.00 per member. Please send checks and the Registration Form to the American Legion Auxiliary at PO Box 14562, Oklahoma City, OK, 73113.

The Friday Night Appreciation Banquet cost is $25.00 per person. Checks and Banquet Reservation Forms should be sent to The American Legion at PO Box 53037, Oklahoma City, OK, 73152. The banquet menu will be marinated chicken and farfalle pasta roasted vegetables, and a triple chocolate mousse parfait for desert. The Andrews Sisters will be performing at the Banquet so it should be very entertaining!

This will be a **Training and Leadership Conference**. The agenda is not yet set in stone, but we will be discussing and reviewing such things as “Unit Procedure for Charter Cancellation”, “How to Obtain Grants from the ALA Foundation”, Membership and what we can do to increase membership in Oklahoma, “How to Obtain an EIN number for Your Unit”, “How to File Unit 990 Forms to maintain your non-profit status”, and several other important items. If there is a specific topic you would like to see addressed at the Conference, please contact Headquarters.

**Mandatory Unit Contributions** – To date Department has received some Mandatory Unit Contributions, but not all units have responded. If you have not paid your Mandatory Dues, please do so as soon as possible. As you know, these dues are used to help fund the VA&R Program, sending $80.00 every month to each of the seven VA Centers and both VA Hospitals located in Oklahoma.

**Unit EIN (Employer Identification Number)** – It has been brought to our attention that some of the Units in Oklahoma are using the EIN (or TIN) number of the Legion Post to which they are affiliated. As you should know, the American Legion and the American Legion Auxiliary are two separate entities and must maintain their own non-profit status. Please take the time to review your Unit information and determine whether or not you have your own Federal ID number. Send your EIN or TIN to Department so that we can update our files - if you need help, please contact Headquarters for forms and information. According to a report received from National, many of our Units have lost their non-profit status. This needs to be corrected and reversed. At the Conference we will be discussing ways to reverse this situation as well as how to properly file your IRS 990 Form.

**Inclusion Letter for National** – National has provided an Inclusion Letter to be signed by all Units which “includes” the Unit in National’s Group Exemption Ruling. This formally recognizes your Unit as a Veteran’s Organization per Section 501 (c) (19). Some Units may have previously signed and submitted this form, but it is time to update Department files to ensure that every Unit is covered under the National non-profit blanket. The Inclusion Letter is enclosed. Please complete the form and return to Department as soon as possible.

**2024 Unit Data Form -** Earlier this year you should have received a 2024 Unit Data Form to complete and return to Headquarters. This provides information on your Unit’s dues and who the membership renewals should be sent to (Remit To information). As you know in 2024, National and Department membership dues will increase. This is a reminder to those Units who have not yet submitted the form. We realize that you will need time to discuss and agree at your Unit meeting on the cost of the increased dues. Please do not wait until the last minute to get this form sent to Headquarters (form enclosed).

The Auxiliary will be holding a 5K Run/Walk Marathon as a general fundraising project on March 4, 2023 in Shawnee. Information for this event will be coming soon via email, website and Facebook. We hope that many of our members will be able to attend this year. We want to make our American Legion Auxiliary Marathon a yearly event and hopefully attract runners and walkers from across the State for this fundraiser.

We want to take this opportunity to say **“Thank You”** to every Unit and Individual Member who has donated so generously to our organization this year. It is because of your kindness that we are able to continue to serve our veterans in the VA Centers and VA Hospitals across the state, as well as contribute to our Children & Youth program and the community at large. Looking forward to seeing each and every one of you at the Mid-Winter Conference. It will not only be fun, but also very informative!

*Wishing all of you a Very Merry Christmas and a Happy New Year!*



Strength Thru Unity

Gayle Keene, Department President