

# ALAColorado.com “How To”

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## Home Page

To get to alacolorado.com: <http://www.alacolorado.com/>



**American Legion Auxiliary**  
**Department of Colorado**

Connect:   

- Home
- What's New
- President's Corner
- Secretary's Corner
- About Us
- Become a Member
- Officers
- Committees and Chairmen
- Scholarships
- Important Links
- Contact Us
- Member Resources
- Calender



**Veteran Passionate**  
**Remember Everyone**  
**Deployed**

President Laurie Kuntz  
2018 - 2019 Theme

President Laurie's Corner

Anytime we make lots of changes to the website we can make mistakes or miss something. If you notice something we got wrong or we missed, please let us know. Click [here](#) to use our "Report a web page Issue" page to let our webmaster know what you found. Thank you!

# ALAColorado.com “How To”

Connect:   

Search



Click on the search box and type what you are looking for. This searches the entire website.

Click on the “F” to visit our Facebook Page.

Click on the Bluebird to go to Twitter

Click on the Envelope to send us an email.

Home

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Officers

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The left hand column is called the “Navigation Bar”. By clicking on an item, it will take you to that respective page.

Committees and Chairmen has the various committee pages

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## Committee and Chairman Page

- Home
- What's New
- President's Corner
- Secretary's Corner
- About Us
- Become a Member
- Officers
- Committees and Chairmen**
- Scholarships
- Important Links
- Contact Us
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### Chairman Pages

Please click the name of the committee below to learn more about the committee and program. Committees help the department to achieve goals, service our programs, and live our mission. We are grateful to all our amazing committee members. Please feel free to reach out to them for guidance in your programs.

Interested in serving as a chairman? We are always looking for members to serve as committee members or chairmen. You can join a committee anytime during the year to both support the committee's work and to learn more to serve as a chairman in the future.

Click [here](#) to share your interests with Department and Thank You!

### Member Support Committees

Committee	Chairman
<a href="#">Auxiliary Emergency Fund (AEF)</a>	Cindy Heater
<a href="#">Centennial Plan/Strategic Planning</a>	Laurie Kuntz
<a href="#">Constitution &amp; Bylaws</a>	Georgia Sweeney
<a href="#">Finance Committee</a>	Pilar Bottoms
<a href="#">Leadership</a>	Dee Chappell-Haley
<a href="#">Liason to Child Welfare Foundation</a>	JoAnn Kidd
<a href="#">Membership</a>	Evelyn Espinola
<a href="#">Past President's Parley</a>	Evelyn Espinola
<a href="#">Public Relations</a>	Tammy Klien

Click on any of the committee names to go to that committee web page.

### Mission Outreach Committees

Committee	Chairman
<a href="#">ALA Girls State</a>	Rachel Van Houten
<a href="#">Americanism</a>	Sue Wagner
<a href="#">Children &amp; Youth</a>	Terri Clinton
<a href="#">Community Service</a>	Michelle Kipp
<a href="#">Education</a>	Betty Pickett
<a href="#">Junior Activities</a>	Darcee Barber
<a href="#">Legislative</a>	Pilar Bottoms
<a href="#">National Security</a>	Susie Bozella
<a href="#">Poppy</a>	Nancy Diefenderfer
<a href="#">Service to Veterans (VA&amp;R)</a>	Theresa Brandt

### Other Committees

<a href="#">Audit</a>	Ann Rodriguez
<a href="#">Cavalcade of Memories</a>	Roberta Morrow
<a href="#">PPP Scholarship</a>	Diane Erickson

### Other Assignments - [Click here for details](#)


- |                          |                      |
|--------------------------|----------------------|
| 100th Birthday Committee | Liaison - CALB       |
| Advisers                 | Liaison - CVKF       |
| Citations                | Liaison - Oratorical |
| Compensation Committee   | Parliamentarian      |
| Convention Planning      | Permanent Membership |
| Distinguished Guest      | President's Pins     |
| Fundraising              | President's Project  |

Click on "click here for details" for information

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## Standard Chairman Page

### Children and Youth

 **Chair:** Terri Clinton (1)      **Member:** Reina Marcil (22)






**Purpose Statement**  
To work collaboratively with The American Legion to direct and sponsor programs and services that provide care and protection for our nation's children, especially those of our military and veterans.

[National Children & Youth Web Page \(log in required\)](#)

**Monthly Newsletter:**  
A Google form has been set up to make submitting a piece for the monthly newsletter easier. You may also submit a picture along with your text. To do so, you must be logged into Google (gmail). If you don't have a Google account, one has been set up for chairmen. You may get the logon information from Deb McBride or Department.

Click [here](#) to open the form to submit your piece for the monthly newsletter.

**Resources:**

-  [JJ Ross/JJ Gates Award Download File](#)
-  [JJ Ross/JJ Gates Award Download File](#)
-  [C&Y Committee Report Download File](#)
-  [Children & Youth - 5 Year Action Plan Download File](#)
-  [Pledge Certificate Download File](#)

**Send a message to the Committee Chairman\***

*\* Indicates required field*

**Name \***

First Last

**Email \***

**Comment \***

The top section includes:

- Chairman's picture
- Chairman's name
- Member's names
- Purpose Statement (from National)
- Link to the Committee's Page (alaforveterans.com – log in required)
- Link to Committee's Regional or National Facebook page (if available)
- Information on and link to form to submit information for the news letter

Middle section can include:

- Any write up/message from chairman
- Resources – links to documents.

Note: All documents have been saved for download without a password

- Anything else the chairman wants to share.

Bottom Section:

Contact form that allows a member to send you a message without displaying your email. Contact forms have been set up with the email provided on the chairman's list.

\*We use a contact form so our chairman's email are not on the website. Putting their emails on the website exposes them to increased spam in their mail box.

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## Chairman Web Page Set Up Form

This form is available on the website:

### American Legion Auxiliary 2018 Chairman Web Page Set Up Form

Hello Chairmen,

We are in the process of updating the alacolorado.com web page. We have set up a page for each Member Support and Mission Outreach Committee. As a start, each page has the following:

- The chairman and any members that appeared on the 2018 committee list
- A link to the corresponding program page on the National website
- A link to the Plan of Action for that specific program (downloadable pdf)
- Links to any documents listed on last year’s web page for your committee (downloadable documents)
- Anything else that appeared on last year’s web page that I thought might be of use to you
- Contact form with your email linked to it. I did this so we don’t publish your email on the website – hoping to hold down the spam you might get.

Please take a look at your webpage as it is now and submit any changes you would like made, any message you would like to add, any links you would like to include etc. Even though you can’t see them, I did save the pages from last year. If you would like a direct link to them to see what was done, just drop me an email or text me. I do not recommend phone calls, I rarely answer my phone.

Once you have your page set up, you may submit changes, additional documents, “What’s New” information, anything you would like to share with members. Send all information to me (Deb McBride). If I have any questions or concerns about what you send me I’ll let you know. On occasion I may consult with leadership just to confirm web content. Also, please be aware of copyrighted material – I will try to double check anything submitted. We can’t post copyrighted material without written permission from the author/creator (this includes photos, graphics, drawings as well as written word).

If you have any questions about this or need help with it, don’t hesitate to contact Deb McBride at [dashissler@att.net](mailto:dashissler@att.net) or on her cell (text) at 720-320-5463.

## Chairman Information

Please confirm I have your name and your committee members names correct. List any changes below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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## Web Page Content

### Message

What message do you want on your web page? Please write or type it on a separate page and email to [dashissler@att.net](mailto:dashissler@att.net)

### Documents

Please Note: Copy Deb McBride when you send documents to Rhonda for things like the Fall Conference Packet and she will load it on your web page.

If you send a document(s) to Deb to add to the webpage, please be sure to include the title you want to appear for that document. If you don't, whatever you named your document will appear.

Just as a head's up, Deb will convert most documents to a pdf just to make it easier for membership to download.

Do you want to link to other websites?  Yes  No

Please note, Deb will test each link before adding it to the website.

If yes, list their addresses below: (example [www.alacolorado.com](http://www.alacolorado.com))\*

1.

2.

3.

4.

\*If you need help with this, contact Deb McBride at [dashissler@att.net](mailto:dashissler@att.net) and she'll be glad to help you.

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## Google Form for Monthly News Letter

Important: the deadline is the 10<sup>th</sup> of each month. If your entry is received (or retrieved) after the 10<sup>th</sup>, it will appear in the following month.

### Monthly Newsletter Entries

Chairmen entries for monthly newsletter.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [chairmenalaco@gmail.com](mailto:chairmenalaco@gmail.com)? [Switch account](#)

\* Required

Your Name \*

Your answer

Your Email Address \*

Your answer

The Committee you are reporting on \*

Your answer

Your paragraph to appear in the newsletter (you can copy and paste from a word or text document): \*

Your answer

Any photos you want to share. You must log onto your Google Account OR the Chairman's Google Account. Contact Deb McBride or Department for help with this.

[ADD FILE](#)

**SUBMIT**

Never submit passwords through Google Forms.

The link on the Chairman's Page takes you to this form. Simply complete each section:

- Your Name
- Your Email Address
- The committee you are reporting on
- The paragraph you want to appear in the newsletter. You can type this out in a word document if you want, spell and grammar check, then copy and past into the form
- Add one (1) picture. To do this you need to be logged into Google. As noted on the form, if you don't have a Google account, one has been set up for Chairmen. Contact Deb McBride or Rhonda at Department for the login information.

When you are done, click Submit. This will save the information and the picture to the Chairmans' Google account.