

American Legion Auxiliary Senior Auxiliary Basics: A Course on our History and Legacy

Steps for processing paperwork and for requesting certificate of completion (wallet sized) document for members

UNIT MEMBERS

Step 1: Unit Members

Unit Members gather individually or as a group, review the Leadership course material and complete the Exam Answer Sheet with True or False responses

Step 2: Unit Members

Complete the “Leadership Basics Course – Member Instructions – “ Cover Sheet.

Step 3: Unit Members

Send the completed “Leadership Basics Course – Member Instructions – “ Cover Sheet **AND** the completed Auxiliary Basics Course Exam Answer Sheet to your Department Leadership Chairman.

(Note: It is up to the Department Leadership Chairman to determine how she would like to receive the completed documents: via email or regular mail, or if both methods are acceptable)

DEPARTMENT LEADERSHIP CHAIRMAN

Step 4: Department Leadership Chairman

IMPORTANT! Retain ALL received documents from members for year-end reporting! You will need to refer to this information when completing year-end reporting forms (see step 7 below)

Step 5: Department Leadership Chairman

Use the answer key (supplied) to correct answer sheets. There is no national criteria for pass/fail. We encourage every member who takes the course and has made an effort to study the material, to pass the course.

Step 6: Department Leadership Chairman

- a. Once you have completed the scoring of the answer sheets, communicate the required number of completion cards (wallet sized Senior Course completion card) for the members who have passed the course to your Department Secretary.
- b. The Department Secretary will have the template of cards on hand (each template has 10 cards per sheet) at your Department Headquarters or she can request template of cards from national headquarters (for this administrative year requests for templates should be directed to MDrake@alaforveterans.org). The template will be sent via email.
- c. Depending on your department’s individual process, either you or your Department Secretary will print/fill out the names and info on the cards.
- d. As required, you or your Department will distribute as determined (via mail or hand delivery) to the members who are to receive the cards.

Step 7: Department Leadership Chairman

- a. Prior to the reporting deadline (June 1, 2019), Complete the “Auxiliary Basics Course Department Chairman Instructions” Cover Sheet
- b. Compile the information received from members for completion of the “Leadership Basics Course” BY UNIT on to the “Department Chairman Unit Roster” Form and complete the form as required.

Note: You list BY UNIT the total number of members (for that unit) who have taken the ALA Senior Leadership Course

Step 8: Department Leadership Chairman

Send the completed “Auxiliary Basics Course” cover sheet (for Department Chairman) and DEPARTMENT CHAIRMAN UNIT ROSTER to the ALA National Leadership Chairman Trish Ward by June 1, 2019.

Note: There will be only ONE (1) submission of Cover Form and Unit Roster Form sent per department for each administrative year

Trish Ward
2633 Shasten Street
Grove, OK 74344
913-238-1520
Email: tbw_ksaux@yahoo.com