



*American Legion
Auxiliary*

Department of Florida

**2014-2015
Unit Guide**



THE AMERICAN LEGION AUXILIARY EMBLEM

The emblem of the American Legion Auxiliary is your badge of distinction and honor. It stands for God and Country and the highest rights of man. It consists of several parts, and each part has a meaning. The rays of the sun that form the background stand for the principles of the American Legion Auxiliary, for Loyalty, Justice, Freedom and Democracy; dispelling the darkness of violence, strife and evil. Unity and Loyalty are represented by the unbroken circle of blue. The field of white exemplifies the hope of Freedom. The star of blue is the emblem of service in war; it is no less the emblem of service in time of peace.

“The emblem of the American Legion Auxiliary is the emblem of Americanism. As members of the American Legion Auxiliary, we must preach and teach principles of Americanism. Let us not forget that to each generation comes its patriotic duty and that upon your willingness to sacrifice and endure as those before you have sacrificed and endured, rests the hope of the nation.”

Preamble to the ALA Constitution

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

FOREWORD

A new and exciting year is before us. As we reflect upon what we can do for our Veterans, our Community and our Children, let's all shine by recruiting, renewing and retaining membership. "ASK ME HOW TO SHINE" is our Membership theme. The American Legion Auxiliary is the world's largest female patriotic organization and we must stay enthused to keep us in the light. My theme is "LIGHTING THE WAY FOR VETERANS." The lighthouse is our symbol to give us guidance in working our Auxiliary programs. If every Unit and District in the Department of Florida promotes the Auxiliary programs we will "light the way."

Each member of the American Legion Auxiliary Department of Florida should have a copy of the Unit Guide. Make yourself aware of its contents and be informed. Your questions can be answered by referring to the Unit Guide, Unit Handbook and Roberts Rules of Order.

For God and Country

Erna Schwabe, Department President

THE CONTENTS OF THIS BOOK ARE NOT TO BE USED FOR COMMERCIAL PURPOSES OF ANY TYPE. THIS UNIT GUIDE IS PUBLISHED ONLY FOR THE CONDUCT OF AMERICAN LEGION AUXILIARY BUSINESS AND ITS PROGRAMS.

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DEPARTMENT OF FLORIDA**

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Department Commander Department President	Convention Time and Place
Albert H. Blanding*	1919-20
Jessie L. Bilingsly*	1920-21
Sumter L. Lowry, Jr.*	1921-22
Mrs. Harry Voorhis (Caroline M.)*	West Palm Beach
Jerome E. Wideman*	1922-23
Mrs. H. C. Dozier (Corrie)* P	ensacola
H. Neil Kirkman*	1923-24
Mrs. C. C. Chillingworth (Jennie D.)*	St. Petersburg
Jame W. Morris*	1924-25
Mrs. J. Y. Cheney (Hazel L.)*	St. Augustine
Harvey R. Payne*	1925-26
Mrs. J. Y. Cheney (Hazel L.)*	Daytona Beach
Wm. R. Steitz*	1926-27
Mrs. H. L. White*	Tarpon Springs
A. Rice King*	1927-28
Mrs. Paul Hoxie (Laura)*	Coral Gables
Howard P. MacFarland* 1928-29	
Mrs. Robert Sturkie (Frances)*	Jacksonville
Mrs. Homer Rogers*	
Robert A. Gray*	1929-30
Mrs. G. C. Bartholomew (Dorothy)*	West Palm Beach
Ed. R. Bentley*	1930-31
Mrs. Ira C. Hopper (Suzann)*	Tampa
Emmet Safay*	1931-32
Mrs. U. D. Roberts*	Miami Beach
Gordon B. Knowles*	1932-33
Mrs. Rupert Smith (Katherine T.)*	Havana, Cuba
Jos. E. Clark*	1933-34
Mrs. Moseley Collins (Gladys H.)*	Gainesville
W. E. Whitlock*	1934-35
Mrs. S. S. McCahill (Alva)*	Daytona Beach
Arthur R. Boring*	1935-36
Mrs. F. E. Weiser (Flossie)*	Sarasota
Harry Johnston*	1936-37
Mrs. M. G. Gibbs (Elva)*	Lakeland
A. D. Harkins*	1937-38
Sophia Lutz Pinder*	Jacksonville
Wm. T. Comer*	1938-39
Mrs. Gillen McClure (Betty)*	Ft. Lauderdale
Wm. C. Brooker*	1939-40
Mrs. Hal R. Whitehead (Daisy)*	St. Petersburg
Lisle W. Smith*	1940-41
Mrs. A. L. Buzzell (Zoe)*	Key West

Rupert Caviness*	1941-42
Mrs. M. L. Montgomery (Edith)*	Orlando
Sam S. McCahill*	1942-43
Mrs. Frank Bradley (Eunice)*	Jacksonville
Jess. G. Davis*	1943-44
Mrs. E. F. Westfall (Helen)*	Jacksonville
Joe Frank*	1944-45
Mrs. E. F. Westfall (Helen)*	Orlando
E. Meade Wilson*	1945-46
Mrs. John Henry (Polly)*	West Palm Beach
H. Frost Bailey*	1946-47
Mrs. A. J. Ryan, Sr. (Gen)*	Miami
Frank H. Caton*	1947-48
Mrs. Jane Fleetwood*	Panama City
Paschal C. Reese*	1948-49
Mrs. A. J. McDonald (Nellie M.)*	Sarasota
Maxwell W. Wells*	1949-50
Mrs. Sally Pelot Mitchell*	Fort Lauderdale
Mrs. Alex Woods (Helen)*	
Donald K. Carroll*	1950-51
Mrs. Murray J. Crandall (Erma)*	Tampa
Frank J. Falsone*	1951-52
Mrs. A. G. Shand (Polly)*	Tallahassee
Frank Brigham*	1952-53
A. P. Drummond*	Orlando
Mrs. E. F. Humer (Audrey)*	
Joe E. Boyd, Jr.*	1953-54
Mrs. L. S. Marshall (Mary)*	St. Petersburg
Joe C. Jenkins*	1954-55
Mrs. Jessie Wright*	Sarasota
A. J. Thomas, Jr.*	1955-56
Mrs. E. E. Adams (Emma)*	Daytona Beach
Billy Anderson*	1956-57
Mrs. Earl W. Toole (Marianne)*	Ft. Lauderdale
Elmo Hood*	1957-58
Mrs. A. P. Drummond (Marguerite)*	Lakeland
E. J. Cooper*	1958-59
Mrs. Valentine Delles (Margaret)*	Jacksonville
Lawrence E. Hoffman*	1959-60
Mrs. Wm. Middleton (Lorraine)*	Tampa
John Lochrie*	1960-61
Mrs. Gaynell Andersen*	Cocoa
Sam McCollum*	1961-62
Mrs. Neal Wellman (Winifred)*	Miami
Arthur MacCarthy*	1962-63
Mrs. Leif Braksve (Esthera)*	Clearwater
John J. Adams*	1963-64
Mrs. John P. Arnold (Mamie)*	Jacksonville
W. M. Edwards*	1964-65
Mrs. E. A. Roberts (Carrie Mae)*	Tampa

C. Lamar Cannon*	1965-66
Mrs. George D. Sprague (Alice)*	Daytona Beach
Frank Scholtz*	1966-67
Mrs. John H. Lawlor (Harriet)*	Miami
Charles Kilgore*	1967-68
Helen Adams Gardner	Clearwater
John Feeney*	1968-69
Mrs. J. W. Kuhn (Ellouise)*	Fort Lauderdale
J. W. Dickson*	1969-70
Jan Croft	Jacksonville
Frank Reyes*	1970-71
Mrs. Wm. I. Eisele (Myrtle)*	Miami
Johnson E. Davis*	1971-72
Doris Hahn*	St. Petersburg
R. A. Matiasek*	1972-73
Mrs. Raymond V. Mahoney (Jean)	Jacksonville
Nolie C. Deas, Sr.*	1973-74
Mrs. Reah Burton Feldman*	Hollywood
Henry Powell*	1974-75
Kay Kurtz*	Tampa
Lee H. Tate*	1975-76
Mrs. Vance Banks (Millie)*	Kissimmee
Anthony Ulchar*	1976-77
Mrs. Lee R. Terrell (Olga)	Jacksonville
George L. Derrick*	1977-78
Mrs. James C. Malone (May)*	Hollywood
Robert F. Bechard*	1978-79
Mrs. Sidney C. Maguire (Addie)*	Orlando
Ed Bahret*	1979-80
Doris C. McKinna*	Tampa
Ray Mattox*	1980-81
Mrs. John D. George (Rita)	Hollywood
Robert W. Sowerby*	1981-82
Mrs. Frank Fauth (Doris)*	Orlando
James A. Preece*	1982-83
Mrs. Alberdia Floyd	Tampa
Harry F. McDowell	1983-84
Marie Mahoney	Tampa
Rheuben M. Hair, Jr.*	1984-85
Mrs. William Lauton (Mary)*	Orlando
Paul E. Rugers*	1985-86
Mrs. James D. Carlton (Fran)	Daytona
Robert J. Jackson*	1986-87
Mrs. Norman Deethardt (Helen)*	Orlando
Robert Proctor	1987-88
Mary Ellen Hearn*	Tampa
Frank Reese	1988-89
Mrs. Gene Bosben (Ruth)	Tampa
Larry Sheets	1989-90
Mrs. Harry McDowell (Kitty)*	Hollywood

Ray Daniels	1990-91
Mrs. Charles E. Bell (Ruby J.)	Hollywood
Dennis Boland	1991-92
Beverly Evans	Tampa
Charles Moreland	1992-93
Mrs. Joseph F. Nalley (Mae)*	Orlando
Alan P. Hall	1993-94
Alma L. Zeller	Haines City
Wilson R. Timmons*	1994-95
Elizabeth Peluso*	Orlando
Dave DeLong	1995-96
Shirley Fraser	Orlando
Ray Weaver	1996-97
Patricia M. Donohue	Orlando
William Seemann*	1997-98
Eleanore Kernaghan*	Kissimmee
Lawrence Strainge	1998-99
Mary M. Heenan	Kissimmee
Roy R. Mahoney	1999-2000
Ruth Proctor	Kissimmee
Omer E. Smith	2000-2001
Kathy Rich	Haines City
Kenneth Powell	2001-2002
Pat E. Humphreys*	Kissimmee
Clarence Hill	2002-2003
Doris Rash	Orlando
Reggie Beverly	2003-2004
Betty Y. Barber	Orlando
Tom Seitzinger	2004-2005
Maureen Costello	Orlando
Larry White	2005-2006
Eddie Herrington	Orlando
George Wehrli	2006-2007
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H. Warren Post	2007-2008
Linda Teasley	Orlando
Paul Martel	2008-2009
Kathee Coughlin	Orlando
Phil Hearlson	2009-2010
Mary Kelly-Perkins	Orlando
Al Porter	2010-2011
Irma Wehrli	Orlando
Fletcher Williams Jr.	2011-2012
Diane Rousseau	Orlando
Al "Gunner" Dudley	2012-2013
Peggy Hearlson	Orlando
Art Schwabe	2013-2014
Gerrie Bailey	Orlando

*Deceased

PAST DEPARTMENT PRESIDENTS

<p>Gerrie Bailey 3331 Summit Blvd #154 Pensacola 32503</p>	<p>850-438-2049 12/15</p>
<p>Betty Barber 455 S Buckmoore Rd Lake Wales 33853</p>	<p>863-259-9432 9/22</p>
<p>Mrs. Charles E. Bell (Ruby) 106 E. Marland Court Nokomis 34275</p>	<p>941-485-3295 3/12</p>
<p>Mrs. Gene Bosben (Ruth) 5050 Harvest Lane Gibsonia, PA 15044-8240</p>	<p>724-444-6257 11/15</p>
<p>Mrs. James D. Carlton (Fran) 8432 Waterway Drive West Palm Beach 33406</p>	<p>561-967-1815 9/30</p>
<p>Maureen Costello 1464 SE 7th Street Deerfield Beach 33441</p>	<p>954-429-9226 11/18</p>
<p>Kathee Coughlin 2117 Harriet Drive Tallahassee 32303</p>	<p>850-562-1017 9/23</p>
<p>Jan Croft 1854 A Hendersonville Rd. PMB #3 Asheville, NC 28803</p>	<p>828-687-9525 6/27</p>
<p>Patricia M. Donohue 1659 NE 23rd Terrace Jensen Beach 34957</p>	<p>772-215-2188 9/27</p>
<p>Beverly Evans 18640 SW 89th Court Miami 33157</p>	<p>305-233-9715 9/15</p>
<p>Mrs. Alberdia Floyd 1364 13th St West Palm Beach 33401</p>	<p>561-832-7296 11/25</p>
<p>Shirley Fraser 3460 Saddleback Court Port Orange 32129</p>	<p>386-295-2371 11/6</p>
<p>Mrs. E. Wayne Gardner (Helen) Atria Meridia 3061 Donnelly Drive #220C Lantana 33462</p>	<p>561-433-1887 8/30</p>
<p>Mrs. John D. George (Rita) Prosperity Oaks 11381 Prosperity Farms Rd Apt 514 Palm Beach Gardens 33410</p>	<p>5/20</p>
<p>Peggy Hearlson 14050 SE 53rd Ave Summerfield 34491</p>	<p>352-875-4454 10/18</p>
<p>Mary M. Heenan 1398 White Cedar Lane No. Fort Myers 33917</p>	<p>239-543-8419 5/7</p>
<p>Eddie Herrington 5647 Muldoon Road Pensacola 32526</p>	<p>850-456-8026 1/01</p>

Mary Kelly-Perkins 5323 Elwood Rd Spring Hill 34608	352-428-1649 7/14
Mrs. Raymond V. Mahoney (Jean) 120 South Boulevard #1A Boynton Beach 33435	561-736-7992 5/9
Marie Mahoney 15193 E. Tranquility Lake Drive Delray Beach 33446	561-496-5663 10/7
Ruth Proctor 209 Mark Twain Lane Rotonda West 33947	941-698-5059 6/01
Doris Rash 122 Fairway Court Lake Placid 33852	863-465-9207 5/07
Kathy "Kat" Rich 8311 Jackson Springs Rd Tampa 33615	813-546-1461 7/30
Diane Rousseau 5250 Bryon Road Fruitland Park 34731	352-360-0016 11/15
Linda Teasley 97 Hardee Street LaBelle 33935	863-675-2086 5/1
Mrs. Lee R. Terrell (Olga) 39 Hemlock Drive, NW Ft. Walton Beach 32548	850-243-8898 10/12
Irma Wehrli P.O. Box 1846 Lake City 32056-1846	386-755-3814 7/16
Alma L. Zeller 1895 NE 154th Terrace No. Miami Beach 33162	305-354-7037 12/10

HONORARY

PAST DEPARTMENT PRESIDENT

Mrs. Thelma H. Starks*

PAST NATIONAL PRESIDENTS

Mrs. A. J. Ryan, Sr., (Genevieve)*	1966-67
Mrs. Helen (Adams) Gardner	1984-85

PAST DEPARTMENT SECRETARIES

Mrs. Pearle Adams*	Mrs. Edith Montgomery*
Mrs. Ruth McElya*	Mrs. A. J. Ryan, Sr.*
Mrs. Ruby Reed*	Mrs. Roberson W. (Ollie) Hughes
Mrs. Vivian Stratton*	Marie Mahoney
Robin Briere	

*Deceased

**CONSTITUTION
of the
AMERICAN LEGION AUXILIARY
Department of Florida**

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

“To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.”

ARTICLE I

Sec. 1. The name of this organization shall be American Legion Auxiliary, Department of Florida.

**ARTICLE II
NATURE**

Sec. 1. The American Legion Auxiliary is a civilian organization of women.

Sec. 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

**ARTICLE III
ELIGIBILITY**

Sec. 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of members of The American Legion; and to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990;

August 2, 1990 to the date of cessation of hostilities 15 as determined by the Government of the United States; all dates inclusive or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

- Sec. 2. There shall be two classes of membership, senior and junior:
- a) Senior membership shall be the group, composed of members over the age of eighteen years; provided however, that a wife under the age of eighteen years, who is eligible under Section I of this article shall be classed as a senior member.
 - b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the senior membership. Upon reaching the age of eighteen years, junior members shall automatically be admitted into senior membership with full privileges.
 - c) Dues of both classes shall be paid annually or for life.

ARTICLE IV ORGANIZATION

- Sec. 1. The American Legion Auxiliary, Department of Florida, shall be composed of duly constituted Units which shall be organized into Districts according to the Districts of The American Legion, Department of Florida.

ARTICLE V DISTRICTS

- Sec. 1. The Department shall be divided into Districts with boundaries and designations in accord with those provided for by The American Legion, Department of Florida.
- Sec. 2. The Department President and the District Presidents within their Districts shall have the power to call conferences of Units.
- Sec. 3. With the exception of the elections of a District President and a Delegate and an Alternate Delegate to the next National Convention, no District Conference shall have the right to take any legislative action or to bind the Department, District or Units, and any action taken shall be considered advisory.
- Sec. 3a No Districts shall have their own Constitution and Bylaws.
- Sec. 3b The District President will be the keeper of all funds of the District.

- Sec. 4. District Conferences shall be composed of members from each chartered Unit in the District, except the District Constitutional Conference, which shall require delegates and alternates provided by Sec. 5.
- Sec. 5. In addition to any other conference that may be held in the Districts of the Department, there shall be held in each District, a District Constitutional Conference. This conference shall be composed of delegates and alternates. Each chartered Unit shall be entitled to two delegates and two alternates. It shall be entitled to one additional delegate and one additional alternate for each fifty (50) members or major fraction thereof. Each Unit shall have as many votes as it is entitled to elected delegates. The vote of any delegate absent and not represented by an alternate delegate shall be cast by the majority of the delegates present from her Unit. The President of the District shall have a vote as presiding officer. The membership of the Units is to be taken from the membership bulletin last issued by the Department Headquarters.
- Sec. 6. Thirty (30) percent of Units in a District, represented at such conference by duly designated delegates shall constitute a quorum.

ARTICLE VI DEPARTMENT CONVENTION

- Sec. 1. The legislative body of the American Legion Auxiliary, Department of Florida, shall be the Department Convention to be held annually. If ample facilities are not provided, this need not be in conjunction with the convention of The American Legion, Department of Florida. Executive Committee approval is necessary for time and place of said Auxiliary Department Convention.
- Sec. 2. All resolutions sent to the Department Convention shall be drawn in proper form so as to provide that the resolution was adopted by the American Legion Auxiliary, Department of Florida, in Convention assembled, and that any such resolution not drawn in such form shall be returned by the Department Headquarters to the sponsor for correction. All resolutions shall be presented to the Department Headquarters at least six weeks prior to the Department Convention. The Convention may, however, by a two-thirds vote of the delegates present, waive the time requirement in the case of an emergency resolution. An emergency resolution shall be presented by the Chairman of three Unit delegations. Resolutions adopted by a Department Convention shall be bulletined to the Department Officers, the Unit Presidents, incoming Constitution and Bylaws Chairman immediately following the close of said Convention.

- Sec. 3. Each chartered Unit shall be entitled to two delegates and two alternates. It shall also be entitled to one additional delegate and additional alternate for each fifty members or major fraction thereof whose current Department and National dues have been received by the Department Secretary-Treasurer 15 days prior to the holding of the Department Convention. Each Unit shall have as many votes as it is entitled to registered delegates. All Department Officers and Past Department Presidents whose dues have been received by the Department Secretary-Treasurer 15 days prior to holding the Department Convention shall be entitled to their own vote in the Department Convention. The vote of any delegate absent and not represented by an alternate delegate shall be cast by the majority of the delegates present from her Unit. The votes shall be equal to the Department Officers and Past Department Presidents in good standing and attending the Convention and the delegates or alternates properly certified.
- Sec. 4. The Department Officers and Past Department Presidents as provided in Section 3, shall be Delegates-at-Large to the Department Convention with vote to be exercised with their respective Units.
- Sec. 5. A quorum shall exist at the Department Convention when thirty percent of the Units of the Department are represented, as provided above.

ARTICLE VII OFFICERS

- Sec.1. The Department Officers shall be President, 1st Vice President, 2nd Vice President, 3rd Vice President, District Presidents (one from each District), Secretary-Treasurer, Sergeant-At-Arms, National Executive Committeewoman and Alternate National Executive Committeewoman.
- Sec. 1a There shall also be elected a Department Chaplain and a Department Historian
- Sec. 2. As a formality, the Department Executive Committee at its first meeting following the Department Convention shall ratify a Department Secretary-Treasurer who shall be appointed by the Department President upon the recommendation of the Department Finance Committee. This Department Secretary-Treasurer will be the same employee of the Department of Florida as in the previous year, unless there has been cause for removal. When a vacancy occurs, the Department Secretary-Treasurer shall be selected by the Department Finance Committee from duly qualified applicants and recommended to the Department President for appointment. The Department Secretary-Treasurer may be removed for cause by a majority vote of the Department Executive Committee.

- Sec. 3. The Department Sergeant-at-Arms and the Department Parliamentarian shall be appointed by the Department President and approved by the Department Executive Committee.
- Sec. 4. All elected officers, except District Presidents, shall be elected at each Annual Convention and shall hold office until the next Annual Convention. The officers of this Department shall be installed at the annual Department Convention.
- Sec. 5. No person shall be eligible for re-election to the office of Department President, Department 1st Vice-President, Department 2nd Vice-President, and Department 3rd Vice-President. No Unit shall have an endorsed candidate for the office of Department President in succession. District Presidents shall not be eligible for the same office for more than two terms in succession. No Unit shall endorse a candidate for District President who has not served as Unit President for at least six months.
- Sec. 5a The Department Chaplain and the Department Historian shall serve a one year term and shall be eligible for re-election.
- Sec. 6. Unless otherwise provided for, vacancies in elected offices occurring between annual conventions shall be filled by the Department President and ratified by a majority vote of the Department Executive Committee.
- Sec. 7. In the event of the resignation, death, or inability to serve of the National Executive Committeewoman, a new National Executive Committeewoman shall be appointed by the Department President and ratified by a majority vote of the Department Executive Committee. This member shall be a Past Department President due to her past experience in this position. (See Standing Rules, Article II, Section 1).

**ARTICLE VIII
EXECUTIVE COMMITTEE**

- Sec. 1. There shall be a Department Executive Committee composed of the Department Officers, the Past Department Presidents and the Chairmen of the following committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, Girls State, Leadership, Legislative, Membership, National Security, Past Presidents Parley, Poppy, Public Relations, and Veterans Affairs and Rehabilitation.

**ARTICLE IX
FISCAL YEAR**

- Sec. 1. The fiscal year of the Department of Florida shall be from July 1st to June 30th.

ARTICLE X AMENDMENTS

- Sec. 1. This constitution may be amended at any Department Convention by a vote of two-thirds of the total authorized representation thereat, provided that the proposed amendments shall have been submitted through the Department Headquarters to the Units and members of the Department Executive Committee by mailing same to them at least thirty (30) days prior to the convening of the next Department Convention; provided further, it may be amended by unanimous vote at any Convention without notice; and provided further, that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.

BYLAWS

ARTICLE I ELECTION OF OFFICERS

- Sec. 1. Election of officers shall be by ballot, a majority of votes cast shall be necessary to elect. When there are more than two candidates for an office and one candidate does not receive a majority, the two candidates getting the most votes shall be placed on a second ballot. When there is but one candidate for an office, the ballot may be dispensed with and the nominee declared elected.
- Sec. 2. Candidates for Department office shall be nominated from the floor of Department Convention twenty-four (24) hours before election. See Standing Rule Item VIII, Section 5.
- Sec. 3. All Department officers, members of the Department Executive Committee and all standing committees shall be in good standing in their local Units.

ARTICLE II DUTIES OF OFFICERS

- Sec. 1. (a) Department President: It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled and the Department Executive Committee and to appoint standing committees, and to create such other committees and appoint members thereon as she deems advisable, and to appoint all Officers, representatives to non-VA medical facilities and VA medical facilities (appointments of VA medical facility representatives shall be made upon the recommendation of the Department Finance Committee) not otherwise provided for, with the approval of the Department Executive Committee. She shall be an ex-officio member of all Committees and shall perform such other duties as are usually incident to the Office. She shall be charged with the responsibility of executing

the mandates of the Department Convention and the Executive Committee.

The Department President shall not waive her rights to the Department Secretary-Treasurer or any other person permitting the signing of her name to applications for Charters issued by the National Headquarters or any other legal document pertaining to the Department. In case of the resignation, death, suspension or removal from office of the Department President, the Department Vice President shall immediately take office and assume all the duties of the President until the close of the next Department Convention.

(b) In case of inability of the Department Secretary- Treasurer to perform her duties, the Department President, Chairman of the Finance Committee or Department Vice President may perform her duties in an emergency. Other than the Department Secretary-Treasurer, two signatures are required for withdrawal of funds or entry into any lock boxes or depository of Auxiliary properties.

Sec. 2. The Department 1st Vice-President shall perform such services as may be required of her by the Department President and as may be outlined in the Standing Rules of the Department of Florida, and shall represent the Department President when requested to do so by the Department President. It shall be the duty of the Department 1st Vice-President to immediately assume the duties of the office of President upon the resignation, death, suspension, or removal from office of the Department President. When assuming the Presidency under these circumstances, she is eligible to become a candidate for a full term as Department President.

Sec. 2a The duties of the Department 2nd Vice-President shall be to serve as the Department Veterans Affairs and Rehabilitation chairman and to visit all VA facilities including Outpatient Clinics and State Veterans Nursing Homes.

Sec. 2b The duties of the Department 3rd Vice-President shall be to serve as the Department Children and Youth Chairman and to visit all children facilities sponsored by the Department.

Sec. 3a The Department Secretary-Treasurer shall conduct all official correspondence under the direction of the Department President. She shall keep a record of the proceedings of the Department Convention and the Department Executive Committee meetings. She shall also be responsible for the distribution of all Department bulletins and handle all secretarial and clerical duties incumbent upon her office. She shall receive and keep a record of all monies received from the Units and other sources. She shall be the custodian of the funds of the Department organization and shall account for same. She shall sign all checks disbursing funds, as prescribed by the Department,

make quarterly reports upon the condition of the Department funds to the Department President and Department Finance Committee. The accounts shall be audited annually by a Certified Accountant. She shall perform all other duties incident to the office.

- Sec. 3b The Department Secretary-Treasurer will be responsible for hiring and terminating office staff and will maintain all employment records. She will notify the Department President of any changes in personnel. All payroll must stay within the approved budget.
- Sec. 4. The Department Chaplain shall officiate as such at the Department Conventions, and shall perform such other duties ordinarily incident to the office.
- Sec. 5 The Department Historian shall compile the historical records of the Department organization and make a report to the National Historian.
- Sec. 6. District Presidents shall be in charge of the affairs of the American Legion Auxiliary Units in their Districts under the direction of the Department President. It shall be the duty of the District Presidents to encourage and promote in every way, the growth, welfare and accomplishments of the Units, they shall be charged with the responsibility of coordinating the activities of the Units and assisting in the organization of new Units in their Districts. The District Presidents shall preside at all District meetings during the year.

ARTICLE III DUTIES OF DEPARTMENT EXECUTIVE COMMITTEE

- Sec. 1. The administrative and executive powers shall be vested in the Department Executive Committee. The Department Executive Committee shall have the power and authority in case of emergency to call a Department Convention, provided that notice of at least 30 days prior thereto be given all Units, and the reason stated for calling such Convention. Place of the meeting upon such occasion shall be designated by the Department Executive Committee. The Department Executive Committee shall have the power to appoint subcommittees on such matters delegated to it. The Department Executive Committee shall have authority to remove Department paid personnel for cause.
- Sec. 2. The Department Executive Committee shall meet within twenty-four hours preceding the Department Convention and within twenty-four hours after new officers have been installed and thereafter at the call of the Department President, providing that notice of at least two weeks prior thereto shall be given to all members of the Committee.

- Sec. 3. A quorum for the Department Executive Committee shall be a majority of the membership of the Department Committee.

ARTICLE IV COMMITTEES

- Sec. 1. The Department President shall appoint chairmen of standing committees which are named by the National President and such other committees as she shall deem necessary or advisable, said Chairmen to be ratified by the elected members of the Department Executive Committee and the Past Department Presidents.
- Sec. 2. There shall be a standing Finance Committee that shall consist of seven (7) members. The Committee shall be composed of the Department President, Department 1st Vice-President (with a voice, but no vote), Department 2nd Vice President (with a voice, but no vote), Immediate Past Department President and three members. The Department President shall appoint a Committee member to serve a three (3) year term, and said appointee to be experienced in financial matters. No appointee shall serve successive terms. The Finance Committee shall meet at the call of the Committee Chairman, with the approval of the Department President, or at the call of the Department President.

The Department Finance Committee shall oversee the general financial policy of the Department organization, subject to the approval of the Department Executive Committee. It shall be charged with the preparation of the yearly budget which shall be voted on by the Convention assembled; shall supervise the expenditure of funds under the budget, and shall receive resignations and applications for the Department Secretary - Treasurer. (See Constitution, Article VII, Officers, Section 2.)

- Sec. 3. There shall be a standing Veterans Affair and Rehabilitation Committee of three (3) members to consist of a Chairman, a Director of Field Service and Home Service. Each member shall be appointed for a one year term. The Chairman shall be responsible for all monthly activity reports from the representatives of the seven (7) VA Medical Centers and the representatives of the Outpatient Clinics. The Field Service Director shall receive all activity reports for the six (6) State Veterans Nursing Homes. Certified Field Service Volunteers shall compile and send yearly reports directly to the Field/Home Service Director. The Field/Home Service Director shall receive report forms from Unit members with Home Service hours. The VA & R Committee's budget and recommendations shall be submitted to the Chairman of the Department Finance Committee

for the Committee's approval and inclusion in the Department's overall Budget, at least forty-five (45) days prior to the Department Convention.

- Sec. 4. There shall be a Children and Youth Committee of three (3) members. The children's medical facility representatives are responsible to the Chairman of this committee.
- Sec. 5. There shall be a standing Girls State Committee of five (5) members to include a Chairman, two (2) committee members, Director and Assistant Director. The Chairman and two (2) committee members will serve staggered three (3) year terms, one (1) member appointed each year by the Department President. No Committee appointee shall serve successive terms. The Girls State Director and Assistant Director shall be appointed by the Department President for a one (1) year term subject to ratification by the Department Executive Committee. In the event a vacancy occurs on the committee, the Department President shall fill the vacancy for the remainder of the term vacated. The Girls State Chairman, Director and Assistant Director shall prepare and submit a committee budget (to include the Girls State session) to the Chairman of the Department Finance Committee for the committee's approval and inclusion in the Department's overall budget, at least forty-five (45) days prior to Department Convention.
- Sec. 6. There shall be a Public Relations Committee of three (3) members.
- Sec. 7. There shall be an Education Committee of three (3) members. The Education Committee shall submit to the Chairman of the Department Finance Committee its recommendations for all Scholarship Awards, and its proposed Budget, at least forty-five (45) days prior to Department Convention.
- Sec. 8. There shall be a National Security Committee of three (3) members.

ARTICLE V UNIT ORGANIZATION

- Sec. 1. Units shall be chartered by the National President and National Secretary upon receipt of the charter application executed and accompanied by the per capita dues and individual membership record forms. Application for Unit Charters shall be signed by the Department President, the Commander and Adjutant of The American Legion Post to which the Unit is attached and, said charter shall be closed thirty days after same has been signed by the Post Commander.
- Sec. 2. The minimum membership of a Unit shall be ten senior members.
- Sec. 3. Units shall be given the name and number of The American Legion Post to which they are attached.

- Sec. 4. Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to restrictions of the Constitution and Bylaws except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force, violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.
- Sec. 5. The National Executive Committee may suspend or revoke the Charter of a Unit which violates the National Constitution and Bylaws or any specified action of the National Convention or of the National Executive Committee.
- Sec. 6. All officers of the Units, with the exception of the Secretary, who may be appointed by the President, shall be elected annually not more than ninety days nor less than fifteen days prior to the Department Convention, said officers shall be certified to the Department Headquarters not less than ten days prior to the Department Convention, certification to be made on forms furnished by the Department headquarters. Installation shall be at a time coincident with The American Legion Post to which it is attached. In the event of a vacancy caused by death, resignation or removal from office, the name and address of the successor shall be promptly reported to the Department Headquarters within one week after the vacancy is filled.
- Sec. 7. All Units shall adopt a Constitution and Bylaws conforming to the Department and National Constitution and Bylaws of the American Legion Auxiliary. Send two (2) copies for approval to the Department Constitution Bylaws Chairman every three (3) years. Both copies must be signed by the Unit President and either the Unit Constitution and Bylaws Chairman or the Unit Secretary, showing the date of approval.
- Sec. 8. A new Unit shall adopt a Constitution and Bylaws and submit two (2) copies to the Department Constitution and Bylaws Chairman not later than sixty (60) days after receiving their permanent charter.
- Sec. 9. All Units shall be incorporated under the laws of the State of Florida. Copy of approved articles to be on file at Department Headquarters
- Sec. 10. All Units are required to file an annual (990, 990EZ, or 990N) report with the IRS. Copy of annual report to be on file at Department Headquarters.

ARTICLE VI FINANCE

- Sec. 1. The revenue of the Department shall be derived from the annual dues of members and by such other means

as may be determined by the Department Executive Committee. Each annual Department Convention shall determine the amount of Department dues for each succeeding fiscal year.

Sec. 2. The annual National dues as determined by the National Convention each year shall be collected by the Unit and paid through the Department Headquarters to the National Treasurer whenever the same becomes due and payable.

Sec. 3. Annual dues shall be payable annually for the succeeding calendar year. A member failing to pay such annual dues by January 31st shall be classed as delinquent and shall be suspended from all membership privileges.

Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31st of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution of the Unit requires a vote on application for membership and the payment of all past dues, or be reestablishing eligibility and making application as a new member.

Sec. 4. Each Unit shall be required to remit all Department and National dues collected and unreported to Department Headquarters at least once each month.

Sec. 5. All monies of the Department for any and all purposes whatsoever, shall be received and disbursed by the Department Secretary-Treasurer.

ARTICLE VII

SUBSIDIARY ORGANIZATIONS

Sec. 1. All Department Subsidiary Organizations of the American Legion Auxiliary shall be subject to regulations of the action of the Department Executive Committee.

Sec. 2. All Department Subsidiary Organizations shall have Department dues no higher than the Department Auxiliary dues, and said subsidiary organization shall be required to file a complete financial statement of receipts and expenditures with the Department President and the Department Finance Committee before each Department Convention.

Sec. 3. All Department Subsidiary Organizations, Proposed Budget and Financial Statements or receipts and expenditures shall be submitted to the Chairman of the Department Finance Committee, for the Committee's approval, 45 days prior to the Department Convention. Pursuant to Section 2, Article VII, of the Department Bylaws, the required financial statement or receipts and expenditures shall be submitted prior to the Department Convention.

ARTICLE VIII CHARTER

- Sec. 1. The Department Executive Committee by a two-thirds vote may order the suspension of a Unit Charter for a period not to extend beyond the closing of the next succeeding Department Convention, as a disciplinary measure, or pending action relative to a final revocation. A cancellation shall be in order where two or more Units merge, where a Unit voluntarily ceases to function, or under such other conditions as might make such action necessary.
- Sec. 2. Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or ruling of the Convention or Executive Committee or ceasing to function from one Department Convention to another as an American Legion Auxiliary Unit, or refusing to pay the per capita tax due Department and National Organizations, shall upon order of the Department President, surrender the Charter. Upon failure to surrender such charter, immediate steps may be taken for its revocation. When any Unit Charter has been revoked or cancelled or when any Unit ceases to function in accordance with this Section, all Unit records and funds shall immediately be forwarded to Department Headquarters.

Upon revocation, cancellation or suspension of the charter of a Unit in the Department of Florida, said Unit shall immediately cease operations and upon revocation, cancellation or suspension shall turn over its charter to the Department President or Department Executive Committee, and the Department Executive Committee is authorized, empowered and directed by and through its duly authorized agent to take possession, custody and control of all records, property, funds, and any other assets of said Unit, provided, however, that nothing herein shall be construed as requiring the Department to take over or assume any financial responsibility as to such property. Said Department Executive Committee may provide for the transfer of the members in said Unit to other Units of their choice, subject to the approval of such other Unit.

- Sec. 3. American Legion Auxiliary Units suffering the revocation of their charters may appeal the decision of the Department Executive Committee to the National Executive Committee.
- Sec. 4. Any Unit whose charter has been revoked for misconduct shall be prohibited from applying for a charter in the American Legion Auxiliary for a period of five (5) years from the initial date of the revocation of said charter.

ARTICLE IX DELEGATES TO NATIONAL CONVENTION

- Sec. 1. Each District shall be entitled to one Delegate and one Alternate Delegate.

- Sec. 2. The Department President, Immediate Past Department President and Department Secretary-Treasurer shall be elected delegates by reason of their office. Their Alternate Delegates shall be elected from the membership at large at the Department Convention.
- Sec. 3. When increased membership entitles the Department of Florida to additional Delegates and Alternate Delegates, such extra Delegates and Alternate Delegates shall be elected from the membership at large at the Department Convention.
- Sec. 4. Delegates and Alternate Delegates shall be elected in accordance with the plurality of the votes cast, that is, those receiving the most votes shall be declared elected Delegates, and those receiving the next highest votes shall be declared elected Alternate Delegates.
- Sec. 5. The Immediate Past Department President shall be designated as Chairman of the delegation at the National Convention and the Department Secretary-Treasurer shall be designated as the Secretary of the delegation. In the event the Department Secretary-Treasurer is unable to attend the Convention, the Junior Past Department President shall appoint a Convention Secretary to serve in her place. The expense of the appointed Secretary shall be paid on the same basis as a delegate.
- Sec. 6. The Chairman of the delegation at the time of the National Convention shall designate elected alternates to fill any vacancies in the delegation.

ARTICLE X TRANSFER OF MEMBERSHIP

- Sec. 1. Any member in good standing in a Unit shall be entitled to transfer to another Unit.
- Sec. 2. Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer applicant by the new Unit, the Unit Secretary will complete the Member Data Form. The member shall then be entitled to active membership in said Unit. No dues shall be transferred. Transfers after January 31st must pay dues to old Unit before transferring.

ARTICLE XI DISCIPLINE

- Sec. 1. For any violation of the Department or National Constitution, or for conduct improper or prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two thirds vote at a Unit meeting duly called for that purpose. Said expulsion or removal shall be binding only in the event said member or officer shall have

been given fifteen (15) days' notice in writing by the Unit Executive Committee, of the charges and the hearing thereon. Either party may have the right to appeal to the Department Executive Committee and its action hereon shall be final. The expense of such appeal shall be borne by the appellant.

- Sec. 2. No person who has been expelled by a Unit, shall be admitted to membership in another Unit, without the consent of the expelling Unit except that where such consent has been asked for and denied by such Unit, she may then appeal to the Executive Committee of the Department of the expelling Unit for permission to be admitted to membership in another Unit, and shall be ineligible for membership until such permission is granted.
- Sec. 3. No member or group of members shall subject the Department to liability without authorization of this Department.
- Sec. 4. In dealing with the Department Judge Advocate, the American Legion Auxiliary shall adopt and follow the provisions set forth in Article V, Section 8 of the Bylaws of The American Legion, Department of Florida, to the same extent and as fully as if the same had been incorporated in and made a part of its own Constitution and Bylaws.

ARTICLE XII CONSTITUTIONAL AUTHORITY

- Sec. 1. The authority under which all Units of the Department of Florida, American Legion Auxiliary shall function is vested in the Department of Florida's Constitution and Bylaws and in such Standing Rules as may have been duly adopted and set forth in the Unit Guide of the Department of Florida. Any provision of any Unit Constitution and Bylaws or Standing Rules in conflict with the foregoing authority shall be void.

ARTICLE XIII PARLIAMENTARY AUTHORITY

- Sec. 1. The Department organization shall be governed by "Roberts Rules of Order, Newly Revised," on all points not covered by the Constitution and Bylaws.

ARTICLE XIV AMENDMENTS

- Sec. 1. These Bylaws may be amended at any Department Convention by a vote of two-thirds of the total authorized representation thereat, provided that the proposed amendment shall have been submitted through Headquarters to the Units and members of the Department Executive Committee by mailing to them a least thirty (30) days prior to the convening of the next Department Convention; provided further,

that it may be amended by unanimous vote at any Convention, without notice; and provided further, that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.

**STANDING RULES
DEPARTMENT OF FLORIDA
Revised 2012**

I

DEPARTMENT ORGANIZATION

- A. The Department will maintain headquarters at Orlando, Florida.
- B. No Department, District or Unit Officer, or Chairman, or Unit member shall make available her membership list to any prospective candidate for public office.
- C. In the event of the death of a current Department Officer or a current Department Chairman, elective or appointive, or a Past Department President, the Department President shall be empowered to appoint a member to attend the funeral services at Department expense (if travel is necessary). Department shall provide a tribute. In the case of a PAST DEPARTMENT PRESIDENT all Past Department Presidents shall be notified by the Department Headquarters at the expense of the Department.

II

DEPARTMENT PRESIDENT

1. The Department President may send requests for ratification of appointment of chairmen of standing committees, appointments to fill vacancies in office, other appointments not otherwise provided for, as well as requests for referendum votes on urgent matters, by mail to members of the Department Executive Committee. Votes should be cast and returned to Department Headquarters within fifteen (15) days.
2. Within ninety (90) days of installation the Department President shall visit and inspect the facilities for Department Convention. If facilities do not meet needs of Auxiliary she will arrange for a suitable site to meet our needs.
3. The Department President shall schedule a Workshop for Department Officers and Chairmen within forty-five (45) days after the close of the Convention providing accommodations are available.
4. The Department President shall visit in every District as early as possible in her administrative year, dates to be given District President at the Department Workshop.
5. The Department President shall have authority to appoint the Chairman and Co-Chairman of Department Conferences and the Department Convention during her administration. She shall give approval for all functions and plans pertaining to her Department Convention.
6. When a National President or Southern Division National Vice President is the official guest of the Department of Florida, suitable lodging shall be available for her during her visit. If the headquarters hotel does not provide complimentary lodging, it shall be paid from Department funds.

III

DEPARTMENT HEADQUARTERS STAFF

1. The Department Secretary-Treasurer shall conduct all official correspondence under the direction of the Department President. She shall keep a record of the proceedings of the Department conventions, of the Department Executive meetings and shall be responsible for the distribution of all Department bulletins and compilation of the Unit Guide. She shall also handle all secretarial and clerical duties incumbent upon her office. She shall receive and keep a record of all monies received from the Units and/or other sources. She shall be the custodian of the funds of the Department organization and shall account for same. She shall sign all checks disbursing funds as prescribed by the Department and make reports upon the condition of the Department treasury to the Department President and the Department Finance Committee. Her accounts shall be audited annually by a Certified Accountant. She shall turn over to her successor all money, vouchers, books and papers belonging to the Department. She shall keep all records and perform all other duties incident to her office.
2. A form, used in reporting names and addresses of Unit Officers to Department Headquarters and to District Presidents, shall be mailed from Department Headquarters prior to the election of Unit Officers.
3. The proposed budget for the Department shall be made available to the Chairman of each Unit delegation and to each Past Department President in attendance and to each elected Department Officer present at Department Convention.
4. Plan of Action – To be no more than three (3) pages. Outline (front and back sides of 8½" x 11" paper) with Awards printed front and back side of 2nd sheet. Unit annual report on front and back side of 3rd sheet. **Unit and District Annual Report must be copy ready. Plan of Work must be completed within three (3) weeks of close of Convention.**
 - A. Call to Mid-Winter Conference and Department Convention shall be sent to all Department Officers and Chairmen, Past Department Presidents and Unit Presidents.
 - B. Monthly Contribution Sheets shall be posted online monthly. District Presidents, Finance Committee (6 members) includes Department President and Vice-President, Department Chaplain, Americanism Chairman, Auxiliary Emergency Fund Chairman, Children & Youth Chairman, Children's Hospital Representatives, Education Chairman, Girls State Chairman, Legislative Chairman, National Security Chairman, Poppy Chairman, VA & R Chairman and Hospital Representatives will be mailed a printed copy upon request.

- C. A printed copy of all department communications will be \$25.00 annually. If plan of work is requested there will be an additional charge of \$10.00. Past department presidents will receive all communications, including the plan of work, upon request.
5. Prior to the Constitutional Conference, Department Headquarters shall send to each Unit President a form for certifying elected delegates to the Constitutional Conference. The completed form will be presented to the District Secretary at the conference.
 6. The Department Headquarters is responsible only for the housing of official delegates at the National Convention by certifying a list which is forwarded to the Department Adjutant for completion. Any member (not a delegate) wishing to attend the National Convention should make reservations through the Department Adjutant of The American Legion.
 7. The Department Secretary-Treasurer shall furnish the Convention Chairman a complete and comprehensive outline of the duties. This outline will include the duties of the various committees functioning under the Convention Chairman. At the close of the Convention a statement of expenses with receipts shall be submitted by the Convention Chairman to the Secretary-Treasurer for reimbursement according to the Department Budget.

IV

NATIONAL EXECUTIVE COMMITTEEWOMAN AND CANDIDATE(S) FOR NATIONAL OFFICE(S)

1. The National Executive Committeewoman functions as a National Officer representing her state. It is recommended that the Immediate Past Department President shall be elected National Executive Committeewoman. Out of her large experience as a Department President, she attends at the expense of the National Organization — the National Executive Committee meetings and the National Convention — and she is given all the courtesies at meetings and social events, accorded to a National Officer.
2. It is also recommended that the incoming Department President be elected to serve as the Alternate National Executive Committeewoman, during the term of her office. She functions only if the National Executive Committeewoman becomes unable to carry out her duties, until a new National Executive Committeewoman is appointed and ratified. (See Standing Rules, Article II, Section 1).
3. Any member aspiring to a National Office should have a recommended endorsement from her Unit and District brought to the floor of the Department Convention for confirmation and, if office is not for the succeeding year, the confirmation shall be read at each succeeding Convention of her candidacy.

V

GENERAL RULES FOR DEPARTMENT OFFICERS AND CHAIRMEN

1. All elections of the following officers of the American Legion Auxiliary, Department of Florida, namely: President; 1st Vice-President; 2nd Vice-President; 3rd Vice-President, plus National Executive Committeewoman and Alternate shall be held on the second day of Convention and all nominations for such officers shall be made twenty-four (24) hours prior to the election. See Article 1 – Department Bylaws.
- 1a All elections of the following officers of the American Legion Auxiliary, Department of Florida, namely Chaplain and Historian shall be held on the second day of Convention and all nominations for such officers shall be made twenty-four (24) hours prior to the election. See Article 1 – Department Bylaws.
2. Each Department Committee, standing or special, shall have a chairman. Such chairman and committee shall be appointed by the Department President in such numbers as she shall deem proper, with the exception of those committees specifically named and described as provided in the Constitution and Bylaws. Only the Department President shall be ex-officio member of all committees. Officers and other members of the Department may be invited to meet with such committees to give specific information but they shall not constitute a part of the committee and shall have no vote in any decision of the committee meeting.
3. All Department Officers and Chairmen are to submit reports when requested by the Department President. After reading report at Department Convention four (4) copies shall be turned over to the Department Secretary-Treasurer. Department Chairmen will submit to their respective National Chairmen a mid-year report no later than December 30th.
4. No officer shall serve as Chairman of a Department Committee while in office, except the Department Vice-Presidents.
5. Each Department Officer and Chairman is requested to keep a file containing a record of the activities of the Committee during the year. Said file shall be turned over to the incoming Department Officer or Chairman for her information.
6. Invitations received by any Department Officer from other organizations for representation of the Department shall be forwarded to the Department President for her attention and action.
7. All Department Officers and Chairmen shall attend all meetings of the Department Executive Committee. Expenses shall be allowed in accordance with the budget adopted at Department Convention. There is no expense

- allowance for the Post Convention Department Executive Committee meeting.
8. Department Chairmen shall attend Department Workshop. Expense shall be allowed in accordance with the budget adopted at Department Convention.
 9. It shall be the duty of the incoming Membership Chairman to set goals for the following year upon receipt of the Department Membership bulletin at the close of books fifteen (15) days prior to annual convention, and present same to the Post-Convention Department Executive Committee meeting for adoption.
 10. A mandatory meeting for incoming District Presidents will be conducted at the time and place of the Department Convention. The Department 1st Vice-President will be responsible for making arrangements for said meeting.
 11. All citations and/or awards MUST HAVE THE APPROVAL of the Department President BEFORE being announced to THE UNITS.

VI

DEPARTMENT VICE-PRESIDENT

1. The duties of the Department 1st Vice-President are set forth and described in Article II, Sec. 2, of the Bylaws
2. The duties of the Department 2nd Vice-President are set forth and described in Article II, Sec. 2a, of the Bylaws.
3. The duties of the Department 3rd Vice-President are set forth and described in Article II, Sec. 2b, of the Bylaws.

VII

DISTRICT PRESIDENTS

1. The District President is the official Installing Officer for Units in her District. See Item IX, Sec. 8.
2. The District President shall familiarize herself with the installation ceremony in the Manual of Ceremonies and give thorough instruction to the Sergeant-at-Arms prior to the installation. The District President's message should never exceed the time allotted by the Unit.
3. The District President shall appoint District Officers and Chairmen of Committees corresponding with those named and functioning in the Department. Distribute among as many Units as possible. Forward names and addresses of appointees to the Department Headquarters on the form provided immediately upon appointment. The District President is responsible for any vacancies not filled in her District. No Department funds are available for expenses of those District Officers and Chairmen.
4. The District Presidents shall sign for all packets, in turn each Unit President shall sign for hers, and these signatures shall be returned to Headquarters. If packets are not delivered within forty-five (45) days, they shall be returned to Headquarters. If this procedure is not followed, the cost of the packets shall be deducted from the District Presidents'

- quarterly allowance. Packets are valued at \$40.00.
5. District dues, payable to President, shall not exceed twenty dollars (\$20.00) per Unit and are to be used for operating expenses (i.e. bulletins, postage, etc.) not for personal use of any Officer or Chairman. **The District President shall keep all funds of the District and a Financial Report must be given at the Constitutional Conference.**
 6. District Presidents shall keep the individual Unit records posted and up to date. The monthly contribution sheets are available online or a paper copy will be mailed upon request.
 7. District Presidents shall send written reports to the Department President of their activities within their District. These reports are due September 1; December 1; March 1 and June 1. These reports are to be mailed and postmarked no later than 10 days in month due. An expense voucher shall accompany these reports. In addition four (4) copies of written report shall be compiled for Mid-Winter Conference and Department Convention on the activities of the Units in their District. Said copies to be turned into Department Secretary-Treasurer at time of report. The report submitted to be included in the annual Book of Reports shall not exceed 8½" x 11" 2 pages front and back in a 12pt font.
 8. District President shall be responsible for District Chairmen submitting Unit annual reports to their respective Department Chairmen by May 1st.
 9. The District President must hold a School of Instruction for Unit Officers, Chairmen and members. To be of the most value to Units it should be held within 30 days after Department Workshop, but not necessarily in conjunction with holding a similar school by the American Legion. All District Officers and Chairmen should attend. If the Department President is in attendance she should be given time early on the program. The Department allows no expenses for Department Chairmen and Committee members to attend District meetings.
 10. The District Constitutional Conference shall be held annually but not necessarily in conjunction with the Constitutional Conference of The American Legion; not more than 60 days prior nor less than 10 days prior to Department Convention. The Units should be notified as early as possible of this Conference, giving them all necessary information regarding procedure for endorsement of candidates for District President.
- A. In the event that a District has failed to elect a District President, or the District President-elect is unable to assume her duties for the upcoming year, a District Caucus shall be called at Department convention for the purpose of electing a District President. The immediate Past District President shall preside at said Caucus and a Parliamentarian shall be appointed by the Department President. Any District President elected in this manner must meet with the newly

elected Department President immediately after close of Convention for instructions and/or training.

- B. Any new District revolving trophy shall have the approval of the delegates at the Constitutional Conference. Once approved, the trophy shall become the property of the District. When the trophy is no longer usable, the delegates at the next Constitutional Conference shall vote as to the disposition of said trophy.
11. It is customary for the newly elected District President to be introduced before the Legion District Conference — if time permits.
12. District Secretaries shall notify all Unit Presidents of District Meetings and Conferences, also notify all Department Officers, Department Chairmen and Past Department Presidents living in their District. District Secretaries shall distribute Department Bulletins to respective District Chairman within three (3) days of receipt.
13. The District President is the organizer of new units in her District. Organization procedures start after a Post has received its permanent charter and has voted favorably on formation of a Unit. The District President attends the organization meeting, taking with her all material and application forms sent upon request from the Department Secretary-Treasurer. It is helpful to have other District Officers and Chairmen at the meeting to assist in explaining the purposes and programs of the American Legion Auxiliary and to assist in filling out application forms. If the new Unit desires, election and installation of officers can take place at the organization meeting and members initiated. Study the booklet “How to Organize a Unit” and all pertinent information in the National Unit Handbook. A separate typewritten name list must accompany application.

Fees for chartering a New UNIT are:

Charter Fee	\$10.00
Roll	\$10.00
(Including up to 20 names) .50 for each additional name added to Roll	
Senior Dues	\$16.50
Junior Dues	\$ 3.00
Bond	\$ 5.50

The minimum membership of a Unit shall be ten (10) Senior members. Keep in close touch with new Units, for assistance given them in their first year may well decide their course in future years.

14. The Department President will consult with the District Presidents at the Workshop of the dates of her visit. The District Presidents shall immediately contact the Units and make arrangements for the visit. If the Department President is traveling with a companion, housing arrangements shall be at her own expense. If traveling alone, the District President shall arrange housing. The Department President shares a portion of the transportation expense. At the

meeting the District President makes her remarks brief. The speech of the Department President should climax the meeting. The President of the hostess Unit should preside.

15. Each Unit in the District should be visited at least once during the year, other than installation and the visit of the Department President. At those events the District President has little opportunity to bring her program and message to a Unit.
16. If the Unit so desires a gift may be presented to the District President at the time she installs the Unit Officers. The Unit is not expected to give presents to other District Officers and/or Installing Team, and should not be encouraged. A Unit may be visited without advance notice, just as a friendly call. Be prepared to answer questions concerning all phases of the Auxiliary Program, its Constitution, Bylaws, duties of Officers and Committees, Parliamentary Procedures, etc. Do not interfere with the business of a Unit meeting unless called upon by the President or questioned by members. A District President has authority to settle disputes with Units only upon written invitation of two or more members of the Unit Executive Committee. If it is deemed inadvisable to render a decision, after investigation of the facts, refer the matter to the Department President with copies of the letter to Department Headquarters and Department Parliamentarian.

VIII UNITS

1. All inquiries or requests for rulings shall be sent to the Department President, with copies to Department Headquarters and to the Department Parliamentarian. The Department President may request an opinion from the Department Parliamentarian and following the receipt of such opinion, the Department President will make her ruling.
2. Current membership of at least ten (10) Senior members shall be paid by Units in addition to the Rehabilitation, Education and Girls State Quotas before Poppy orders or Girls State registration can be accepted by the Department Secretary-Treasurer at Department Headquarters.
3. Units shall maintain a separate accounting of their Poppy Funds and the entire proceeds of Poppy distribution (after expenses allowed are deducted) shall be used for Rehabilitation of Veterans and Child Welfare work as prescribed by the National Executive Committee of The American Legion.
4. Units shall send to Department Headquarters twenty-five (25) percent (%) of their net proceeds no later than thirty (30) days after Poppy Day. If the Unit orders poppies for purposes other than distribution, they should state this on their Poppy proceeds report.
5. Any member in good standing may run for office. While not required, candidates for elective office may be endorsed

as a show of support at a regular meeting of the Unit of which they are members. All letters of endorsement for Department Officers, including District Presidents, shall be signed by the Unit President and Unit Secretary and forwarded to the Department Headquarters by certified mail, return receipt requested, giving the date of regular Unit meeting at which the endorsement was made. Each endorsement shall contain a statement signed by the candidate, indicating her willingness to serve. Said letters of endorsement to be received at Department Headquarters ten (10) days before nominations are made. Copy of this letter to be sent to Department President. See Bylaws, Article I, Section 2, and Standing Rules Item VII, Section 10A.

- A. Copies of such letters of endorsement for the office of District President shall be sent to the corresponding Officer in the District. Copies of such endorsements shall have been received by the District President ten (10) days before nominations are made.
- B. Candidates for Department Office whose endorsements have been received by the Department Secretary-Treasurer prior to Mid-Winter Conference will be announced at the Conference. An announcement by Units of Candidates for Department Officers shall not be mailed to Units and Department Officers prior to the Mid-Winter Conference.

IX

INSTRUCTIONS TO UNIT PRESIDENTS

1. A careful study of the National Unit Handbook will answer your questions. The Manual of Ceremonies is a guide for the conduct of Unit meetings and ceremonies. The Unit Guide will give you information regarding duties of Officers and Chairmen, also rules for trophies and awards on the Department level.

Encourage your Officers and Chairmen to read The National Magazine and use the information it contains in planning Unit Programs and activities. Well planned meetings that move along harmoniously will do much to guarantee a successful administration.

2. In the beginning of your administration appoint a Committee and draw up a BUDGET. Budget to be approved by membership at a regular meeting.
3. Be sure your Unit Constitution and Bylaws are up to date, in harmony with those of the Department and National, and that they have been submitted to and approved by the Department Constitution and Bylaws Chairman every three (3) years with two copies to be sent for approval. Both copies must be signed by the Unit President and either the Unit Constitution and Bylaws Chairman or the Unit Secretary, showing date of approval.
4. Attend all District and Department meetings and encourage your Officers, Chairmen and Unit members to attend.

5. Every Officer and Chairman should have a copy of the National Handbook and Department Unit Guide, along with their respective bulletins from Department Headquarters.
6. As soon as Unit Chairmen have been appointed and ratified, send a list to the District President.
7. It is the duty of the Unit President to make a report annually at the District Constitutional Conference, with a copy going to the District President. She shall also see that each Committee Chairman submits the Unit annual report (using forms provided by Department Headquarters) to her respective District Chairman within deadlines stated on the form.

A copy of the report should be given to the Unit President and kept on file for future reference. If a committee is inactive the Unit President or Secretary should send the form to the respective District Chairman stating "No Activity".

8. The outgoing Unit President shall be responsible for installation plans. In the event the District President is unable to officiate, the incoming President should be consulted as to her preference of Installing Officer.
9. At the close of your administration, see that all Officers and Chairmen turn their files and material over to their successors.
10. Unit disputes should be settled within the Unit if possible. If this is not possible, the District President has authority to settle such disputes upon written invitation by two (2) or more members of the Unit Executive Committee. If the District President deems it inadvisable to make a decision, she shall refer the matter to the Department President.

X

INSTRUCTIONS TO UNIT SECRETARIES

1. **BULLETINS.** Upon receipt of the Department bulletin the Unit Secretary shall either mail or hand to the respective Unit Chairman her bulletin within three days. The Unit President should keep her set of bulletins for reference.

XI

SECRETARY/MEMBERSHIP CHAIRMAN

1. Dues shall be payable annually for the succeeding calendar year. If a member has permitted her dues to lapse, she must either pay all back dues or re-establish her eligibility by completely filling out a new application. A member failing to pay such annual dues by January 31st shall be classed as delinquent and shall be suspended from all membership privileges.
2. **REMITTANCE SHEETS** should be handled as follows:
Use recap sheets secured from Department Headquarters.
Accompany membership recap sheet with a check or money order at \$3.00 per Junior and \$16.50 per Senior. Do not mail cash.
Use same procedure for back dues, indicating year being paid on recap sheet.

3. **INDIVIDUAL APPLICATIONS.** Use regular application blanks, National requires these forms be completely and legibly filled out. Type or use black ink. Be sure the Unit file contains a copy for every member.
4. **PROOF OF ELIGIBILITY.** When a woman is applying for membership through relationship to a deceased veteran, it is considered that satisfactory proof of the veteran's service shall have been established when the Post Adjutant certifies that he has examined the records and documentary evidences of the deceased veteran, and based upon this examination declares it to be his opinion that the applicant is eligible.
5. **CHANGE OF ADDRESS.** Change of address for Unit Officers and Chairmen should be sent to Department Headquarters and District President without delay. Change of a Unit member's address should be noted in Unit files and with a Member Data Form sent to Department Headquarters for each member immediately.
6. **MEMBERSHIP CARDS.** Membership cards for renewal of all members will be received from the NATIONAL HEADQUARTERS. Additional cards for new members may be obtained by a request to Department Headquarters.
7. **LIFE MEMBERSHIP.** It is the responsibility of the Unit to pay Department and National Dues annually for the lifetime of the member. Instructions for handling these memberships may be obtained from Department Headquarters.
8. **TRANSFERS.** Methods of transferring of membership from one Unit to another will be found in the National Unit Handbook. Be sure to use proper forms secured from Department Headquarters. After January 31st dues must be paid to old Unit.

XII

INSTRUCTIONS TO UNIT TREASURERS

1. All funds of the Unit derived from dues, money making projects, awards, or any other source, belong in the Unit Treasury, not in custody of any other person.
2. Keep a separate account on books for money derived from Poppy Day distributions. See Item VIII, Section 3, of Standing Rules.
3. Keep accurate, detailed records of every financial transaction. Make payments only on proper authorization by the Unit. Treasurer's books containing regular income and disbursement sheets may be secured.
4. If Treasurer handles remittance sheets, read carefully instructions for Secretaries.
5. Send all money for dues, contributions and obligations (unless otherwise directed) to Department Headquarters, and make all checks payable to the American Legion Auxiliary, Department of Florida. Department obligations should be sent to Department Headquarters as early in the administrative year as possible.

6. No Unit with past due accounts owing to the Department and unsettled before convening of the Annual Department Convention shall be entitled to seat their Unit delegation in the Convention. These accounts are defined as Membership dues collected, all Quotas, bonding fee, and Poppy proceeds.
7. Keep a copy of the Unit budget with you and if funds are proposed to be expended in excess of the budget items, call this to the attention of the Unit President before the Unit takes any action.
8. **BOND:** Unit bonding fee of \$5.50, included with Unit quota invoice, to be paid by January 31st. Convicted felons are not covered by Unit Bond.

XIII

INSTRUCTIONS TO UNIT HISTORIANS

Unit Historians shall write a Unit History to be entered into Department contest. Begin to compile information early, check Department Historian Plan of Work and Bulletins for additions or further information.

ELEANORE KERNAGHAN SENIOR HISTORY TROPHY

1. Fly page must contain:
 - a. Unit name and number
 - b. Location (city and state)
 - c. Name of Historian and President
 - d. Date (year)
 - e. Membership grouping
2. History must be written in narrative form as events occur beginning with Department Convention and must include Officers list.
3. Photos, mementos, souvenirs are allowed but will not be considered in judging. These items may be added later.

XIV

INSTRUCTIONS TO UNIT CHAPLAINS

1. See National Unit Handbook. Send names of deceased members to Department Chaplain, District Chaplain as soon as possible. It is recommended that Unit Chaplains be designated to send cards to ill members and letters or cards to members of their families in the event of death.

XV

DEPARTMENT EMPLOYEES

(See Article VII, Sec. 2 — Constitution)

(See Article IV, Sec. 2 — Bylaws)

XVI
DEPARTMENT RULES
CONTESTS AND AWARDS

It is important that each Unit Chairman read carefully each Department Chairman's bulletin for additional contests, information, instructions and deadline dates. All Department sponsored Trophies are revolving.

AMERICANISM

Essay Title for 2012-2013

(Grades 3 & 4, 5 & 6, 7 & 8, 9 & 10, 11 & 12)

"How Can I Show My Pride In Being an American?"

RULES FOR ESSAYS: Handwritten or typed, signature of student at end. Grades 3 & 4 should not exceed 250 words. Grades 5 & 6 should not exceed 300 words. Grades 7 & 8 should not exceed 400 words. Grades 9-12 should not exceed 500 words. Essays will be judged on material, originality and neatness. First place winner in each category will receive a certificate and medal.

Entries must include National cover sheet completed. Units to send entries to Department Americanism Chairman by April 1st.

DORIS E. HAHN TROPHY

Awarded annually to the Unit that reports the "Best All Around" Americanism Activities.

Entry to be typed, 8½" x 11" paper, double spaced, narrative form, not to exceed 1,000 words, submitted in a loose leaf folder. May include pictures, newspaper clippings inserted in back of entry only.

Must be submitted to the Department Americanism Chairman by thirty (30) days prior to Department Convention.

Unit must have at least one subscription to the Dispatch, and have made a contribution to Freedoms Foundation Seminar. Unit must have sponsored at least one girl to Girls State. Report to include Americanism Activities only.

Title page to include name and number of Unit, location of Unit, Department of Florida, name of Unit President, name and address of Unit Americanism Chairman.

AUXILIARY EMERGENCY FUND —
DEPARTMENT

Grants of up to \$1,200.00. Eligibility required: Minimum of three (3) years of membership in the American Legion Auxiliary, with current membership dues paid. Department of Florida Auxiliary Emergency Fund Application must be completed and submitted to Department Headquarters for approval of the Finance Committee.

**CHAPLAIN
MAE NALLEY
SENIOR PRAYER BOOK TROPHY**

See rules listed below. Entry to reach the Department Chaplain 30 days prior to Convention.

**RULES — BOOK OF PRAYERS
AND DEVOTIONAL THOUGHTS**

1. Fly Page (to be centered) must contain:
 - a. Unit name and number
 - b. Location (city and state)
 - c. Name of Chaplain and President
 - d. Year
 - e. District
 - f. Membership grouping
2. First Section - Prayers
 - a. Original
Prayer to be centered, including name of author
 - b. Author other than person submitting prayer;
Prayer to be centered, including author's name and name of person submitting prayer.
 - c. Author Unknown
Prayer to be centered, state "Author Unknown" and name of person submitting prayer.
3. Second Section - Devotional Thoughts Rules are the same as First Section-Prayers.
4. Last page
List alphabetically the names of the people who have contributed Prayers and Devotional Thoughts.
5. Appearance
 - a. Cover-notebook, preferably white
 - b. Paper—8 ½" x 11" white, pink or blue bond, or appropriate computer graphic paper.
 - c. Ribbon-black type
 - d. Prayers must be strictly non-denominational
 - e. Only one Prayer or Devotional Thought per page
 - f. Decorations-only designs permitted are Praying Hands, Cross and Star of David. Wherever a cross appears, there must be a Star of David.
 - g. No decorations on pages with Prayers and Devotional Thoughts.
6. Judging
 - a. Neatness
 - b. Correct spelling
 - c. Strict adherence to all rules.

CHILDREN AND YOUTH

The All Children's Hospital, St. Petersburg; Northview Community Center, Pensacola; Mailman Center, Miami;

American Legion Child Welfare Foundation; Camp Boggy Creek; Children's Miracle Network; Special Olympics; and Operation Military Kids are sponsored projects.

Junior Activities is a project of the Children and Youth Program. The "Junior Activities Handbook" gives complete information directing the Junior Activities project.

Peggy Miller Award

Awarded to the Junior Auxiliary member who shows outstanding participation in one or more programs of the American Legion Auxiliary. Narrative to be typed and submitted by a senior member of the Junior's Unit on 8½" x 11" white paper. Entry to be received by the Department Children and Youth Chairman thirty (30 days prior to Department Convention and will be presented at Department Convention.

ADDIE MAGUIRE CHILDREN AND YOUTH TROPHY RULES

1. Children & Youth Form must be submitted and include all required statistical information, i.e., money expended, number of children and families assisted, etc.
 2. Cash contributions must be made through Department Office to each of the following:
 - a. All Children's Hospital
 - b. Mailman Center for Child Development
 - c. Northview Community Center (Pensacola)
 - d. American Legion Child Welfare Foundation
 3. One special meeting on Children and Youth during the year, preferably in April.
 4. A narrative of all Children and Youth projects and activities, not to exceed 1,000 words must be submitted.
 - a. Narrative will not contain statistical information since this is reported on the Children & Youth form.
 - b. Unusual community projects for Children and Youth along with any service rendered in this area may be included.
 - c. Programs and cooperation with Post are very important and should be included.
 - d. Unit participation in community Children and Youth programs sponsored by other organizations may also be included.
 - e. General
- (1) Margins will be 1" on all sides. Pages will be numbered ½" from the bottom in the middle of the page. Narrative will be secured with a staple in upper left hand corner.
 - (2) Cover page will include Unit name and number, location, District, year, Unit Chairman and Unit President's name, address and signatures. This information will be centered on cover page.
 - (3) Heading will be used on first page only and will be 1" from the top with narrative beginning two spaces below heading.

Heading will read Narrative-Children and Youth Program (All Capital letters).

- (4) Narrative will be typed on white bond, 8½" x 11", double spaced in upper/lower case type.
- (5) Narrative to be received by the Department Chairman no later than thirty (30) days prior to Department Convention. Department Chairman will be assisted in judging by committee members or, at her discretion, other individuals she deems appropriate.
- (6) To qualify, statistical report (Unit Year End Report) form must accompany narrative being submitted.
- (7) Special emphasis in judging will be given as to size of Unit and accomplishments accordingly.
- (8) Judging will be based on the following:
 - (a) Conciseness
 - (b) Originality of Content
 - (c) Neatness
 - (d) Correct spelling, grammar and punctuation.
 - (e) Compliance with all above rules.

NOTE: In the interest of postage, no special cover or binder, special artistic designs or extras such as pictures will count in judging nor be required. These, in fact, are discouraged.

COMMUNITY SERVICE

JAN CROFT "HOMETOWN TROPHY"

To be awarded to the unit reporting multiple projects within the community.

- (1) Fly Page
 - (a) Name of Trophy
 - (b) Unit Name and number
 - (c) Location
 - (d) Population of town or city
- (2) Entry to be in narrative form; double spaced, 8½" x 11" paper, not to exceed 1,500 words, bound in a folder.
- (3) List all activities, hours spent, number of members participated, total value of projects.
- (4) Newspaper clippings, pictures, posters and flyers may be included at the end of report.
- (5) Entries must be signed at the end of the narrative by the Unit President and Community Service Chairman.
- (6) Entry to be received by the Department Chairman no later than thirty (30) days prior to Convention.

RYAN TROPHY

The Ryan Trophy will be awarded to the Unit reporting the most outstanding Community Service project initiated and completed within the administrative year, and in conformity with the current National program. The project must originate

within the community and be of benefit to the community and its citizens.

The report for entry in the Department contest is to be written in narrative form, double-spaced, typewritten on size 8½" x 11" paper, bound in a folder. A fly-leaf page must state: name of trophy competition; name, number and location of Unit, Unit membership; population of the town or city; number of hours worked on the project; and number of members participating in the project. Newspaper clippings, photographs and other material may be included as part of the report and must be bound into the folder with the narrative report. Entry to be received by Department Chairman no later than thirty (30) days prior to Convention.

CONSTITUTION AND BYLAWS

See Article 5, Section 7, Department Bylaws and Standing Rules Item IX, Section 3

EDUCATION COMMITTEE

Units shall contribute annually a minimum of fifty-five cents (55¢) per Senior Member to the Department Scholarship Fund, which can be paid from the Unit's Welfare Fund. Poppy funds may not be used as contributions to the Memorial Scholarship Fund.

Units can purchase Poppy Seals (\$6.00 per 1,000) from American Legion Emblem Sales for sale at profit to members for use on correspondence. All profits from sale of Poppy Seals may be used for Scholarships, Children and Youth and Veterans Affairs and Rehabilitation.

Spirit of Youth is a sponsored project.

DEPARTMENT AND MEMORIAL SCHOLARSHIP AWARD RULES

DEPARTMENT SCHOLARSHIPS are awarded annually to children of honorably discharged Veterans only. Four-year University grants are **not to exceed** \$2,000.00 and Junior College and Technical-Vocational school grants are **not to exceed** \$1,000.00. Department Scholarships shall be all grant and require students **attend an accredited Florida** University, College or Technical-Vocational school and be a **resident of the State of Florida**.

MEMORIAL SCHOLARSHIPS are awarded annually to members of the American Legion Auxiliary, their daughters or granddaughters, provided said member has been a member in good standing in a Unit within the Department of Florida and shall have maintained that membership for at least three (3) consecutive years, with current dues paid.

Four year University grants are not to exceed \$2,000.00 per year and Junior College and Technical-Vocational school grants are not to exceed \$1,000.00 per year.

All awards are to be made to full time students only, (which is defined as 12 earned credit hours in the semester). Scholarship

awards shall be paid directly to the institution, payable in two equal payments, by the Department Secretary-Treasurer, second payment contingent on meeting credit hour and GPA minimum requirements. The number of scholarships awarded will be determined by the funds available at the time of each screening meeting.

All scholarships will be renewed annually in an undergraduate school provided the student needs further financial assistance and has maintained at least a 2.5 GPA. Renewal contracts to be sent by Department Headquarters to recipients and reviewed by the Department Secretary/Treasurer and Education Committee. Sponsoring Units will be notified of scholarship renewal approvals for students that they have previously sponsored. Cover page of application contains all rules.

All scholarship applications are to be submitted to Department Headquarters either directly or via a sponsoring Unit.

Applications can be obtained from the Department Headquarters. Deadline for receipt of completed applications by the Department Chairman for 2012-2013 grants shall be March 1, 2013.

Attached to the completed original application must be:

1. Certified Transcript from high school, college or University last attended by applicant.
2. Personal letter from applicant supplying any data concerning himself or herself, which would be of interest in consideration of application, including extracurricular activities.
3. Three letters of reference from persons who have known applicant at least one year. One of these shall be a faculty member of the school last attended by the applicant.
4. Provide signed complete copies, with all schedules for Form 1040 of the individual income tax returns of all those who will contribute to support.
5. Copy of veteran parent's honorable discharge.

Members of the American Legion Auxiliary, Department of Florida, who have maintained their membership for five consecutive years, with current dues paid, are eligible to apply for a grant not to exceed \$2,500, for continuing their education in an accredited Master's Degree program. This grant may be renewed once (i.e., total award not to exceed \$5,000). Applications available through Department Headquarters. The deadline for completed application to reach the Department Education Chairman, March 1, 2013.

NATIONAL SCHOLARSHIPS

National President's Scholarship awarded to daughters sons, granddaughters or grandsons of veterans who served in the Armed Forces during eligibility dates for membership in The American Legion. Contact Department Headquarters for application.

Spirit of Youth Scholarship for Junior Members awarded to Junior members. Must have membership for the past three years with current dues paid. Contact Department Headquarters for application.

BARBARA McEVILLY TROPHY

Awarded to the Unit having reported the best year round program through participation in all phases of the education and scholarship program and in conformity with the current National Program. Entry must reach The Department Education Chairman no later than May 1st.

The report for entry in the Department contest shall be typewritten in narrative form, not to exceed 1,000 words, double spaced on size 8½" x 11" paper and bound in a folder. A fly-leaf page must state: name and number of Unit; name of Department; Unit's membership, name, address and signature of the Unit President. Newspaper clippings, photographs and other material may be included as part of the report and must be bound into the folder with the narrative report. The winning report, minus newspaper clippings, photographs and other material, shall be sent by the Department Chairman for entry in the National contest.

ELIZABETH P. STORER PLAQUE

Awarded to the Unit which hosts the best educational tutoring program.

Grades can include Pre-K through high school or any adult literacy course. Tutoring may take place in schools, libraries, community centers, or after school programs and should conform with the National guidelines.

The report for entry in the Department contest shall be typewritten in narrative form, not to exceed 1,000 words, double-spaced, on 8½" x 11" paper, and bound in a folder. The cover page must state: Name of award entry, Department name, Unit name and name and address of the Unit Chairman. Newspaper clippings, photographs, and other material, may be included as part of the report and must be bound into the folder with the narrative report. A copy of the Unit's Education yearend report form must accompany the narrative. The report must be received by the Department Education Committee Chairman by thirty (30) days prior to Department Convention.

GIRLS STATE

Units shall contribute annually a quota of one dollar fifteen cents (\$1.15) per senior member, based on membership at close of books fifteen days prior to Department Convention, to the Girls State Fund to assist in funding the annual Girls State program.

For Units to qualify to send girls to the Florida Girls State session they must send contributions for Rehab, Education, Girls State and Junior quotas by January 31st.

Each Unit shall be entitled to one Girls State Citizen for their Charter, ten or more Senior Members.

Each Unit shall be entitled to one additional Girls State Citizen for each 100 paid-up members into Department Headquarters by January 31st. Newly organized Units shall be allowed one (1) girl for their charter. Contributions for the quotas shall be based on their charter membership.

Units with 100% membership into Department Headquarters by January 31st are eligible to request "Over Quota" delegate. Priority for "Over Quota" delegates will be according to the date registration monies are received into Department Headquarters. Send separate check for "Over Quota" delegates at time of registration. Check for "Over Quota" will be returned if delegates are not granted.

Registration forms for Girls State delegates will be sent to each Unit from Department Headquarters. The Department Secretary-Treasurer will handle registration submitted to Department Headquarters.

Girls State to be capped at three hundred delegates. In the event the program is not at 300 delegates, 14 days after the close of registration, the remaining slots will be made available on a first come, first served basis, to any Unit who's obligations are paid, until cap is reached.

Units shall be responsible for the final decision on how their delegates will be transported to Girls State with the approval of the Department Girls State Chairman.

Only Department Officers of the American Legion Auxiliary, Department of Florida, shall have courtesy rooms in the dormitory. All other observers are responsible for their own off campus housing and food costs. Bus chaperons needing housing shall be allowed one night's housing at no cost.

Director: The Director shall contact Florida State University to arrange the dates for the session, housing and other facilities as may be necessary, and ascertain projected costs. All contracts to be signed by the Department President and/or the Department Secretary-Treasurer.

The Director and Assistant Director shall establish the program for the Girls State session and submit such program to the Girls State Committee for approval by March 15th each year. She shall direct the program during the session of Girls State.

Staff: All personnel involved in the conduct of the Girls State session shall be classified as staff members. All members of the staff of Girls State shall be members in good standing of the American Legion Auxiliary. When necessary, additional staff may be selected from previous delegates of Girls State who have exhausted all efforts to meet the eligibility requirements, however, have the desire to serve the program as a staff member. The program allows for persons assigned by Florida State University, Tallahassee Community College and employees of the State of Florida to assist in the operation of the Girls State Program, under the direction of the Girls State Committee. Members of the American Legion Auxiliary and past delegates of Girls State who have a desire to serve on staff of Girls State shall submit an application to Department Headquarters. The

Girls State Committee shall screen all applications and make necessary staff selections. Applications shall be accepted each year. Applications shall be retained on file in Department Headquarters for a period of five (5) years. At the end of the five year period a new application shall be required.

Junior Staff: Each staff member is entitled to recommend one delegate to be invited back in two years as a Junior Staff member. The Girls State Committee can select up to six (6) Junior Staff members to serve one (1) year. Additional years will require Auxiliary membership.

The use of drugs, alcohol or tobacco is strictly prohibited while serving as a Staff member.

Staff members are required to participate in all scheduled activities including meals unless their assigned duties prevent such attendance.

Staff members shall utilize transportation provided by the program.

Staff members shall wear navy blue or black skirt, slacks or capris and uniform shirt of the day for all official photos.

Interviews for scholarships, Girls Nation delegates and Maxine Bentley recipient to be conducted by the Girls State Committee.

GIRLS STATE ELIGIBILITY

1. All candidates for admission to Girls State must be residents of the State of Florida.
2. Only girls who have never been married shall be eligible.
3. For health and safety reasons, no candidate who is pregnant or has given birth is eligible for Girls State.
4. All candidates must be in the Junior or 3rd year of high school, returning to high school for their Senior year regardless of whether that year ends in June or February. FULL TIME early admission college students are not eligible.
5. All candidates for admission shall not have participated in a previous session of Girls State as a citizen.
6. A candidate must agree to participate fully in all patriotic programs, including flag ceremonies.
7. She must agree, if elected to an office, to take the oath of office on a Bible.
8. Girls State is a nondenominational study of government. No special arrangements will be made to accommodate individual religious beliefs because of its educational accreditation. Delegates are required to attend all scheduled activities and programs.
9. Citizenship may not be a requirement for attending Girls State.
10. The Director of Girls State or the Department Chairman of the Girls State Committee may accept or reject any application for citizenship in Girls State. They also have the prerogative of rejecting delegates who do not meet requirements for Girls State citizenship.

METHOD OF SELECTION FOR GIRLS STATE CANDIDATES

1. Only girls selected by American Legion Auxiliary Units shall be eligible to attend Girls State. If a Unit wishes to call upon a school for recommendations, this is their prerogative. However, a Unit or the Girls State Committee of the Unit is required to hold a meeting to which the candidates are invited, are interviewed and selected. The date of such meeting shall be affixed to the applications.
Once a girl has been interviewed and selected by a Unit, she may not be interviewed by another Unit. If she has been selected as an alternate, she may be sent by another Unit with permission of the interviewing Unit.
2. The selection of Girls State Citizens is not to be made until the numbered application has been received from Department Office.
3. Prior to the Unit interview, verify willingness to salute our flag and take the oath of office on a Bible.
4. Candidates must appear before the Unit or Unit Girls State Committee in person, at the time the selection is made. Mechanical devices — Tape Recorders, Videos— may not be used.
5. If feasible, interview candidates individually, out of hearing of other candidates. For greater impartiality, call on each candidate by a number rather than a name.
6. Through questioning, determine the candidate's serious intent to make a commitment to a week of government study.
7. Qualifications for selection in the order of importance are:
 - a. Interest in the study of government
 - b. Leadership
 - c. Character and honesty
 - d. Scholastic standing
 - e. Cooperativeness
 - f. Community participation and service
 - g. Physical fitness
8. Girls State by nature is strenuous both physically and emotionally. Therefore, the ability to cope adequately with these conditions must be seriously considered in the selection of candidates.
9. Any delegate requiring special accommodations due to handicap, injury or physical limitation requires a female chaperone, eighteen (18) years or older to accompany delegate. Registration fee for the chaperone and any equipment required; i.e. wheelchair, must be provided by the delegate's family.

GIRLS STATE AMELIA M. REESE TROPHY

To the Unit that best utilizes their Girls State Citizen in their overall programming during the year following their attendance at Girls State.

All entries must be typed, using double-space, one inch margins, on 8½" x 11" inch paper.

Title Page Must Contain:

Number of girls sent to the Session in Tallahassee, Unit Name, Number, Membership, Girls State Chairman's Name and Address.

1. Girls State Quota must be sent to Department.
2. Girls State Citizen must report at a Unit Meeting (this may be joint with the Post) - number of girls reporting.
3. Assist on Poppy Days - number of girls assisting.
4. Visit Nursing Home or V.A. Hospital with Unit Members (number of visits recorded) - number of girls attending visits.
5. Encourage interest in the Girls State Program for female students in the eleventh (11th) grade of her school.
 - A) Written report may be circulated to these students.
 - B) Request speaking at an assembly program with other Girls or Boys State Citizens.
 - C) This can be judged by the amount of knowledge each of the applicants have regarding the program at your next screening meeting.

This narrative report to be received by the Department Girls State Chairman no later than thirty (30) days prior to Department Convention.

PAST PRESIDENTS PARLEY HELEN GARDNER UNIT MEMBER OF THE YEAR PLAQUE

The rules are as follows:

1. Only Senior members in good standing are eligible.
2. She will not have served in a leadership role higher than Unit President but she does not have to have served as President.
3. Selection should be based on the contribution the member had made through a program or project for the current year. What did she do that was outstanding?
4. Years of membership do not matter - she may be a new member.
5. Only one entry from each Unit is to be submitted.
6. The name and address of the person selected by the Unit, together with a narrative of not more than 1,000 words describing your nominee's work and achievement or the current year is to be received by the Department President no later than thirty (30) days prior to Department Convention. Unit entry is to be signed by the Unit President and Unit Secretary.

POPPY

Poppy Orders: \$75.00 per 1,000 (minimum order 250). Units must send their Poppy orders to Department 90 days prior to Poppy Days. Orders received after the deadline will be rejected. November orders will receive first priority.

All Poppies for the Department of Florida must be ordered through Department Headquarters. Units may not resell Poppies to any organization outside of The American Legion Auxiliary.

All Poppy orders will be subject to a process and shipping fee as follows:

250-500	\$ 2.00
501-1000	\$ 5.00
1001-3000	\$ 7.00
3000 plus	\$10.00

Poppy Distribution in the Department of Florida shall be limited to 2 times during the Auxiliary year. The Memorial Day and Veteran's Day distribution is deemed to be the normal Poppy Distribution time; however, if another distribution date (whether temporary or permanent) is desired, permission must be granted by the Department President.

American Legion Posts with no affiliated Auxiliary may order Poppies from the American Legion Auxiliary, Department Headquarters, at a cost of \$200 per thousand.

Poppy Proceeds: Twenty-five (25) percent of the net proceeds of the Units Poppy distribution are to be sent to Department Headquarters on the Poppy Proceeds Form within 30 days of distribution.

Poppy Seals may be purchased from American Legion Emblem Sales for \$6.00 per thousand.

Use of Funds derived from Poppy Days:

Be it resolved, that funds derived from the distribution of the American Legion Auxiliary Poppy shall be used for the following purposes:

1. For the rehabilitation of Veterans honorably discharged from the United States Armed Forces after April 6, 1917.
2. For the welfare of the families of veterans honorably discharged from the United States Armed Forces after April 6, 1917.
3. For the rehabilitation of hospitalized servicemen returning home and awaiting discharge who require treatment in service hospitals.
4. For the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident.

DOROTHY PEDERSEN-WILEY AWARD

Awarded to the unit submitting the best narrative, not more than 1,000 words, on 8½" x 11" paper, describing their promotion of the Poppy program. Report should include the number of Unit members recruited (Junior and Senior) to support Poppy Days, the community involvement in our Poppy

Program, and the publicity used in the promotion of the Poppy story. Unit must have ordered a minimum of **1,000** Poppies.

Fly page to include name, number and location of the Unit, name of the Unit President and the Unit Poppy Chairman. Entry to reach Department Chairman by thirty (30) days prior to Department Convention.

RULES FOR THE POPPY POSTER CONTEST

1. Contests shall be sponsored by Units in schools. However, when this activity is not conducted by the schools, other youths, including Junior American Legion Auxiliary members may participate under the direct supervision of the Unit.
2. Class 1 Grades 2 and 3
Class II Grades 4 and 5
Class III Grades 6 and 7
Class IV Grades 8 and 9
Class V Grades 10 and 11
Class VI Grade 12
Class VII Students with Special Needs as Defined:
 - a. Those in Special education classes.
 - b. A student recommended for special education classes, but who has not been admitted due to waiting list or various other casual factors.
 - c. A child identified as having a disability, but not in a special education class due to lack of facilities, identification contingent upon discretion of school officials.
3. There shall be a National Award for the best poster in each class.
4. Each Department shall establish its own procedure for judging posters. Refer to the Department Chairman Bulletin.
5. Poppy Posters:
 - a) Each poster shall have a fitting slogan not to exceed ten (10) words. Articles “a”, “and”, “an”, “the” are not to be counted as words. The words “buddy” and “buy” cannot be used.
 - b) The words “American Legion Auxiliary” must be used in the design of the poster and will not be counted in the (10) word count.
 - c) Each poster must carry a picture of the Flanders Poppy in the correct Color (four red petals with a center of green and black).
 - d) The poppy shall have four petals and no leaves.
 - e) The Department shall determine the closing date of the Unit Contest. The poster shall be 11 x 14 poster board (effective 2008-2009) Administrative year. (Drawing paper will not be accepted).
 - f) The United States Flag may be used as long as there are no infractions of the flag code.

- g) Posters will be judged using the following criteria:
 - 1) 50% – Poster appeal (layout, message, originality)
 - 2) 40% – Artistic ability (design and color)
 - 3) 10% – Neatness
- h) Media used shall be watercolors, crayons, powder or oil paint, handmade paper cutouts, ink or textures, acrylics, pencils and markers.
- i) Written in ink on the back of the poster (not attached) shall be the class in which the entry is submitted, the name, address, age and grade of the contestant and the name of the Department.
- j) The poster shall be the work of only one individual.
- k) No humorous drawings or slogans shall be used.
- l) The label “In Memoriam” from the veteran-made poppy may not be used.
- m) When the Holy Cross is used, the Star of David shall also be used.

**PUBLIC RELATIONS
MARIE WEISBROD TROPHY
TELEVISION**

The Television Trophy will be awarded to the Unit reporting the most outstanding “single” Auxiliary program receiving TV coverage.

The report for entry in the Department contest to be written in narrative form, typewritten on size 8½” x 11” paper.

The report must state the name and location of the Unit, its membership, population of town, name of TV station, number of minutes on the air for the program, the date and subject of program.

Deadline for receipt of entry is thirty (30) days prior to Department Convention.

PRESS BOOK RULES

Fly-leaf to contain: Unit name and number; location; membership group; number of inches of print; number of inches of pictures. (Pictures to be measured by measuring across, then down, then multiplying the two figures.)

Book must contain only news clippings and pictures. (No glossy photographs or souvenirs.) Name and date of paper must be above each article.

Please save three (3) copies of all clippings. One for Unit press book, one for District press book, and one for Department press book.

**MAUDE HOLLOWELL TROPHY
PRESS BOOK**

The Press Book Trophy will be presented to the Unit which submitted the Press Book which is judged “Best All Around”.

The winner will be chosen on a percentage basis from a

group comprised of the first place winner in each membership grouping,

Rules governing its selection will be the same as those used to determine the “Best Press Book.”

RULES AND INFORMATION FOR SGT-AT-ARMS

A. PROPER DRESS

1. Appropriate attire for parades; Unit formality for Sgt-at-Arms. No jewelry is to be worn, except a watch, ring and Auxiliary pin, while acting in the capacity of Sgt-at-Arms.
2. The Auxiliary pin and/or Officers Badge should be worn over the heart. At no time should the Auxiliary pin be used to fasten a scarf, tie, etc.

B. PRIOR TO MEETING

1. The Sgt-at-Arms and Ass't Sgt-at-Arms should arrive at least thirty (30) minutes prior to the meeting time.
2. It is their duty to see that all materials, i.e. gavel, bell, Bible, table flags, etc. are in their proper place. They should prepare the flags for the advancement and see that there is sufficient seating available both on the floor and the rostrum.
3. Unless otherwise instructed by the President it is their duty to greet members and guests as they arrive and also to attend to the guest book and introduce all to the President.

C. ADVANCEMENT OF COLORS

1. When advancing the colors see that the EAGLES ARE FORWARD and that the American flag is slightly higher than the banner.
2. The flags should be allowed to flow freely when being advanced and posted. Hold the flags at an angle that does not permit them to touch the floor. The only time the flags should be held back is in a crowded room or aisle. **DO NOT WRAP THE FLAG AROUND THE STAFF —** Hold it by the tip.

D. POSTING THE COLORS

1. The American flag and the banner should be posted simultaneously, being sure that the eagles are facing the audience when the colors are posted.
2. After posting the colors, the Sgt-at-Arms and the Ass't Sgt-at-Arms should then step back, face the American flag and render a right hand salute. Hands should be absolutely empty at all times when saluting the flag.
3. Once posted, **NO ONE** should pass between the colors. All notes, etc. should be brought to the side of the rostrum.

E. DUTIES DURING THE MEETING

1. The Sgt-at-Arms and the Ass't. should remain at the door of the hall during the meetings and be ever alert

to the needs of the presiding officer and members in attendance.

2. It is a MUST that order be kept during the meeting. If there is excessive talking, POLITELY remind the offender that there is a meeting in progress.
3. The meeting room doors should be closed during the meeting. Late comers should be advised that there is a meeting in progress and allowed to enter ONLY after the speaker has finished. Either the Sgt-at-Arms or the Ass't. should be at the door and assist the late arrivals in locating a seat.
4. When escorting guests, offer your right arm and conduct them down the center aisle, advancing the guest to the rostrum either on the flag side or banner side, (whichever is the custom in your area), but preferably on the banner side.
5. It is not necessary for Auxiliary members to salute the flag either on approaching or returning from the rostrum.
6. Be ever alert to the call of the Presiding Officer when she asks for the Sgt-at-Arms to return a guest to his/her seat.
7. Guests are returned to their seats in the same manner in which they were advanced. The Sgt-at-Arms offers her right arm and returns them to their proper seat in the audience.

F. RETIREMENT OF THE COLORS

1. Sgt-at-Arms and Ass't. Sgt-at-Arms should advance, stop, face the American flag and render a right hand salute.
2. The American flag and banner should be retrieved simultaneously — the American flag is retrieved either directly from the front or from the left side.
3. When retiring the flags, see that the eagles are facing forward and that the American flag is higher than the banner and allowed to flow freely. When the Sgt-at-Arms and Ass't. reach the rear of the meeting room, hold the colors erect and do not stand them on the floor until the meeting is declared adjourned.

G. FOLLOWING THE CLOSE OF THE MEETING

1. The Sgt-at-Arms and the Ass't. should see that the colors are properly folded and put away. Do not wrap the flags around the flag staff, but fold them against the staff.
2. Responsibility also for the replacing of all materials, i.e. gavel, bell, Bible (if one is used) etc. to their proper place.

REMINDERS

Please remember that we all make mistakes. If, during the course of the meeting, someone makes a mistake and does not salute the flag properly, passes something between the colors, etc., DO NOT DO ANYTHING ABOUT IT AT THAT TIME TO EMBARRASS THEM. When the meeting is over, politely inform them of their error and explain the correct procedure.

VETERANS AFFAIRS AND REHABILITATION

REHABILITATION QUOTAS. The Department Committee has established a quota for each Unit, based on one dollar and seventy five cents (\$1.75) per Senior Member at close of books fifteen days prior to Department Convention. These quotas are established to enable us to meet our budget. Please make your contribution early in the administrative year. These contributions to be used for activities in the Hospital as deemed necessary by the Hospital Representative for the good of the patients. This sum shall also include postage, including postage for poppy orders. Exact amount of quota is listed on chart on last pages of this Guide.

COMFORT ARTICLES

Valuation: Kit bags \$5.00 each; Lap Robes, cloth \$25.00 each, hand-knit or crocheted \$55.00 and up each, hand-knit or crocheted Adult Booties (pair) or Caps \$10.00 each.

Mailing Instructions: Enclose (1) itemized list with value. (2) Name, address of Rehabilitation Chairman. (3) Unit name, number, address. (4) District number. Send by parcel post, prepaid express, United Parcel. DO NOT SEND BY BUS. Name and address of Hospital representatives, page 6 of this guide.

Sewing Instructions: Kit bags: Bright cotton print cut 27 x 13 inch. Fold material in half, sew ½ in. side seams. Sew 1-inch hem at top. Leave opening each side for drawstrings. MUST BE TWO DRAWSTRINGS. Each drawstring must go completely around top of bag, starting and ending at same opening. Twill tape or sewn bias tape is best material for drawstrings. DO NOT SEND WITHOUT TESTING DOUBLE DRAWSTRINGS. Complete bag measures 12" x 12".

Lap Robes: Bright, colorful flannel, or cotton washable material. Absolutely no slippery material. One side print, one side plain. May be pieced, patchwork, knitted or crocheted.

DO NOT USE BATTING OR HAND TIED KNOTS.
Completed robes should measure 36 x 48 inches.

Name Tapes: No charge. Please order exact number needed from Department Headquarters. Sew name tape on each article. (Do not sew on hand knit socks.)

Socks: Amount assessed to each Unit is included with Quota Invoice.

Amounts per membership grouping are as follows:

Group 1	\$5.00	Group 4	\$ 7.00
Group 2	\$6.00	Group 5	\$10.00
Group 3	\$6.00	Group 6	\$10.00

Comfort Article needs will be posted in the monthly Communiqué.

VA & R
DOROTHY SMITH AWARD
LADY LAKE, UNIT 347

To be awarded annually to the Unit that reports the "Best All Around" VA&R narrative that includes the following:

1. Cover page with Name of award, Unit name and number
Unit locations, name of the Unit President and name of
Unit VA&R Chairman.
2. Cash contributions must be made through department to
at least one VA hospital and at least one Fisher House
and to The National Creative Arts Festival.
3. Unit must participate in and/or donate to a homeless
veterans Program or project.

Entry must be in narrative form, double spaced, 8½" x 11" paper, not to exceed 1,000 words and include a cover page and placed in a report cover.

Each entry to be received by the Department Chairman no later than thirty (30) days prior to Department Convention.

BEST ALL AROUND UNIT REPORT

To be awarded annually to the Unit submitting a typewritten entry in narrative form, 8½" x 11" paper secured in folder. First page to contain Unit name, number, location and approximate population, membership grouping, and signatures of Unit President and Secretary. Entry must be sent to Department President (who shall name judges) by thirty (30) days prior to Department Convention. Judging will be based on Unit's efforts and determination to participate in all phases of the Auxiliary programs, and not the volume of work accomplished. The following must be attained and incorporated in entry.

1. 100% in Department Rehabilitation contributions, direct aid to a veteran's family, Field Service, and if possible, at least one active Volunteer Hospital Worker.
2. Conduct Poppy Days and remit required proceeds to Department, purchase Poppy Seals, and use resale profits for Education, Children and Youth, and VA&R.
3. Contribute to Department sponsored children's hospitals, American Legion Child Welfare Foundation, and all other special Children and Youth projects; observe April Children and Youth month with program; aid community drives for benefit of children in general, and assist in endeavors for their welfare.
4. A community service project shall be initiated (or continued) during the year.
5. At least one girl shall be sponsored at Girls State and report to a Unit in person.
6. Junior members must participate in Unit activities whether organized as a group or not.
7. The Unit must cooperate with its Post at all times, especially with patriotic and veterans' events.

8. The “Calendar of Activities” shall be followed with special programs when possible.
9. The Unit’s Constitution and Bylaws must be kept current and approved.

**XVII
STANDING RULE CHANGES**

Standing Rules can be adopted by a majority vote at any Department Convention without previous notice.

**XVIII
CALENDAR OF ACTIVITIES**

This suggested Department calendar of activities is a guide for monthly meetings. All Units are urged to follow this calendar and schedule some program, talk, round-table discussion or special meeting in keeping with the subject for the month.

July	Girls State
August	Past Presidents Parley
September	Constitution & Bylaws
October	Education
November	Membership
December	Veterans Affairs & Rehabilitation
January	Legislative, National Security
February	Americanism
March	Community Service
April	Children and Youth
May	Poppy
June	Juniors

**XIX
GENERAL INFORMATION**

Representation of Units at Department Convention is as follows: (Department Constitution Art. VI, Sec. 3)

Membership	Delegates	Membership	Delegates
1- 25	2	576- 625	14
26- 75	3	626- 675	15
76-125	4	676- 725	16
126-175	5	726- 775	17
176-225	6	776- 825	18
226-275	7	826- 875	19
276-325	8	876- 925	20
326-375	9	926- 975	21
376-425	10	976-1025	22
426-475	11	1026-1075	23
476-525	12	1076-1125	24
526-575	13	1126-1175	25

MEMBERSHIP GOALS

Membership goals for Units in 2014 – 2015 will be the membership attained at close of books (May 27, 2014) plus 5% for all Units.

SHIPPING
Add to ALL Orders*

Up to \$25.00.....	\$ 6.00
\$25.01 to \$50.00.....	\$ 7.00
\$50.01 to \$75.00.....	\$ 8.00
\$75.01 to \$100.00.....	\$12.00
Over \$100.00.....	\$15.00

*Shipping for Poppy orders, see standing rules, Article XVI, Poppy for shipping and process fees.

ARTICLES SOLD BY
DEPARTMENT HEADQUARTERS

Continuous Membership Honor Guards.....	\$5.00
Unit Guide.....	\$3.00

AMERICAN LEGION EMBLEM SALES

Refill for Secretary's Book or Treasurer's Book and all other Auxiliary items are now handled by American Legion Emblem Sales, P.O. Box 1050, Indianapolis, IN 46206.

APPROVED FINANCE COMMITTEE RULES

1. a. There shall be no raising of funds, nor any project involving the raising of funds by any Department Chairman or Hospital Representative without prior approval of the Department Finance Committee.
 - b. Due to IRS regulations, **there shall be no fund raising allowed by a District.** Only Units within a District may initiate Fund Raising Projects.
 - c. There shall be no solicitation of funds at any Department Meeting by members of a Unit, District, The American Legion, Sons of The American Legion or any other organization.
 - d. There shall be no solicitation of funds at any Department Meeting by a **Department Chairman** without written permission from the Department President 60 days prior to the meeting. Copy of permission is to be sent to Headquarters.
2. All requests for travel and lodging provided for in the budget shall be submitted to Department Headquarters within thirty (30) days, using the proper worksheet. Any member traveling from out of the State of Florida to receive .25 per mile from location of the Unit where they hold membership to the site of meeting or special event. Final convention expenses to be paid once an oral report is given, a written report is submitted for the Book of Reports, and all files are turned over to successor.
3. Districts are not allowed to have bank accounts.
4. All requests for expense reimbursement by a Department Officer, Chairman or Hospital Representative must be accompanied by valid receipts and worksheet. No payment will be made after June 30, 2015.
5. The incoming Department President should seek approval of the Finance Committee for a special fund raising project, if she elects to support one during her year.
6. Registration fee for the Annual Department Convention shall be that of The American Legion.
7. All checks for dues and contributions sent to Department Office must be made payable to "American Legion Auxiliary, Dept of FL". Donations to local charities, supported by a Unit, must be sent directly to the charity and reported on the Unit's Annual Year-end Report Form.
8. **All contributions must be sent to Department Headquarters by April 30, 2015. All monies received after April 30th will not appear until the July 2015 contribution report for award and accounting purposes.**
9. District Presidents are required to report at the District Constitutional Conference the income and expenditures of the District for their administration from District dues received and turn-over any remaining dues to the incoming District President.

10. Invoices will be issued to all Units for the Rehabilitation, Education, Girls State, Sock Quotas and Bonding Fee by Department Headquarters and these invoices are payable upon receipt.
11. Any bonding claim submitted by a Unit who has not paid its five dollar and fifty cents (\$5.50) Bonding Fee, and does not have a two (2)-signature account, will not be accepted.
12. Whereas, it may be necessary to make adjustments within the budget during the administrative year, the Finance Committee is authorized to make necessary adjustments within the approved budget.

MEMBERSHIP GROUPS 2014-2015

All awards to be made at the 2013-2014 Department Convention will be based on the following as determined by Unit membership at close of books fifteen (15) days prior to the 2014 Convention

GROUP 1 (10-50 MEMBERS)

5 Tampa	188 Delray Beach
9 Jacksonville	192 Ft Myers
11 Arcadia	194 St Augustine
21 Umatilla	197 Jacksonville
26 Plant City	199 West Palm Beach
27 Ocala	201 Florence Villa
29 Miami	204 Daytona Beach
41 Eustis	209 Dania
45 Palatka	210 Ocala
49 Monticello	213 Lake Wales
52 Leesburg	215 Jasper
56 Starke	220 Ft. Lauderdale
58 Dunnellon	224 Madison
63 Winter Garden	225 Floral City
65 Delray Beach	230 Hawthorne
76 Tavares	236 Williston
78 Milton	244 South Jacksonville
84 Havanna	248 West Tampa
91 Trenton	255 Deltona
98 Coral Gables	258 Greenacres City
99 Brooksville	259 Debary
102 Hastings	269 Lantana
107 Live Oak	272 Blountstown
109 Ocoee	287 Deerfield Beach
111 Tampa	310 Hallandale
112 Winter Park	314 Starke
114 Crawfordville	331 Orlando
118 Zephyrhills	332 Kennedy Space Center
121 Jay	334 North Tampa
127 Lake Helen	339 Cresthaven
131 Greenville	346 Miami
147 Odessa	358 Ft Pierce
149 Newberry	367 Royal Palm Beach
167 Tampa	373 Orange Park
168 Key West	378 Gulf Breeze
171 Fort Pierce	388 Bonita Springs
172 Hosford	389 Ruskin
174 Fernandina Beach	399 Palm City
177 Cocoa	401 Hillard

GROUP 2 (51-100 MEMBERS)

3	Bartow	133	Perrine
13	Tallahassee	141	Palm Beach County
16	Gainesville	189	Sebastian
20	Belle Glade	202	Kaystone Heights
22	Cocoa	217	Quincy
28	Key West	221	Niceville
30	Sarasota	222	Ft Laudersale
34	Haines City	237	Beverly Hills
35	Mount Dora	241	Sneads
36	Ft Lauderdale	254	North Port
38	Ft Myers	288	Boynton Beach
43	Homestead	293	Interlachan
67	North Miami	296	Destin
71	Lake Wales	325	Ellenton
74	Sebring	330	Leesburg
77	Inverness	333	Key Largo
82	Lanark Village	351	Ft Myers Shores
100	Marianna	366	Barefoot Bay
115	Bunnell	374	Key Biscayne
119	Largo	375	Southport
123	Sanibel	394	Palm Bay

GROUP 3 (101-200 MEMBERS)

4	Lakeland	180	Plantation
6	Deland	183	Fern Park
14	St Petersburg	191	Melbourne
19	Orlando	193	Pensacola
31	Miami	200	Satellite Beach
37	St Augustine	233	Ponte Vedra Beach
39	Vero Beach	235	Ft Walton Beach
40	Ft Pierce	242	Orlando
47	Lake Worth	266	Fruitville
53	Sanford	267	Ormond Beach
55	Clermont	268	Riviera Beach
62	Stuart	270	Port Orange
64	Okeechobee	271	Jupiter
72	Mulberry	277	Boca Raton
75	Crestview	284	Belleview
81	Melbourne	291	Steinhatchee
88	Jacksonville	304	Dania
90	Cape Coral	305	St Petersburg Beach
92	Hollywood	321	Cooper City
101	Bushnell	348	Cape Canaveral
126	Jensen Beach	356	Lynn Haven
130	Labelle	361	South Daytona
139	Tampa	382	Navarre
154	Marathon	383	Old Town
158	Treasure Island	392	Panama City
164	Boynton Beach		

GROUP 4 (201-400 MEMBERS)

1	Titusville	157	Margate
7	Clearwater	162	Deerfield Beach
10	Kissimmee	163	Eau Gallie
17	New Smyrna Beach	173	Holiday
25	Lake Placid	186	Spring Hill
54	Fernandina Beach	219	Fruitland Park
57	Lake City	238	Safety Harbor
69	Avon Park	240	Pensacola
79	New Port Richey	250	Middleburg
80	St Cloud	275	Dunnellon
103	Punta Gorda	283	Jacksonville
104	Pinellas Park	285	Edgewater
117	Palm Bay	286	Pinecastle
120	Holly Hill	303	Bonita Springs
125	Gulfport	309	Palmetto
129	Jacksonville Beach	312	Oneco
138	Port Tampa City	316	Atlantic Beach
142	Pompano Beach	335	Hudson
148	Riverview	336	N Ft Myers
152	Tampa	340	Pensacola
155	Crystal River	359	Port St John

GROUP 5 (401-600 MEMBERS)

24	Bradenton	137	Jackdonville
110	Port Charlotte	274	Ft Myers Beach
113	Rotonda West	316	Atlantic Beach
135	Naples	318	Port St Lucie
136	St James City	323	Lehigh Acres

GROUP 6 (401+ MEMBERS)

8	Winter Haven	273	Madeira Beach
159	Venice	347	Lady Lake
252	Cross Bayou		

	2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 1: WESTERN AREA

#75	Crestview	174	\$304.50	\$95.70	\$200.10	\$6.00
#78	Milton	36	\$63.00	\$19.80	\$41.40	\$5.00
#121	Jay	14	\$24.50	\$7.70	\$16.10	\$5.00
#193	Pensacola	107	\$187.25	\$58.85	\$123.05	\$6.00
#221	Niceville	61	\$106.75	\$33.55	\$70.15	\$6.00
#235	Ft Walton Beach	179	\$313.25	\$98.45	\$205.85	\$6.00
#240	Pensacola	252	\$441.00	\$138.60	\$289.80	\$7.00
#296	Destin	62	\$108.50	\$34.10	\$71.30	\$6.00
#340	Pensacola	295	\$516.25	\$162.25	\$339.25	\$7.00
#356	Lynn Haven	177	\$309.75	\$97.35	\$203.55	\$6.00
#375	Southport	89	\$155.75	\$48.95	\$102.35	\$6.00
#378	Gulf Breeze	10	\$17.50	\$5.50	\$11.50	\$5.00
#382	Navarre	135	\$236.25	\$74.25	\$155.25	\$6.00
#392	Panama City	169	\$295.75	\$92.95	\$194.35	\$6.00

	2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 2: WESTERN AREA

#13	Tallahassee	87	\$152.25	\$47.85	\$100.05	\$6.00
#82	Lanark Village	90	\$157.50	\$49.50	\$103.50	\$6.00
#84	Havana	29	\$50.75	\$15.95	\$33.35	\$5.00
#100	Marianna	63	\$110.25	\$34.65	\$72.45	\$6.00
#114	Crawfordville	30	\$52.50	\$16.50	\$34.50	\$5.00
#172	Hosford	15	\$26.25	\$8.25	\$17.25	\$5.00
#217	Quincy	54	\$94.50	\$29.70	\$62.10	\$6.00
#241	Sneads	68	\$119.00	\$37.40	\$78.20	\$6.00
#272	Blountstown	0	\$0.00	\$0.00	\$0.00	\$5.00

	2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 3: NORTHERN AREA

#49	Monticello	23	\$40.25	\$12.65	\$26.45	\$5.00
#57	Lake City	283	\$495.25	\$155.65	\$325.45	\$7.00
#107	Live Oak	38	\$66.50	\$20.90	\$43.70	\$5.00
#131	Greenville	34	\$59.50	\$18.70	\$39.10	\$5.00
#215	Jasper	45	\$78.75	\$24.75	\$51.75	\$5.00
#224	Madison	41	\$71.75	\$22.55	\$47.15	\$5.00
#291	Steinhatchee	157	\$274.75	\$86.35	\$180.55	\$6.00
#383	Old Town	140	\$245.00	\$77.00	\$161.00	\$6.00

	2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 4: NORTHERN AREA

#16	Gainesville	68	\$119.00	\$37.40	\$78.20	\$6.00
#27	Ocala	33	\$57.75	\$18.15	\$37.95	\$5.00
#56	Starke	17	\$29.75	\$9.35	\$19.55	\$5.00
#58	Dunnellon	46	\$80.50	\$25.30	\$52.90	\$5.00
#77	Inverness	51	\$89.25	\$28.05	\$58.65	\$6.00
#91	Trenton	17	\$29.75	\$9.35	\$19.55	\$5.00
#149	Newberry	25	\$43.75	\$13.75	\$28.75	\$5.00
#155	Crystal River	299	\$523.25	\$164.45	\$343.85	\$7.00
#210	Ocala	16	\$28.00	\$8.80	\$18.40	\$5.00
#225	Floral City	18	\$31.50	\$9.90	\$20.70	\$5.00
#230	Hawthorne	45	\$78.75	\$24.75	\$51.75	\$5.00
#236	Bronson	17	\$29.75	\$9.35	\$19.55	\$5.00
#237	Beverly Hills	99	\$173.25	\$54.45	\$113.85	\$6.00
#284	Bellevue	154	\$269.50	\$84.70	\$177.10	\$6.00
#314	Starke	17	\$29.75	\$9.35	\$19.55	\$5.00

		2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 5: NORTHERN AREA

#9	Jacksonville	32	\$56.00	\$17.60	\$36.80	\$5.00
#37	St Augustine	104	\$182.00	\$57.20	\$119.60	\$6.00
#54	Fernandina Beach	228	\$399.00	\$125.40	\$262.20	\$7.00
#88	Jacksonville	130	\$227.50	\$71.50	\$149.50	\$6.00
#129	Jacksonville Beach	285	\$498.75	\$156.75	\$327.75	\$7.00
#137	Jacksonville	562	\$983.50	\$309.10	\$646.30	\$10.00
#174	Fernandina Beach	0	\$0.00	\$0.00	\$0.00	\$5.00
#194	St Augustine	32	\$56.00	\$17.60	\$36.80	\$5.00
#197	Jacksonville	35	\$61.25	\$19.25	\$40.25	\$5.00
#202	Keystone Heights	76	\$133.00	\$41.80	\$87.40	\$6.00
#233	Ponte Vedra Beach	153	\$267.75	\$84.15	\$175.95	\$6.00
#244	South Jacksonville	50	\$87.50	\$27.50	\$57.50	\$5.00
#250	Middleburg	315	\$551.25	\$173.25	\$362.25	\$7.00
#283	Jacksonville	304	\$532.00	\$167.20	\$349.60	\$7.00
#316	Atlantic Beach	397	\$694.75	\$218.35	\$456.55	\$7.00
#373	Orange Park	29	\$50.75	\$15.95	\$33.35	\$5.00
401	Hilliard	31	\$54.25	\$17.05	\$35.65	\$5.00

		2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 6: EASTERN AREA

#10	Kissimmee	257	\$449.75	\$141.35	\$295.55	\$7.00
#19	Orlando	164	\$287.00	\$90.20	\$188.60	\$6.00
#21	Umatilla	26	\$45.50	\$14.30	\$29.90	\$5.00
#35	Mount Dora	87	\$152.25	\$47.85	\$100.05	\$6.00
#41	Eustis	18	\$31.50	\$9.90	\$20.70	\$5.00
#52	Leesburg	33	\$57.75	\$18.15	\$37.95	\$5.00
#53	Sanford	152	\$266.00	\$83.60	\$174.80	\$6.00
#55	Clermont	152	\$266.00	\$83.60	\$174.80	\$6.00
#63	Winter Garden	17	\$29.75	\$9.35	\$19.55	\$5.00
#76	Tavares	16	\$28.00	\$8.80	\$18.40	\$5.00
#80	St Cloud	307	\$537.25	\$168.85	\$353.05	\$7.00
#101	Bushnell	132	\$231.00	\$72.60	\$151.80	\$6.00
#109	Ocoee	38	\$66.50	\$20.90	\$43.70	\$5.00
#112	Winter Park	21	\$36.75	\$11.55	\$24.15	\$5.00
#183	Altamonte Springs	151	\$264.25	\$83.05	\$173.65	\$6.00
#219	Fruitland Park	232	\$406.00	\$127.60	\$266.80	\$7.00
#242	Orlando	166	\$290.50	\$91.30	\$190.90	\$6.00
#286	Pine Castle	288	\$504.00	\$158.40	\$331.20	\$7.00
#330	Leesburg	55	\$96.25	\$30.25	\$63.25	\$5.00
#331	Orlando	11	\$19.25	\$6.05	\$12.65	\$5.00
#347	Lady Lake	1205	\$2,108.75	\$662.75	\$1,385.75	\$10.00

		2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 7: CENTRAL AREA

#3	Bartow	76	\$133.00	\$41.80	\$87.40	\$6.00
#4	Lakeland	112	\$196.00	\$61.60	\$128.80	\$6.00
#8	Winter Haven	602	\$1,053.50	\$331.10	\$692.30	\$10.00
#34	Haines City	71	\$124.25	\$39.05	\$81.65	\$6.00
#71	Lake Wales	57	\$99.75	\$31.35	\$65.55	\$5.00
#72	Mulberry	164	\$287.00	\$90.20	\$188.60	\$6.00
#118	Zephyrhills	34	\$59.50	\$18.70	\$39.10	\$5.00
#201	Florence Villa	39	\$68.25	\$21.45	\$44.85	\$5.00
#213	Moultry-Craft	0	\$0.00	\$0.00	\$0.00	\$5.00
#339	Cresthaven	41	\$71.75	\$22.55	\$47.15	\$6.00

2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 8: SOUTHWESTERN AREA

#11	Arcadia	19	\$33.25	\$10.45	\$21.85	\$5.00
#24	Bradenton	446	\$780.50	\$245.30	\$512.90	\$10.00
#25	Lake Placid	370	\$647.50	\$203.50	\$425.50	\$7.00
#30	Sarasota	72	\$126.00	\$39.60	\$82.80	\$6.00
#69	Avon Park	354	\$619.50	\$194.70	\$407.10	\$7.00
#74	Sebring	100	\$175.00	\$55.00	\$115.00	\$6.00
#113	Rotonda West	401	\$701.75	\$220.55	\$461.15	\$10.00
#159	Venice	724	\$1,267.00	\$398.20	\$832.60	\$10.00
#254	North Port	87	\$152.25	\$47.85	\$100.05	\$6.00
#266	Fruitville	101	\$176.75	\$55.55	\$116.15	\$6.00
#309	Palmetto	224	\$392.00	\$123.20	\$257.60	\$7.00
#312	Oneco	224	\$392.00	\$123.20	\$257.60	\$7.00
#325	Ellenton	60	\$105.00	\$33.00	\$69.00	\$5.00

2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 9: SOUTHERN AREA

#36	Ft Lauderdale	88	\$154.00	\$48.40	\$101.20	\$6.00
#92	Hollywood	121	\$211.75	\$66.55	\$139.15	\$6.00
#142	Pompano Beach	280	\$490.00	\$154.00	\$322.00	\$7.00
#157	Margate	365	\$638.75	\$200.75	\$419.75	\$7.00
#162	Deerfield Beach	291	\$509.25	\$160.05	\$334.65	\$7.00
#180	Plantation	104	\$182.00	\$57.20	\$119.60	\$6.00
#209	Dania	18	\$31.50	\$9.90	\$20.70	\$5.00
#220	Ft Lauderdale	18	\$31.50	\$9.90	\$20.70	\$5.00
#222	Ft Lauderdale	71	\$124.25	\$39.05	\$81.65	\$6.00
#287	Deerfield Beach	28	\$49.00	\$15.40	\$32.20	\$5.00
#304	Dania	193	\$337.75	\$106.15	\$221.95	\$6.00
#310	Hallandale	32	\$56.00	\$17.60	\$36.80	\$5.00
#321	Cooper City	107	\$187.25	\$58.85	\$123.05	\$6.00

2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 11: SOUTHERN AREA

#20	Belle Glade	68	\$119.00	\$37.40	\$78.20	\$6.00
#47	Lake Worth	131	\$229.25	\$72.05	\$150.65	\$6.00
#62	Stuart	132	\$231.00	\$72.60	\$151.80	\$6.00
#64	Okeechobee	127	\$222.25	\$69.85	\$146.05	\$6.00
#65	Delray Beach	50	\$87.50	\$27.50	\$57.50	\$5.00
#141	West Palm Beach	89	\$155.75	\$48.95	\$102.35	\$6.00
#164	Boynton Beach	168	\$294.00	\$92.40	\$193.20	\$6.00
#188	Delray Beach	15	\$26.25	\$8.25	\$17.25	\$5.00
#199	West Palm Beach	29	\$50.75	\$15.95	\$33.35	\$5.00
#258	Greenacres City	28	\$49.00	\$15.40	\$32.20	\$5.00
#268	Riviera Beach	107	\$187.25	\$58.85	\$123.05	\$6.00
#269	Lantana	10	\$17.50	\$5.50	\$11.50	\$5.00
#271	Jupiter	183	\$320.25	\$100.65	\$210.45	\$6.00
#277	Boca Raton	112	\$196.00	\$61.60	\$128.80	\$6.00
#288	Boynton Beach	64	\$112.00	\$35.20	\$73.60	\$6.00
#367	Royal Palm Beach	44	\$77.00	\$24.20	\$50.60	\$5.00
#399	Palm City	15	\$26.25	\$8.25	\$17.25	\$5.00

	2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 12: EASTERN AREA

#1	Titusville	308	\$539.00	\$169.40	\$354.20	\$7.00
#22	Cocoa	89	\$155.75	\$48.95	\$102.35	\$6.00
#39	Vero Beach	181	\$316.75	\$99.55	\$208.15	\$6.00
#40	Fort Pierce	188	\$329.00	\$103.40	\$216.20	\$6.00
#81	Melbourne	136	\$238.00	\$74.80	\$156.40	\$6.00
#117	Palm Bay	399	\$698.25	\$219.45	\$458.85	\$7.00
#126	Jensen Beach	186	\$325.50	\$102.30	\$213.90	\$6.00
#163	Eau Gallie	373	\$652.75	\$205.15	\$428.95	\$7.00
#171	Fort Pierce	37	\$64.75	\$20.35	\$42.55	\$5.00
#177	Cocoa	8	\$14.00	\$4.40	\$9.20	\$5.00
#189	Sebastian	90	\$157.50	\$49.50	\$103.50	\$6.00
#191	Melbourne	141	\$246.75	\$77.55	\$162.15	\$6.00
#200	Satellite Beach	106	\$185.50	\$58.30	\$121.90	\$6.00
#318	Port St Lucie	496	\$868.00	\$272.80	\$570.40	\$10.00
#332	Kennedy Space Ctr	28	\$49.00	\$15.40	\$32.20	\$5.00
#348	Cape Canaveral	137	\$239.75	\$75.35	\$157.55	\$6.00
#358	Fort Pierce	49	\$85.75	\$26.95	\$56.35	\$5.00
#359	Port St John	259	\$453.25	\$142.45	\$297.85	\$7.00
#366	Barefoot Bay	84	\$147.00	\$46.20	\$96.60	\$6.00
#394	Palm Bay	58	\$101.50	\$31.90	\$66.70	\$6.00

	2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 13: SOUTHWESTERN AREA

#38	Fort Myers	93	\$162.75	\$51.15	\$106.95	\$6.00
#90	Cape Coral	186	\$325.50	\$102.30	\$213.90	\$6.00
#103	Punta Gorda	323	\$565.25	\$177.65	\$371.45	\$7.00
#110	Port Charlotte	538	\$941.50	\$295.90	\$618.70	\$10.00
#123	Sanibel	92	\$161.00	\$50.60	\$105.80	\$6.00
#130	LaBelle	174	\$304.50	\$95.70	\$200.10	\$6.00
#135	Naples	402	\$703.50	\$221.10	\$462.30	\$10.00
#136	Pine Island	453	\$792.75	\$249.15	\$520.95	\$10.00
#192	Fort Myers	25	\$43.75	\$13.75	\$28.75	\$5.00
#274	Fort Myers Beach	568	\$994.00	\$312.40	\$653.20	\$10.00
#303	Bonita Springs	388	\$679.00	\$213.40	\$446.20	\$7.00
#323	Lehigh Acres	481	\$841.75	\$264.55	\$553.15	\$10.00
#336	N Fort Myers	275	\$481.25	\$151.25	\$316.25	\$7.00
#351	Ft Myers Shores	83	\$145.25	\$45.65	\$95.45	\$6.00
#388	Bonita Springs	0	\$0.00	\$0.00	\$0.00	\$5.00

	2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 14: SOUTHERN AREA

#28	Key West	78	\$136.50	\$42.90	\$89.70	\$6.00
#29	Miami	22	\$38.50	\$12.10	\$25.30	\$5.00
#31	Miami	146	\$255.50	\$80.30	\$167.90	\$6.00
#43	Homestead	64	\$112.00	\$35.20	\$73.60	\$6.00
#67	No Miami	71	\$124.25	\$39.05	\$81.65	\$6.00
#98	Coral Gables	24	\$42.00	\$13.20	\$27.60	\$5.00
#133	Perrine	77	\$134.75	\$42.35	\$88.55	\$6.00
#154	Marathon	159	\$278.25	\$87.45	\$182.85	\$6.00
#168	Key West	26	\$45.50	\$14.30	\$29.90	\$5.00
#333	Key Largo	82	\$143.50	\$45.10	\$94.30	\$6.00
#346	Miami	25	\$43.75	\$13.75	\$28.75	\$5.00
#374	Key Biscayne	71	\$124.25	\$39.05	\$81.65	\$6.00

		2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 15: CENTRAL AREA

#5	Tampa	43	\$75.25	\$23.65	\$49.45	\$5.00
#26	Plant City	32	\$56.00	\$17.60	\$36.80	\$5.00
#99	Brooksville	38	\$66.50	\$20.90	\$43.70	\$5.00
#111	Tampa	47	\$82.25	\$25.85	\$54.05	\$5.00
#138	Port Tampa City	373	\$652.75	\$205.15	\$428.95	\$7.00
#139	Tampa	174	\$304.50	\$95.70	\$200.10	\$6.00
#147	Odessa	38	\$66.50	\$20.90	\$43.70	\$5.00
#148	Riverview	237	\$414.75	\$130.35	\$272.55	\$7.00
#152	Tampa	304	\$532.00	\$167.20	\$349.60	\$7.00
#167	Tampa	31	\$54.25	\$17.05	\$35.65	\$5.00
#186	Spring Hill	396	\$693.00	\$217.80	\$455.40	\$7.00
#248	West Tampa	22	\$38.50	\$12.10	\$25.30	\$5.00
#334	Tampa	39	\$68.25	\$21.45	\$44.85	\$5.00
#389	Ruskin	25	\$43.75	\$13.75	\$28.75	\$5.00

		2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 16: CENTRAL AREA

#7	Clearwater	373	\$652.75	\$205.15	\$428.95	\$7.00
#14	St Peteraburg	156	\$273.00	\$85.80	\$179.40	\$6.00
#79	New Port Richey	324	\$567.00	\$178.20	\$372.60	\$7.00
#104	Pinellas Park	233	\$407.75	\$128.15	\$267.95	\$7.00
#119	Largo	65	\$113.75	\$35.75	\$74.75	\$6.00
#125	Gulfport	373	\$652.75	\$205.15	\$428.95	\$7.00
#158	Treasure Island	174	\$304.50	\$95.70	\$200.10	\$6.00
#173	Holiday	264	\$462.00	\$145.20	\$303.60	\$7.00
#238	Safety Harbor	280	\$490.00	\$154.00	\$322.00	\$7.00
#252	Cross Bayou	691	\$1,209.25	\$380.05	\$794.65	\$10.00
#273	Madeira Beach	2220	\$3,885.00	\$1,221.00	\$2,553.00	\$10.00
#275	Dunedin	372	\$651.00	\$204.60	\$427.80	\$7.00
#305	St Petersburg Beach	180	\$315.00	\$99.00	\$207.00	\$6.00
#335	Hudson	224	\$392.00	\$123.20	\$257.60	\$7.00

		2014 Seniors	Rehabilitation Quota \$1.75	Education Quota \$0.55	Girls State Quota \$1.15	Sock Quota
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DISTRICT 17: NORTHERN AREA

#6	Deland	138	\$241.50	\$75.90	\$158.70	\$6.00
#17	New Smyrna Beach	301	\$526.75	\$165.55	\$346.15	\$7.00
#45	Palatka	30	\$52.50	\$16.50	\$34.50	\$5.00
#115	Bunnell	58	\$101.50	\$31.90	\$66.70	\$6.00
#120	Holly Hill	253	\$442.75	\$139.15	\$290.95	\$7.00
#127	Lake Helen	24	\$42.00	\$13.20	\$27.60	\$5.00
#204	Daytona Beach	43	\$75.25	\$23.65	\$49.45	\$5.00
#255	Deltona	32	\$56.00	\$17.60	\$36.80	\$5.00
#259	Debary/Orange City	33	\$57.75	\$18.15	\$37.95	\$5.00
#267	Ormond Beach	128	\$224.00	\$70.40	\$147.20	\$6.00
#270	Port Orange	154	\$269.50	\$84.70	\$177.10	\$6.00
#285	Edgewater	210	\$367.50	\$115.50	\$241.50	\$7.00
#293	Interlachen	76	\$133.00	\$41.80	\$87.40	\$6.00
#361	South Daytona	179	\$313.25	\$98.45	\$205.85	\$6.00

REVOLVING DEPARTMENT TROPHIES

AMERICANISM

Doris E. Hahn, North Miami Beach #257 - 2026

CHILDREN & YOUTH

Addie Maguire, St. Petersburg #14 - 2016

PRAYER BOOKS

Mae Nalley, Lake Placid #25 - 2016

COMMUNITY SERVICE

Jan Croft, Hometown Trophy #164 - 2023

EDUCATION

Barbara McEvelly Trophy

Mary Ann Kearns 2019

Elizabeth P. Storer Award

Orlando Memorial #19 - 2019

GIRLS STATE

Amelia M. Reese, *Joyce Washington #199 - 2019

JUNIOR ACTIVITIES

Peggy Miller Award

District 13 - 2019

PAST PRESIDENTS PARLEY

Helen Gardner

Unit Member of the Year Plaque

PUBLIC RELATIONS

Marie Weisbrod, Miami #29 - 2019

Maude Hollowell, Warrington #240 - 2019

SENIOR HISTORY TROPHY

Eleanore Kernaghan - 2019

VA&R

Dorothy Smith Award

Lady Lake, Unit 347 - 2026

BEST UNIT REPORT

*Deceased

REVOLVING DEPARTMENT TROPHIES (GUIDELINES TO SUBMIT ENTRY)

The list of current Revolving Department Trophies is listed on the last page of your Unit Guide Book. It tells you the program for which the award is given, name of the award, sponsoring Unit or person and expiration date of the award.

If a Unit wishes to sponsor a trophy in honor of a member (living or deceased) follow the procedures listed below.

After you selected the member you want to honor and the program in which you want to offer the award, you must write the rules for Units to follow to submit an entry for the award. The Unit cost for sponsoring an award is \$250.00. This fee covers the purchase of the large revolving plaque that revolves each year to the winning Unit and a small plaque for the Unit to keep. Before submitting entry and check for \$250.00 to Department for approval by the Department Executive Committee it must be brought before your membership for approval. Once a submission is approved it is in effect for twelve years.

The selection for the Unit who wins the award each year is entirely up to the Department Program Chairman for the designated program.

NOTES