



Department of California
District 28

**Connie Raya, Auxiliary Chaplain
November 19, 2023**

Duties of an American Legion

The unit chaplain will express, by word action, our founding principle to God and Country.

- The Chaplain should attend all meetings and have an opening and closing Prayer.
- The prayers may come from American Legion Auxiliary Chaplains' Prayer Book or they may be prayers the chaplain has found, been given or written on their own.
- Chaplains are the "spiritual leaders" of their unit, district or department and have chosen to conduct all religious services.
- The Chaplain should be involved in many activities, such as:
 - Reporting the names of members who are ill at meetings and providing a card for all present to sign.
 - Sending a sympathy card to the family and, when possible, visiting the funeral home when a member passes away. The Chaplain may also be assigned to ask the family if they wish to have a funeral dinner.
 - Being in charge of any religious services the unit may have, such draping the charter or performing memorial services.
 - Visiting members and Veterans in nursing homes and hospitals.
 - Visiting veterans who are shut-in at home.
 - Keeping in contact with Gold Star Members and remembering them during holidays.

- Sending cards to members and their families.
- Volunteering in community projects.
- Making prayer and Devotional books.,
- Encouraging members to send prayers and devotional thoughts so that they can be used to make a prayer book.
- Assist, when needed at installation; dedications of halls, monuments, Four Chaplains services; POW/MIA program: and the memorial service of any American Legion Family member.

Connie Raya, District 28 Chaplain

Chaplains, important things to remember, which you will be handed out.

The main point is that the American Legion Auxiliary is a nondenominational Legion Auxiliary and interfaith group that respect all expression of faith.

Please, do not end your prayers in Jesus' name. Just use Amen or In His Holy name, Amen.

- THE FOUR CHAPLAINS MEMORIAL FOUNDATION
- Chaplain's Department Code
- Membership Data Form with INSTRUCTIONS
- In Loving Tribute (**GF4217**)
- CHAPLAIN'S PRAYER BOOK: Rules and requirements for the Book of Prayers and Devotional Thoughts.

As instructors, we put a lot of work and time, in these Workshop Training, because we care about our men/women who are serving our Country and some came back wounded.

We want the best for them and for Veterans that have already served and we are ready to support them with love, comfort and give them a big "THANK YOU."

Please, pass this information to your Units. Think of this this way that when the info is set aside, are you serving the **American Legion Auxiliary Mission.**

Chaplain District Mid-Year are due December 1st!!

Connie Raya, 28 District Chaplain

3142
c/o Mimi Court

Marina, Ca 93933-2856

Department Code

Chaplain

1. The allowance for the Chaplain shall be budgeted by the Finance Committee. The officer shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st, and shall include expenses relative to the Memorial Service.
2. The Chaplain will request a list of deceased members from the Department Office each month for posting to the Department Website. A courtesy copy will be shared with the Department President.
3. The Department Convention Memorial Service will be under the direction of the Chaplain.
4. Chaplains are to wear all white appropriate attire for the Department Memorial Service. Appropriate attire is white dress, white blouse/top, white skirt/slacks, and white shoes. No mini-dresses tank tops, spaghetti straps, jeans, shorts, pedal pushers/capri pants or flip flops. (2015)
5. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
6. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. (2023)

THE FOUR CHAPLAINS MEMORIAL FOUNDATION



1201 Constitution Avenue
The Navy Yard, Building 649
Philadelphia, PA 19112-1307
Ph. (215) 218-1943

Enclosed are my membership dues.

- | | | | | |
|--------------------------|-------------|------------------------|----------|----------|
| <input type="checkbox"/> | Friend | (\$40.00 to \$80.00) | \$ _____ | Enclosed |
| <input type="checkbox"/> | Contributor | (\$100.00 to \$250.00) | \$ _____ | Enclosed |
| <input type="checkbox"/> | Associate | (\$300.00 to \$500.00) | \$ _____ | Enclosed |
| <input type="checkbox"/> | Sustainer | (\$550.00 to \$990.00) | \$ _____ | Enclosed |
| <input type="checkbox"/> | Benefactor | (\$1,000.00 and above) | \$ _____ | Enclosed |
| <input type="checkbox"/> | Other | | \$ _____ | Enclosed |

Name

Address

City

State

Zip

E-mail

Telephone

Please make your check payable to
The Four Chaplains Memorial Foundation and return.
Your gift is tax deductible to the fullest
extent protected by law. **THANK YOU.**

Credit Card Payment:

Name on Card

Card Number

Expiration (MM/YY)

3 Digit Security Code (on back)

PLEASE CALL, MAIL OR FAX CREDIT CARD PAYMENTS. (FAX 215-218-1949)



American Legion Auxiliary
Department of California

Member Data Form

Member ID# _____

Date: _____

Name: _____

Contact: _____

SR	JR	PUFL	HLM
----	----	------	-----

Phone: _____

Email: _____

Unit # _____ District # _____

Deceased	
Date of Death:	_____

Corrections	
Old Information	New Information
Name _____	Name _____
Former Address _____	New Address _____
Former City _____	New City _____
Former State _____ Zip _____	New State _____ New Zip _____
Former Telephone # _____	New Telephone # _____
Email Address _____	New Email Address _____

Unit Transfers	
Old Information	New Information
Unit # _____ District # _____	Unit # _____ District # _____
State _____	
Signature- Member (Required)	Signature- New Unit Officer (Required)

Additional Information
Continuous Years of Membership _____ for _____ (Paid Years)
Comments or Notes: _____

INSTRUCTIONS

1. The Member Data Form should be used to report name changes, address changes, continuous year changes, Unit transfers and deceased member(s).
2. The Member ID Number, Name, and Unit Number are required for a Member Data Form to be processed by Department.

The following information pertains to transfers only:

- Transfer from one Unit to another is a privilege granted to any paid-up Auxiliary member ONLY with the approval of the Unit to which the member desires to transfer.
- **TRANSFER MAY BE MADE UNDER THE REGULATIONS LISTED BELOW:**
 - No transfer shall be made unless the member requesting transfer has a membership card showing that she is a member in good standing at the time transfer is requested. Members whose dues for the current calendar year are not paid by January 31st of that year are suspended, and not in good standing, and are not eligible for transfer.
 - No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Unit to another. The accepting Unit may require payment of difference in dues on a pro-rata basis if dues are higher than transferring member's former Unit.
 - Any Auxiliary member desiring transfer of membership must first secure approval from the Unit to which transfer is desired. She may do this orally or by letter. The Secretary of the new Unit will then complete and route the parts of the form as instructed below. She will also contact the old Unit to inform them of the transfer.
 - The Department Processing Center will carry through necessary procedures to transfer member's record to the new Unit, provided member's current record is on file and provided information on transfer certificate is complete.
 - All Member Data Forms for members transferring to another Department should be sent to the Department Processing Center for processing.

**MAIL THE MEMBER DATA FORM TO: Department Processing Center
(Department will forward to National when applicable)**

**American Legion Auxiliary
Department of California**



CHAPLAIN'S PRAYER BOOK

Rules and requirements for the Book of Prayers and Devotional Thoughts:

SENIORS

1. **Any size book is acceptable**
2. **Cover**
 - A. May or may not be original
 - B. Must show Emblem of American Legion Auxiliary
3. **Contents**
 - A. Typed preferred (printed acceptable)
 - B. Each page may or may not be illustrated
 - C. Margins to be no less than one inch on all sides, except when using decorative paper
4. **FIRST and LAST PAGES MUST BE BLANK**
5. **Second Page – Dedication: “To and/or In Memory Of,” with pictures optional and/or American Legion Auxiliary Emblem**
6. **Third Page to include:**
 - A. “American Legion Auxiliary, Department of California,”
District Number, Unit Number, Name and Address
 - B. Name and address of Chaplain or member preparing the book
 - C. Name and address of Unit or District President
 - D. Date: example...2020-2021
 - E. Number of Members in Unit (or District)
7. **Section I**
 - A. Title: Prayers
 - B. Contents
 1. Prayers which are original or your favorite
 2. Original prayers must show author's name and address (if known)
 - C. Favorite prayers must show:
 1. Name of author
 2. Name of person submitting, e.g. Jane Doe, submitted by Jo Smith
 3. Length of each entry not to exceed one page. More than one entry per page is permissible provided they do not exceed one page

8. Section II

- A. Title: Devotional Thoughts
- B. Contents: Verses, Poems, Quotations, and favorite Scriptures
 - 1. Verses, Poems and Quotations MUST include:
 - a. Name of author (if known)
 - b. Name of person who submitted, District and Unit Number
 - c. Reason for selection (optional)
 - 2. Favorite Scriptures MUST include:
 - a. Source: Book of the Bible, Chapter and Verse
 - b. Name of person who submitted, District and Unit Number
 - c. Length of each entry not to exceed one page. More than one entry per page is permissible provided they do not exceed one page

JUNIORS

No specific rules. Senior rules as noted above may be used as a reference.

DO NOT SEND YOUR COMPLETED BOOKS TO DEPARTMENT. ALL BOOK ENTRIES ARE TO BE DELIVERED TO THE DEPARTMENT CONVENTION DISPLAY ROOM. SOMEONE WILL BE AVAILABLE TO ACCEPT YOUR BOOKS ON WEDNESDAY, BETWEEN THE HOURS OF 1:30 PM AND 6:00 PM. PLEASE REMEMBER TO ASK FOR A RECEIPT, WHICH WILL BE YOUR CLAIM-CHECK WHEN BOOK IS RETURNED ON CONVENTION SATURDAY.

PLEASE, DO NOT MAIL YOUR BOOKS!



American Legion Auxiliary
Department of California

Chaplain- Unit Mid-Year Report for 2023-2024

Submit this completed form to your District Chairman no later than December 1, 2023.

District # _____ Unit # _____ Unit Chairman _____
Phone # _____ Email: _____
No Activity reported during this period: _____

1. Does your Unit have any Gold Star members? Yes _____ No _____
a) How Many? _____
2. Did your Unit have any members that died since the last report? Yes _____ No _____
a) How Many? _____
3. Did you have a Memorial Service? _____
a) Did you Drape the Charter? _____
4. Did your Unit Donate to "In Loving Tribute" Fund? Yes _____ No _____
a) How Much? _____
5. Does your Unit plan to host or attend a "Four Chaplains" Memorial Event? Yes _____ No _____
6. Did your Unit Send Greeting Cards?

Please mark the quantity for each type:

Anniversary		Birthday		Sympathy	
Congratulations		Encouragement		Thinking of You	
Get Well		Other			

7. Did your Unit Attend (A) , Host (H) , or Participate (P) in Events for the following Holidays?

Memorial Day		9/11		Flag Day	
Independence Day		Veterans Day		Any Service's Birthday	