



August 12, 2017

Unit Presidents and North Dakota Auxiliary Members,

It's been almost 2 months since Department Convention and I can't believe National Convention is just around the corner. I've settled into the office pretty well and am getting acquainted with many of you by phone and email. Thank you, everyone, for your support and encouragement. Feel free to call me if you need help with something. If I don't know the answer, I'm sure I can find someone who does. There is a lot of experience in our ranks.

This first Unit Mail packet includes a lot information and forms that need to be completed. Take a moment and review each piece and act on it quickly. This will help me keep the office organized.

Mavis Goodroad, Department President – Letter to Auxiliary members – Please share President Goodroad's letter with your unit members. She encourages everyone to promote your Unit and the Auxiliary by continuing to grow your memberships and working with veterans and their families, as well as serving others in your community. She is looking forward to seeing many of you at the District meetings, coming up in September. A schedule of the District meetings is included in this mailing.

Strategic Planning Committee Flyer -Planning has begun for celebrating the American Legion and American Legion Auxiliary's 100th anniversaries. There are a lot of ideas sent your way. Get your unit involved in the celebrations. Plan something with your local Post and communities. Plan to attend the 2018 Department Convention in Fargo in June 2018.

Message from Beverly Wolff, Department Chaplain

Junior Activities – Enhancements to the ALA Junior Activities Patch Program. This flyer is printed on 'fun' paper donated to the cause by a good friend.

Lynn Tomlinson, Department Historian – Included a survey to be completed by your Unit Historian. Please take a moment to review the simplified guidelines and respond to her soon. Lynn has also included 'Members Remember', an easy to do interview meant to preserve those memories of unit members.

Holly Eslinger, Communications Chairman – has included brochures listing contact information for Department Officers and Chairmen. Keep these brochures for handy reference.

Forms - 2017-2018 Unit Officers Form & 2017-2018 Unit Data Form – *Help me keep the office organized!*
If you haven't completed your 2017-2018 Officers List (white) or the 2018 Unit Data Form (yellow) - please take a moment and do it now. These forms are needed to keep the office organized and records up-to-date, including the National Membership Database. I appreciate your assistance with this project.

Payment Form (green) – This is the 'mandatory' and discretionary payment form. Please review the form with your unit members and send your unit's payment to the Department Office by **October 31, 2017**.



2017-2018 Poppy Order Form (pink) – Plan early and order your poppies for distribution in 2018. Orders and payments are due in the Department Office by **October 31, 2017**.

Reminder EIN and Tax Filing for your Unit - And last, but not least this is a reminder that each Unit in the Department ***in order to maintain its non-profit status, is required*** to have an EIN (per IRS regulations). Remember, when filing your unit's tax form (990-EZ), that your unit is a 'Veterans Service Organization'.

- If your Unit has had its EIN revoked by the IRS, please act now to have it reinstated.
- If your Unit does not have an EIN, you must apply for one now. Go to www.irs.gov and search for instructions on how to apply for an EIN. The application for an EIN is completed on a Form SS4.
- If you haven't already filed the 2016 tax form (**990-EZ**) for your Unit, **do it now**.

More specific information will be sent in a future mailing. Questions can be directed to me at (701) 253-5992 or send an email at secretary@ndala.org and I will call you.

Programs of the American Legion Auxiliary/Calendar – 3 page document to share with your Unit members

Officer and Chairman Contact Information – Keep for reference. Make copies for other unit officers.

PS: Unit Data forms and Payment forms can be downloaded from the Department website: www.ndala.org

Marcy J Schmidt

Department Secretary