



AMERICAN LEGION AUXILIARY

Serving veterans, their families, and their communities

Department of South Dakota

The South Dakota Legionette – 2018-2019

Editor: Micheline Nelson

The Legionette and Email-Legionette are the two newsletters bringing the information to our members. It is also the recorded history of our organization. The quality of the information is a shared responsibility. The paper edition is limited to four (4) pages and printed in black and white, while the Email-Legionette is usually 6 pages. To accommodate the space allowed, some guidelines are provided below. When necessary these guidelines can be modified.

Subscriptions:

Members and Units renew their subscription for mailed and emailed newsletters by completing the information sheet including very legible name, address, unit number, and phone number, as well as email if the member has one. Each annual subscription, from September to June, costs **\$5.00** for 10 publications and **\$2.00** for the emailed version. Any member subscribing after that date, pays the same fee and will receive the publication as soon as headquarters send the information to the editor.

Unit President will receive a free email subscription but may elect to pay for the paper newsletter for \$5.00.

Send to Headquarters by the 15th of each month

Department Secretary: Laurel Stringer

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- Subscriptions to the Legionette mailed and emailed
- Deceased members
- Change of address
- Change of email
- Deletion of subscriber

FOR THE EDITOR

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Where to Send Articles: *All submissions can be mailed, emailed, or scanned.*

- Any items for the calendar not in the guide's calendar of events
- Special project or any event supporting our veterans, active duty, their families
- Any Department, District, or Unit ALA activities
- Reminders or announcements of meetings or other ALA activities to invite our members to collaborate, participate or attend

Member to Remember: The Legionette will try to have a space for the "Member to Remember". Submit a picture of the member participating in an activity and 2-3 sentence narrative to explain it when you send the information. The "Member to Remember" is intended to recognize those members who work behind the scenes, can always be counted on, but seldom are recognized for their contributions.

Deadlines:

All submissions should be in by **the 18th of each month**. The publisher receives the original copy to print and mail the newsletters by the 24th. It can take up to 6 days for some of the mailings to arrive in smaller communities. The Email-Legionette will be sent at the end of the month. **Monthly chairman article will**

follow the guide. The president's letter, the membership message, In Memoriam, monthly calendar/guide; and prayer will be in each issue.

Word Count for your Article:

- Department President: up to 400 words
- Department Chairman of the Month: up to 250 words
- Headquarter Secretary: up to 250 words if needed
- Membership Information: up to 250 words
- Prayer of the Month: up to 150 words
- Department/District/Unit: all pictures with identified individuals when possible; description of the project or news up to 100 words

Department Chairmen Submissions Calendar (Subject to Change)

September: Juniors & Music

Christmas Gift Shop Money by October 1 (reminder)

Fall District Meetings

October: Membership, Veteran Affairs & Rehabilitation Dates, Public Relations

Christmas Gift Shop & Other VA&R dates

Member to Remember

November: Veterans Affairs & Rehabilitation Program

Member to Remember

Christmas Gift Shop Calendar

December: Education & Legislative

Christmas Parties Calendar

Member to Remember

Midwinter meal tickets

January: Americanism

Midwinter Schedule

Midwinter Speaker

Midwinter Meal Tickets

Member to Remember

February: Girls State

Midwinter Schedule

Poppy Senior Contest for Midwinter

Midwinter Silent Auction Rules

Member to Remember

Endorsements

March: Community Service

Spring District Meetings

Member to Remember

Endorsements

April: Children & Youth

Member to Remember

Endorsements

State Convention Meal Tickets

Juniors Poppy Contest

May: National Security; Poppy

State Convention Program/ Meals and endorsements

Member to Remember

June: Girls State & Department Convention

Past president Parley

State Convention Program and endorsements