



Legionette
Katie Stier -Editor
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The Legionette and Email-Legionette are the two newsletters bringing the information from the department 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 4, 6, or 8 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 \$7.00 for 10 publications and \$4.00 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

SD American Legion Auxiliary, Headquarters

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- Subscription lists to the Legionette (mail and email)
- Deceased members
- Change of address
- Change of email
- Deletion of subscriber

FOR THE EDITOR

Katie Stier

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Where to Send Articles: *All submissions can be emailed or scanned. Mailed submissions are accepted but not preferred.*

- 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 or Unit ALA activities
- Reminders or announcements of meetings or other Department ALA activities to invite our members to collaborate, participate or attend.

Deadlines:

All submissions should be in by the **20th of each month**. The publisher receives the original copy to print and mail the newsletters by the 1st of each month. 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, if all the information is received. The program chairmen are encouraged to send articles. 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 (Sometimes there will be additional information) •
Department Chairman of the Month: up to 250 words – encouraged
- Headquarter Secretary: up to 250 words if needed
- Membership Information: up to 250 words - encouraged
- 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 reminder
Fall District Meetings

October: Public Relations

Christmas Gift Shop & Other VA&R dates if available

November: Veterans Affairs & Rehabilitation Program

Christmas Gift Shop Calendar

December: Education & Legislative

Christmas Parties Calendar
Midwinter meal tickets

January: Americanism

Midwinter Schedule
Midwinter Speaker
Midwinter Meal Tickets

February: Girls State/Journalism City

Midwinter Schedule
Poppy Senior Contest for Midwinter
Endorsements

March: Community Service

Spring District Meetings
Endorsements

April: Children & Youth

Endorsements
State Convention Meal Tickets
Juniors Poppy Contest

May: National Security; Poppy

State Convention Program/ Meals and endorsements

June: Department Convention

State Convention Program and endorsements
Members in the Spotlight -