SPECIAL MEMORANDUM re: Candidates for ALA National Offices

TO: ALA Department Secretaries
FROM: Auxiliary magazine
DATE: February 11, 2020
SUBJECT: Candidates for 2020-2021 National Offices

Please complete this form to notify ALA National Headquarters of all announced candidates for national offices for the 2020-2021 Auxiliary national administrative year. If your department has more than two national office candidates, please submit a copy of this form for listing each candidate. Please provide a copy of the following instructions and information to all announced candidates in your department. All candidates must complete this form; please do not submit a separate document listing the candidate’s biographical information.

Announced National Candidate(s) Form
(Department secretary: This Word document serves as your e-signature; you do not need to send a separate hard copy to ALA NHQ.)

From DEPARTMENT of

National Office sought: __________________________________________________________

Candidate’s Name: ____________________________________________________________

Address: _____________________________________________________________________

City: ________________________ State: ________ Zip: ______________

Phone: ______________________ Email (required): ________________________________

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National Office sought: _______________________________________________________

Candidate’s Name: ___________________________________________________________

Address: _____________________________________________________________________

City: ________________________ State: ________ Zip: ______________

Phone: ______________________ Email (required): ________________________________

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Signed: ________________________________________________________________

Department Secretary (type name or insert e-signature) Date
INSTRUCTIONS: CANDIDATES for 2020-2021 ALA NATIONAL OFFICES

For announcement to be included in May 2020 issue of Auxiliary magazine:

Candidates for the national offices of president, vice president, national division vice president, historian, and chaplain who wish to have their photograph and biographical information included in the May 2020 issue of Auxiliary magazine must submit the following information via email, per the instructions below, by March 10, 2020.

Members who wish to send their candidacy announcements to fellow members:

- Candidate(s) for the office of national president are afforded the courtesy of mailing their announcement(s) prior to announcements from candidates for other offices.
- Candidates for all other national offices may send their announcements once they have received an announcement from a candidate for the office of ALA national president.
- The national officer candidate’s announcement must include the name of the candidate, unit, and a summary of American Legion Auxiliary activities (unit, district, department, and national). Candidates also may include a picture of themselves, professional/career background, and other relevant information in the candidacy announcement.
- Announcements for candidates for national division vice president may be sent only to that candidate’s respective ALA national division.

Candidate appearances at National Convention/division caucuses:

Candidates for the offices of national president, national vice president, national chaplain, and national historian will appear either before the National Constitution & Bylaws Pre-Convention Meeting or at the division caucuses at the 2020 National Convention in Louisville, Ky., as determined and shared in advance.

AUXILIARY MAGAZINE SUBMISSION REQUIREMENTS FOR 2020-2021 ALA NATIONAL OFFICE CANDIDATES

1. For a candidate’s information to be included in the May 2020 issue of Auxiliary magazine, the following must be submitted via email by March 10, 2020, to ALAMagazine@ALAforVeterans.org:
   a. Candidate Information Form completed in Microsoft Word.
   b. Color, high-resolution photograph (head-and-shoulders portrait-type) in JPEG format. Photocopies will not be accepted. Please do not send your picture in a Word document or PDF; it must be sent as a separate JPEG file attachment.

2. All information must be received via email by March 10, 2020.
   Faxed forms or paper copy forms, mailed or carrier delivered, will not be accepted.
   A confirmation email acknowledging National Headquarters’ receipt of a candidate’s information will be emailed to the candidate.

3. Candidate information not received by ALA NHQ by the deadline will not be published in the magazine, but will be posted on the American Legion Auxiliary national website. Candidate information submitted for inclusion in Auxiliary magazine may be edited due to space limitations.
CANDIDATE INFORMATION FORM  FOR 2020-2021 ALA NATIONAL OFFICES

Email completed form to Auxiliary magazine at ALAMagazine@ALAforVeterans.org by March 10, 2020.

Name: ________________________________ for National Office: ________________________________

Unit: ________________________________ Department: ________________________________

Eligible for Auxiliary membership through ____________________________________________

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Unit-level offices and chairmanships served ____________________________________________

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District-level offices and chairmanships served __________________________________________

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Department-level offices and chairmanships served ________________________________________

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National-level offices and chairmanships served ________________________________________

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Professional/personal background (career, education, memberships, family information)
This section may not exceed 75 words.

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