



Department of California Leadership Bulletin – March 2018

I want to thank everyone that has attended our Department Leadership workshops. I truly appreciate the fact that you took time out of your busy schedules to attend and I hope that you enjoyed them as much as the “Three Stooges” enjoyed doing them.

Like all Chairmen I am reminding everyone to get started on putting your thoughts together for your end of year report writing and I am in hopes that some of you will want to submit a supplemental. We have been going over this in our workshops and I would like to pass on a few ideas to make this a fun and productive activity. I know that most of you dread doing the year end reports and some of you have shared that you are doing them for your entire Unit. I don't believe that anyone should be doing all the reports for their Unit but I do understand with some of the smaller Units this happens. But maybe you could get a couple of your members together with you to do them. If you have a member willing to take a chairmanship for you but doesn't want to do the end of year report explain that they don't have to do it alone. Plan a time when all your members, even if they are not chairmen, can get together and provide food, pizza or sandwiches, and explain that everyone will be going over the report forms and helping each other. This accomplishes two things: first it's a great learning experience for anyone to be able to hear what the chairmanships entail and second when doing it together if you forget something for your report I bet there will be someone else that remembers for you.

Writing a supplemental is just telling a story about what your Unit or District has been doing for the program you are writing about. It doesn't have to be a long report but this is your opportunity to talk about events. The end of year report form is facts and figures but the supplemental is your story. Things to remember when writing a supplemental be sure and double space have a cover sheet and be sure and complete the 2017-2018 National Award Cover Sheet. The National Award Cover Sheet is found at www.calegionaux.org click on FORMS, then under scholarships on the right is the word NATIONAL and you will find the National Award Cover Sheet. I am also attaching this to this bulletin. In order to find out what National Awards are available you can go to the National website and look up your program and see what awards are available. I do know that National awards Best Unit Supplemental and a Best Department they do not recognize Districts. Every Department Chairman should be forwarding to National their 1st Place Unit Supplemental along with their Department supplemental. I would hope that after a Department Chairman chooses the 1st Place Unit Supplemental that if a National Award Cover Sheet was not done that they would be a good mentor and either do it themselves or contact the person and ask them to do it. Look on line under FORMS and your particular program to see what awards you can apply for. A cover sheet must contain your name, Unit name and number, District number, your address, phone and if this is a Unit or District Supplemental and your chairmanship.

If you need any assistance please give me a call or shoot me off an email.

Submitted by, Linda Fercho

Department of California Leadership Chairman

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