

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: CHILDREN & YOUTH
(Updated 1/8/24)

Position: Chairman

Purpose: The Children & Youth (C&Y) Program emphasizes protecting, caring for and supporting children and youth, particularly those of veterans and military families. Every American Legion Auxiliary Chairman, Larger units may want to select a C&Y committee to work with the chairman. Under the guidance of the unit president, the C&Y Chairman should work within her community to protect, care for and support children and youth.

Duties and Responsibilities:

1. Attend all General Membership meetings.
2. Make sure the pledge of care and protection for the children of veterans is carried out through service work, or through purchasing assistance to needy families if necessary.
3. Provide leadership for the unit on all matters pertaining to children.
4. Cooperate with other responsible organizations and agencies of the Community whose work is in the interest of children.
5. Submit mid-year and annual reports of C&Y activities and plans, to membership of the Unit, and to the district or department C&Y chairman
6. Children & Youth Program Budgeted money

Events for Children & Youth program:

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| January | Contribute for SCMFO baby shower, purchase one large item and membership donates small layette items. Day of shower help families take items to their car or help at one of the booths, for families to pick up items. |
| April | Is the month of the Military Child Event on base San Onofre, have crafts, bingo game with prizes. Give out bubbles, balls, Frisbees . Ask membership to donate items. Purchase items if not enough donations turned in. plan on small lunch or snacks for 60 people |
| May | Request items to be donated for filling backpacks for the coming school year, primary elementary grade levels, with 10 or 15 for higher school levels. Filling 50 -80 backpacks |
| June –Sept | Contact other organizations, Units, charities or on base personal to see where you can help out, other bases, Long Beach Navy Yacht Club, Los Alamitos Air Force Base, Army Reserve bases |

- August Baby Shower for first time Moms ALA Unit 291 donates Large Box of Diaper for each Mom and asks members to donate small items

- October Date, last Sunday in October, BEFORE Halloween, make date with office personnel or who is in charge

Children's Halloween Party to be held at ALA 291, hall

- November Veterans Day Nov 11th at the Long Beach Veterans Hospital Crafts, bingo, giveaways balls, bubbles, stuffed toys. Need to contact Veterans volunteer office in June to reserve space

- December Second Sunday in December Children's Christmas Party Get date set in June or before

- December Christmas party on San Onofre Base for 35 kids. Toys collected from prior Kids Party given out at this party and extras bought, if needed

If any left overs can be given to Orange County rescue Mission in Tustin

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:

ARTICLE IV – UNIT OFFICERS

SECTION 9. The Treasurer shall be custodian of all Unit funds, and shall keep an itemized account of all receipts and expenditures. The treasurer shall sign with the President all orders on the treasury that are authorized by the Unit. The treasurer shall keep all poppy proceeds separate from the general funds in an account known as the Welfare Fund. It shall be the treasurer's responsibility to see that these funds are exclusively used for the welfare of veterans and their families and that no expense other than Veterans Affairs and Rehabilitation, Children and Youth, and Education shall be drawn from the Welfare Fund. (2019)