

2024-2025 INFORMATION AND DEADLINE CHECKLIST FOR UNITS
All Deadlines are FIRM

AUGUST 2024

- 15 Communique Articles Due at Department
- 23-29 National Convention, New Orleans, LA

SEPTEMBER 2024

- 2 Labor Day – The Department Office is closed.

OCTOBER 2024

- 1 Girls State Campwise log-in opens for all Units. Details available on iowagirlsstate.org
- 14 Columbus Day Observance – The Department Office is closed.
- 20 Gold Club Membership Renewals are DUE in the Department Office
- 20 ALAMIS Invoices DUE - **REQUIRED** for all Users.
- 20 Unit Obligation form and check due in the Department Office- **REQUIRED**
- 20 Poppy Orders are due in the Department Office - **NO LATE ORDERS WILL BE ACCEPTED**

NOVEMBER 2024

- 11 Veterans Day– The Department Office is closed.
- 15 Communique Articles Due at Department
- 28-29 Thanksgiving – The Department Office is closed.

DECEMBER 2024

- 15 Membership due in office – to be counted at National for January 2025 - **REQUIRED**
- 15 Girls State Unit Hold Codes will be sent out on the CAMPWISE Program.
- 24-26 Christmas – The Department Office is closed.

JANUARY 2025

- 1 New Year's Day – The Department Office is closed.
- 1 If your membership is unpaid, you do not qualify for AEF or other Benefits.
- 5 Flag Essay Entries due to Legion District Chairman.
- 15 Spring **District** Conference Forms due to Department--**REQUIRED**
- 20 Martin Luther King Day – The Department Office is closed.
- TBA Legislative Day at Capitol

FEBRUARY 2025

- 13-16 Mid-Winter Conference, Airport Holiday Inn, Des Moines
- 15 Communique Articles Due at Department
- 15 Registration opens for Junior Camp
- 17 The day after the Mid-Winter Conference – The Department office is closed.
- 17 Presidents' Day – The Department office is closed.
- 21-26 Washington DC Conference

MARCH 2025

- 15 All National Scholarship Applications are due in the Department Office-**REQUIRED**
- 31 Girls State **Citizen Registration** is due on the CAMPWISE Program

APRIL 2025

- 1 Girls State Counselor must be registered in the CAMPWISE Program.
- 1 Junior Camp Registration due in the Department office. - No late registrations.
- 15 Unit **MEMBERSHIP** Data Form –on the website under forms - **REQUIRED**
- 15 Unit **Registration Dues** for Girls State Due on the CAMPWISE Program
- 30 2025-2026 District, County, and Junior Officers forms due in the Department
- 30 **Unit Impact Reports** due to the **County PRESIDENT. REQUIRED FOR ALL UNITS!**
- 30 All Unit Narrative Reports are to be sent to the appropriate Department Chairman for their reports and awards. Reports must be sent into the appropriate Chairman by the deadline, or they WILL NOT be considered for judging. **DO NOT send narratives to the Department Office.**

MAY 2025

- 1 Junior Camp Refund Request due to Department. No Late Refunds are allowed due to insurance reasons.
- 15 Communique Articles Due at Department
- 15 **County Impact Reports** due to District Presidents- **REQUIRED**
- 15 Department Convention Delegates/Alternates Form, Unit Officer Form, and other material needed to begin the new administrative year mailed to the Unit Presidents from the Department Office
- 20 All District Impact Reports due to Department Headquarters- **REQUIRED**
- 26 Memorial Day, the Department office is closed.

JUNE 2025

- 1 Iowa Merit Award application due to the Dept Education Chairman
- 1-6 Junior Camp at the Newton Christian Conference Center.
- 15 Communique Articles Due at Department.
- 15 **National Convention Del/Alt/Guests/Hotel forms due in the Department Office**
- 15 Suggested Governing Document changes due to Sandy Deacon. Send a copy of the suggestions to the Department Office attention: Attention Crystal Wright. The fillable form is on the website.
- 19 Juneteenth – Department Office closed.
- 20 Poppy Proceeds check and report due in the Department Office
- TBA Iowa Girls State at Drake University, Des Moines, IA
- TBA Girls State Inauguration at Drake University, Des Moines, IA
- 30 2025-2026 **Unit Officers** form due in the Department Office- **REQUIRED**. Also, send a copy to Incoming County and District President

JULY 2025

- 4 Department Headquarters Office is closed in observance of the 4th of July.
- 17-20 Department Convention, Holiday Inn Airport, Des Moines
- 21 The day after the Convention - the Department Headquarters Office is closed.
- 25 Plan of Action due to Crystal a Department Office for publishing.
- 25 Programs Workshop registration is due at the Department Office

Please note: Many forms will be in the Unit/County/District Packets distributed to all Unit Presidents by your County and/or District Presidents from the end of May to the beginning of July 2024. All forms handed out can also be located online by going to iowaala.org, clicking on FORMS, then going down to Unit Resources, or County and District Resources. All Blue Books and Policy Manuals and Plan of Actions are available online under Publications.

Check out the ALA Communiqué in the center of your Iowa Legionnaire for more valuable Auxiliary information. The Iowa Legionnaire and the ALA Communiqué will cover three months.

Also check out our website: Programs and Event information and registration will be found on the website.

An Electronic Newsletter is now available to Subscribers. If you want to Subscribe, please go to the Iowa Auxiliary Website. www.iowaala.org. and register, then go to CONTACT US and click on the Subscription link.

Unit Narrative Awards- If you are applying for a National Unit Narrative Award, please follow the directions in the National Program Action Plan. <https://www.alaforveterans.org/members/programs-action-plan/>