



HOW TO BE AN ALA POPPY PRODUCTION MANAGER

Working directly with veterans who are paid per poppy

Not every department handles poppy production the same way; the following outlines the way the Department of California does it. Once the poppy production manager position has been established with the state veterans home, VA Medical Center, nursing home, etc. the poppy production manager can organize her time in a few different ways.

Memorial poppies are generally distributed on patriotic holidays such as **Memorial Day** and **Veterans Day** each year, but any patriotic holiday is a possibility. Check with your department for any local preferences.

On the Poppy tab of the ALA website in the resources is a list of allowable uses of poppy funds.

State Veterans Home:

- A poppy contract should be established between the American Legion Auxiliary department and the poppy facility. This way, the facility administrator, department president, department Poppy chairman and the facility poppy production manager all know exactly how many poppies will be made at that facility. This is generally done at the beginning of a new department president's term.
- The poppy production manager will already have had her poppy supplies ordered by her department and on their way to her by the time she makes an appointment with all poppymakers to discuss their schedule. She should contact them personally, introduce herself and establish a set time and place when she will return each month. Consider inviting a facility representative.
- Depending on the number of poppymakers, the poppy production manager may need to ask her fellow Auxiliary unit members to assist with the project. There must be enough Auxiliary members who know how to make poppies in order to teach veterans how to make them.
- The poppy production manager on her first visit would issue a number of poppy kits to each veteran. She should have a poppy contract form for each veteran that lists the number of poppy kits issued to that veteran. She should sign and date it and have the veteran sign and date it. Give the veteran a copy to keep, asking him/her to bring it back the next time the production manager returns. She would then ask for the veteran's copy of the contract and sign and date both her copy and theirs, showing she has received the same amount of poppies turned in.
- The production manager would then send to the department treasurer a poppy payroll form listing all veterans by name and the exact amount to be paid to each. The department treasurer will then issue checks made payable to each veteran in the amount shown on the form. The treasurer will send the checks to the production manager to distribute at her next visit to the facility. **NOTE: It is a federal law that W-9 tax forms be issued to persons earning more than \$600.**



- Once she has received the poppies submitted, she can then issue more poppy kits to each veteran and ask them to return on the day she has set up with them. This will be the routine each time. She will distribute checks for the poppies previously made at this time to each veteran who was on the poppy payroll.
- The poppy production manager must inspect the handmade poppies to make sure they are correctly constructed and not falling apart or missing something. If the poppy production manager does find something amiss, she should take that veteran aside and work with him/her and help them. Perhaps the veteran needs a little more one-on-one time with the production manager to get a clearer picture of how the Auxiliary poppy is made.
- Once all units in the department have submitted their poppy order to either the department Poppy chairman or the department secretary, this person then would assign each production manager the units she will be sending poppies to, keeping in mind the location of each poppy production manager and try to keep the units/districts/counties in her area assigned to her. This will save the department money in shipping costs.
- After all units have received their poppies, the production manager will do an end-of-year inventory and submit the report to the department president and department secretary/treasurer.
- Any out-of-pocket expenses (mileage, snacks, etc.) she needs to be reimbursed for should be submitted to the department office for reimbursement.

NOTE: Completed crepe paper poppies must be “fluffed” before they are distributed, as they are shipped in their rolled form.



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Working with a physical therapist, occupational therapist, recreation therapist and a group of veteran poppy producers

Once the position has been established with the VA Medical Center, nursing home, group home, outpatient clinics, etc., the poppy production manager can organize her time in a few different ways.

Traditional Poppy Days are thought of as Memorial Day and Veterans Day, but every day is a Poppy Day. There are no limitations of when to share poppies in the community. **Please see the allowable uses of poppy funds at www.ALAforveterans.org. Information can be found in the resources section on the Poppy tab.**

VA Medical Center, Nursing Home, Group Homes, Outpatient Clinic:

- A poppy contract should be established between the American Legion Auxiliary department and the poppy facility. This way, the facility administrator, department president, department Poppy chairman and the facility poppy production manager all know exactly how many poppies will be made at that facility. This is generally done at the beginning of new department president's term.
- The poppy production manager will already have had her poppy supplies ordered by her department and on their way to her by the time she makes an appointment with all poppymakers to discuss their schedule.
- Depending on the number of poppymakers, she may need to ask her Auxiliary unit members to assist with this project. There must be enough Auxiliary members who know how to make poppies in order to teach veterans how to make them. The production manager can alternate days of the week with her unit members if she so wishes.
- You will be working with the physical therapist, occupational therapist or recreation therapist of each facility and the volunteer services department. You will need to establish certain days of the week and times during the day that you will be working with residents/veterans to make poppies.
- Some veterans may not be able to do more than put stems together, while some may only be able to add petals, and some may be able to complete the whole poppy. These types of facilities will become a production line in the poppymaking process.
- The payroll report will be figured differently depending on the total number of poppies made that day, multiplied by the cost paid for each poppy and divided by the total number of veterans/residents making poppies. This is how you figure out exactly how much money will be paid to each veteran. Example: 15,000 Poppies (x) .18 per poppy / 10 veterans = \$270.00



- Some production managers make arrangements with the department secretary/treasurer to issue a check made payable to her each month, and then she will pay veterans in cash what they have earned that day instead of waiting until the next time the manager is scheduled to come back to the facility. This method works well due to the veterans coming and going from these types of facilities being greater than in a state veterans home environment.
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