



# Department of Michigan Annual Report Form District Instructions



# District President – Distribution of Reports

**After you receive reports from each unit in your District you will need to make copies for your District Chairman**

- **19 copies of the:**
  - report form
  - additional detail sheets
- **Read over any narratives that you receive and make copies for each Committee Chairman for the program(s) supported in the narrative**
- **Distribute the report form, additional detail sheets and any applicable narratives to each of the Committee Chairman (see next page)**



# District Committee Chairmen

1. Americanism
2. Auxiliary Emergency Relief
3. Chaplain
4. Children & Youth
5. Community Service
6. Constitution & Bylaws
7. Education
8. Girls State
9. Historian
10. Junior Activities
11. Leadership
12. Legislative
13. Membership
14. Music
15. National Security
16. Past President's Parley
17. Poppy
18. Public Relations
19. VA&R



# Section 1 – Submitter Information

## 2014-2015 AMERICAN LEG

<b>Submitter Name</b>	<b>Level of Re</b>
<b>Address</b>	<b>Unit Level Repc</b>
<b>City/State/Zip Code</b>	<b>Unit Number</b>
<b>Phone Number</b>	<b>District Number</b>
<b>email</b>	<b>Number of Sr M</b>
<b>Title</b>	<b>Number of Jr M</b>

Fill in your information as the person who is submitting the report.  
For Districts this is generally the Committee Chairman



## Section 2 – Report Level

Circle the word District

Circle only  
One

### AMERICAN LEGION AUXILIARY REPORTING FORM

Level of Report <small>(Circle One)</small>	<del>UNIT</del>	/	<b>DISTRICT</b>
Unit Level Report Instructions			District Level Report Instructions



## Section 3b – Additional Information District

Fill out the additional information section right below the word “District” that you circled

Fill in the total number of Units in your District and the total number of reports you received

Fill in the name of the Program that you are the Chairman of

/	
<b>DISTRICT</b>	
<b>District Level Report Instructions</b>	
<b>District Number</b>	
<b>Total Number of Units in Your District</b>	
<b>Total Number of Reports Received</b>	
<b>Program Name</b>	



# Section 4b – District Impact Numbers

Fill in the impact numbers on the report form

District Committee Chairman, sum up the total impact from all the Units in your District and fill in the total District impact number to create a consolidated report

If the response is a yes/no, sum up the total number of “yes” answers and record in the total column

Veterans/Military Support & Advocacy		POPPY CONTINUED	TOTAL	GIRLS STATE CONTINUED	TOTAL
<b>SERVICE FOR VETERANS (VA&amp;R)</b>	TOTAL	Did you enter the Poppy Chairman Contest?		Was your delegate(s) changed by the experience of ALA Girls State?	Attach Details
Provide what you have done to support this program:	Attach Details	Did you enter the Display/Artistic Creation Contest?	Attach Details	If you didn't participate in ALA Girls State please provide a reason:	Attach Details
Hours volunteered:		Explain new or innovative approaches used to increase awareness?	Attach Details	<b>JUNIOR ACTIVITIES</b>	TOTAL
Dollars you spent: \$		Explain new or innovative approaches used to increase revenue?	Attach Details	Provide what you have done to support this program:	Attach Details



## **Additional Detail Sheets/Narratives**

**Make sure that any additional detail sheets that you receive from the units have the unit number and submitter name on the upper right-hand corner of each page prior to sending to the Department Program Chairman**

**Attach a “green sheet” to each narrative that you are submitting for a Department/National award**





## Section 5b – District Submission Instructions

District Committee Chairman - follow the submission instructions on the lower right-hand corner of the form

Package up your consolidated report form, detailed sheets and Award submissions with Narratives and green sheets to send to your Department Chairman by April 15, 2015

District Presidents: Copy this form and any attached detailed sheets, distribute a copy to each of your Chairman/Officers.

Reports are due to the Department Chairman for each program no later than **April 15, 2015.**

SUBMIT AWARD NARRATIVES WITH GREEN SHEETS TO YOUR DEPARTMENT CHAIRMAN/OFFICERS FOR ENTRY INTO ANY DEPARTMENT/NATIONAL AWARDS