



Department of Michigan Annual Report Form Unit Instructions



Gathering Information

- **The first step in completing an Annual Report is to gather the information needed, this could be easy if you were keeping track throughout the year**
- **Remember to get your unit membership involved, the more members who provide information the better**
- **Don't forget to report support that was given by individual members outside of the unit like donating blood at work or personal donations to American Legion programs**



What Should Be Included In Your Annual Unit Report

1. A completed Impact form
2. Additional detail pages on what your unit did to support Auxiliary programs
3. Narratives for specific programs intended for Department/National award submission



Section 1 – Submitter Information

2014-2015 AMERICAN LEG

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

Fill in your information as the person who is submitting the report.
For Units this is generally the Unit President



Section 2 – Report Level

Circle the word Unit

Circle only
One

AMERICAN LEGION AUXILIARY REPORTING FORM

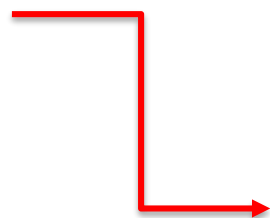
Level of Report <small>(Circle One)</small>	UNIT	/	DISTRICT
Unit Level Report Instructions			District Level Report Instructions



Section 3a – Additional Information Unit

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

AMERICAN LEGION AUXILIARY RE



AMERICAN LEGION AUXILIARY RE	
Level of Report <small>(Circle One)</small>	UNIT
Unit Level Report Instructions	D
Unit Number	D
District Number	T
Number of Sr Members	T
Number of Jr Members	P



Section 4a – Unit Impact Numbers

Fill in the impact numbers on the report form

Veterans/Military Support & Advocacy		POPPY CONTINUED	TOTAL	GIRLS STATE CONTINUED	TOTAL
SERVICE FOR VETERANS (VA&R)	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	JUNIOR ACTIVITIES	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 Details Sheets

- Attach a sheet of paper with additional details on what your unit did to support each of the programs
- Please put your Unit Number and the name of the person who wrote the additional details in the upper right-hand corner of each page



Department/National Awards

- For most of the Department / National Program Awards a Narrative will need to be written by the Unit Program Chairman
- Please see “What is a Narrative and Why Should I Write One” document located on the Department of Michigan Auxiliary Website



Section 5a – Unit Submission Instructions

Unit Presidents - follow the submission instructions on the lower left hand corner of the form.

Units: Print a copy of this form and work with the individual committee chairman/officers to fill in the information.

PLEASE ATTACH A SHEET OF PAPER WITH ADDITIONAL DETAILS ON WHAT YOUR UNIT DID TO SUPPORT THE AUXILIARY PROGRAMS

Reports are due to the District President no later than **March 31, 2015**.

SUBMIT A NARRATIVE TO YOUR DISTRICT CHAIRMAN FOR AWARD ENTRY

USE YOUR DEPARTMENT PROGRAM GUIDE TO DETERMINE WHAT INFORMATION IS NEEDED