



# Department of Michigan Annual Report Form Unit Instructions



# **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 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	<del>District Level Report Instructions</del>



# Section 4a – Unit Impact Numbers

Fill in the impact numbers on the report form

Veterans/Military Support & Advocacy		POPPY CONTINUED		GIRLS STATE CONTINUED	
<b>SERVICE FOR VETERANS (VA&amp;R)</b>	<b>TOTAL</b>	Did you enter the Poppy Chairman Contest?	<b>TOTAL</b>	Was your delegate(s) changed by the experience of ALA Girls State?	<b>TOTAL</b>
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>	<b>TOTAL</b>
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



## 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