

## 2019-2020 Annual Reporting Instructions

In preparation for the Annual Reporting process, all **District Presidents** should provide each of the Units in their Districts with the names and contact information for every District Program Chairman. District Presidents will receive copies of the 2019-2020 Annual Reporting Form for Districts to distribute to all **District Program Chairmen**.

**Units** should fill out the 2019-2020 Annual Reporting Form (sent out in a Unit Mailing and also available on the Department website) in its entirety and send a copy to the **District President** and to each **District Program Chairman**. This may be done by email if an email address has been provided and should be completed by March 30, 2020.

**District Presidents** should contact any Units that do not send in reports and have them do so by the March 30th deadline. The information included in these reports will assist you in writing your year-end District President report.

**District Program Chairmen** should compile the information from each of the Units and use the 2019-2020 Annual Reporting Form for Districts to create their reports. They should include narratives explaining any of the activities being reported by the Units. Once completed, the District Program Chairmen will send this report to the **Department Program Chairman by April 15, 2020** and to their District President for verification of submission purposes. Again, this may be done by email.

**District Presidents** should contact any District Program Chairmen that do not send their reports to the Department Program Chairman and have them do so by the April 15th deadline.

(Please note – we are asking District Presidents to take a more active role in the reporting process this year by verifying that both Units and District Program Chairmen complete their reports and submit by the appropriate deadlines. This will also allow District Presidents to receive information that will assist them in their year-end reporting.)

## 2019 – 2020 Annual Reporting Form for UNITS

Name of Unit \_\_\_\_\_ # \_\_\_\_\_ District \_\_\_\_\_

Number of members in Unit \_\_\_\_\_ Number who participate \_\_\_\_\_

Submitter Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

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**Please attach a brief narrative, when requested, explaining the activity/event you are reporting. Include in your report the number of members who participated in the event (both ALA members and people participating in the event), the hours of donated time, the money spent to hold the event and/or the money raised at the event, and in-kind donation values. A brief narrative need not be more than a short paragraph of two or three sentences.**

**Please indicate if you have a member applying or if your Unit is applying for any Department or National awards.**

**Please send your Unit report to the District President AND to the District Chairman (Chairmen) for the program(s) you are reporting. Your District President should provide that contact info for you prior to Annual Reporting time.**

**Americanism:**

- 1) The Flag: What was done to bring awareness about flag history, etiquette, respect or flag disposal methods? How many flag programs were conducted in schools? \_\_\_\_\_ For how many students? \_\_\_\_\_ # hours? \_\_\_\_\_ What materials were used to promote this? \_\_\_\_\_ Did you distribute flags \_\_\_\_\_ How many? \_\_\_\_\_ Value of in kind or monies spent? \_\_\_\_\_ Did you participate in a pocket flag program? If so, how many flags were folded? \_\_\_\_\_ # hours \_\_\_\_\_ \$ spent \_\_\_\_\_ How many times did your Unit post flag etiquette tips on social media or publish in local press? \_\_\_\_\_
- 2) What was done to bring awareness about the Pledge of Allegiance or the National Anthem?
- 3) Was there participation in the ALA National Americanism Essay Contest? How many schools/teachers were contacted? \_\_\_\_\_ How many essays did you receive? \_\_\_\_\_ Did you promote in the community/ to youth organizations? \_\_\_\_\_ If so, How? Describe how your Unit acknowledges your winning students.
- 4) Was voting encouraged, host a candidate or participation in Get Out the Vote?
- 5) Were any American Legion Americanism programs promoted? (Legion baseball, Oratorical Contest, Jr. Shooting Sports)
- 6) Please write a brief narrative about how your members promote Americanism in your community. How many members fly the flag at home? \_\_\_\_\_ How many total hours annually? \_\_\_\_\_ Do you recognize businesses that fly the flag? \_\_\_\_\_ How many this year? \_\_\_\_\_ Did you donate flags to local schools? Yes/No If so, how many? \_\_\_\_\_ Do members wear patriotic clothing when working community events? How many times? \_\_\_\_\_ # hours \_\_\_\_\_

- 7) How many members promoted the Flag Protection Amendment Act? \_\_\_\_ Did you publish articles in local papers or on your website/other social media? Did you contact your State and Federal legislators regarding this Act?
- 8) Did you submit for any Department or National Awards?

### **Auxiliary Emergency Fund (AEF):**

- 1) What was done to inform members about the AEF, what it can do & how to apply?
- 2) Did any members apply for assistance? Receive assistance?
- 3) Was there support for the AEF thru donations or fundraisers? How much was donated?
- 4) Were there any special projects used to raise funds?

### **Chaplain:**

- 1) Was there a Memorial Service held? Any other service like Four Chaplains? How many members attended?
- 2) Were there any Memorial Donations? If so, how many and how much was donated?
- 3) Does your Unit drape your Charter for deceased members? Yes/No How long? \_\_\_\_
- 4) Did your Chaplain prepare and submit a Book of Prayers? Yes/No

### **Children & Youth:**

- 1) How many activities for children and youth did your Unit hold? \_\_\_\_ Please explain in a narrative what these activities were including the criteria listed above for narratives.
- 2) How many children did your Unit serve this year, including any joint activities as a Legion Family? \_\_\_\_ Please provide more info in a narrative.
- 3) Did your Unit promote KDH2? \_\_\_\_ Please provide a narrative to explain how and your results.
- 4) How many Youth Hero or Good Deed Awards did your Unit issue? \_\_\_\_ Please give details in a brief narrative
- 5) How many hours did your members donate to your Youth Activities, including planning, shopping and the activities themselves? \_\_\_\_
- 6) How much money did your Unit donate to benefit Veterans/Military children? \_\_\_\_ Please attach a brief narrative to explain how your donations were given and received.
- 7) What is the value of in-kind donations that you received to benefit your Children and Youth Program? \_\_\_\_ Please write a brief narrative of what these items were and how they were used.
- 8) Did your Unit donate to other child service charities? \_\_\_\_ If so, what was the value in money and time spent? \_\_\_\_ Please write a brief narrative to explain.
- 9) Please write and attach a narrative for any activities not reported above to support this program. Remember to use the narrative criteria listed at the beginning of this report form.

### **Community Service:**

- 1) What kind of projects/events do your members and does your Unit participate in to benefit your community? (examples – blood drives, Scouting, community beautification) – please attach a brief narrative describing these efforts including hours volunteered, money spent/donated.
- 2) Did your members or Unit assist any homeless shelters, food banks, domestic violence shelters, senior centers, nursing homes, etc. Please attach a brief narrative describing these efforts including hours, money spent/donated.
- 3) Does your Unit or members volunteer and work with other organizations in your community? – please attach a brief narrative describing these efforts including hours volunteered, money spent/donated.

- 4) Did your Unit adopt a special project in your community? Please attach a narrative with details.
- 5) Did your Unit participate in the Department Special Project – “One pair of shoes can make a difference”? If so, please attach a brief narrative including how many shoes collected and their value, how many members participated and their hours volunteered, how many shelters benefited from your project?
- 6) Did your Unit do any special projects to supporting veterans, servicemembers & their families?

Remember to supply narratives on what you have done including pictures. If you are applying for an award, include hour sheets and a cover sheet.

**Constitution & Bylaws:**

- 1) Did your Unit update your Standing Rules this year? Yes/No If not, when was the last time your Standing Rules were updated and approved? \_\_\_\_\_
- 2) Are your Standing Rules gender neutral according to the new directive from National? Yes/No
- 3) Do your members have a copy of the Unit Constitution? Yes/No the Unit Bylaws? Yes/No the Unit Standing Rules? Yes/No
- 4) Do you have a copy of Robert’s Rules of Order, Newly Revised, 11<sup>th</sup> Edition at your Unit meetings?

**Education:**

Scholarships:

- 1) What is the total number of scholarships your Unit presented/awarded?
- 2) What is the total dollar amount of the scholarships from Question #1? \_\_\_\_\_
- 3) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to children of Veterans? \_\_\_\_\_
- 4) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to children of active military? \_\_\_\_\_
- 5) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to Student Veterans? \_\_\_\_\_
- 6) What dollar amount did your Unit donate to Department scholarships? \_\_\_\_\_

Veterans in Community Schools:

Did your Unit sponsor (co-sponsor with your Post) a presentation? Yes/No Please include a brief narrative describing the age group and topic presented

Give 10 to Education:

- 1) What was the approximate number of school supplies given? \_\_\_\_\_
- 2) What was the approximate dollar value of school supplies? \_\_\_\_\_

Did your Unit participate in:

National Educations Week Yes/No

Teacher Appreciation Week Yes/No

Read Across America Day and promoting literacy Yes/No

If so, please attach a brief narrative describing how you participated.

Other Educational Support:

If your Unit supported the Education Program by some other means, please attach a brief narrative with details of this activity.

**ALA Girls State:**

- 1) What methods does your Unit utilize to recruit ALA Girls State delegates? Are they effective? Please attach a narrative with the details.
- 2) Did your Unit successfully solicit funds from outside of the Legion Family to sponsor delegates to ALA Girls State? Yes/No If yes, please provide details in a brief narrative.
- 3) How many delegates did your Unit sponsor for the 2019 session? \_\_\_\_ Do you plan on increasing that number for the 2020 session? Yes/No
- 4) Did your Unit donate additional funds or purchase an item on our wish list? Yes/No If yes, indicate the amount of the monetary donation, and/or list the donated items in a brief narrative.
- 5) Did you invite your delegate(s) to a Unit meeting or special event to report on their ALA Girls State experience? Yes/No If yes, attach a brief narrative with what the delegate(s) expressed was the most rewarding part of their experience.

**Historian:**

- 1) Does your Unit have a Historian that actively keeps your history?
- 2) Is your Unit submitting a History Book? History Scrapbook?
- 3) Does your Unit celebrate your Charter anniversary?
- 4) What did your Historian do differently this year to commemorate the 100<sup>th</sup> Anniversary celebration?

**Junior Activities:**

- 1) How many Juniors in your Unit worked towards patches in the Patch Program? \_\_\_\_\_ Did you remember to submit to Department Chairman to get them ordered to be presented at Department Convention? Yes/No
- 2) Did you encourage younger SAL members to do the patches as well? Yes/No If so, how many SAL members participated? \_\_\_\_\_
- 3) How many of your Junior members attended the Junior Conference/Convention for National (held at the same time as Mission Training)? \_\_\_\_\_
- 4) How many Juniors in your Unit were involved in activities connected with our Auxiliary Programs (ie. Americanism, Community Service, Poppy, VA & R etc.) \_\_\_\_\_ If so, please attach a list of those included
- 5) Did any of your Junior members submit for or have been submitted for any awards this year for Junior Programs? Yes/No If so, which one(s) – please attach details.
- 6) Do you have regular Junior meetings for your Unit? Yes/No If so, how often do they meet?  
\_\_\_\_\_
- 7) Did your Juniors raise funds for a charity or special organization? Yes/No If so, please attach a brief narrative with details as to how much was raised and who these funds were donated to.
- 8) How many Juniors do you have graduating to Senior members this year? \_\_\_\_\_ Did you/will you have a ceremony for them? Yes/No Would you like them included in the Department Ceremony at Department Convention in Kalamazoo this June? Yes/No If so, please attach their information.
- 9) Does your Unit have a mentoring program for Juniors? Yes/No If so, please attach a brief description of how they are mentored.

### **Leadership:**

- 1) Did your Unit provide a Leadership Workshop for your members? Yes/No If so, how many members attended? \_\_\_\_\_
- 2) How do you guide your Unit members to be better leaders? Please attach a brief narrative
- 3) Attach a brief narrative explaining how your Unit mentors new members
- 4) Please explain in narrative form how you encourage the chairmen of your programs to write narratives for reporting.

### **Legislative:**

- 1) Did you communicate with your legislators? Yes/No If so, how many? \_\_\_\_\_
- 2) Did you receive responses from your legislators? Yes/No How many \_\_\_\_\_

Please describe in your narrative, giving number of members who participated as well as answering the following questions :

- 3) Did you participate in Town Halls? \_\_\_\_\_ Rallies? \_\_\_\_\_ Legislative receptions? \_\_\_\_\_
- 4) Did you hold Unit Legislative Meetings? \_\_\_\_\_ # held \_\_\_\_\_ # of Legislators who participated \_\_\_\_\_
- 5) Did you subscribe to Legion's weekly updates? \_\_\_\_\_ Legislative Action Center? \_\_\_\_\_ Dispatch? \_\_\_\_\_ E-newsletters from officials? \_\_\_\_\_
- 6) Number of members that promoted the priorities of the American Legion? \_\_\_\_\_
- 7) What methods were used to develop relationships with elected officials? \_\_\_\_\_
- 8) Did you promote military absentee voting or voting? \_\_\_\_\_ If so, how did you promote it?

### **Membership:**

- 1) How many members in your Unit earned the 5 x 5 award? \_\_\_\_\_
- 2) How many members in your Unit earned the 10 x 10 award? \_\_\_\_\_
- 3) Did your Unit participate in "One Week of Caring & Sharing"? Yes/No If so, how many members did your Unit contact?
- 4) Did your Unit reach goal? Yes/No If so, when? \_\_\_\_\_
- 5) Did you promote the new eligibility through the Legion Act? Yes/No If so, how many new members did you gain through this new eligibility? \_\_\_\_\_
- 6) Did you promote the change to include "spouses" rather than "wives" in the change in ALA eligibility? Yes/No If so, how many new members did you gain? \_\_\_\_\_
- 7) Did your Unit hold a Membership Rally? Yes/No If so, how many new members did you gain? \_\_\_\_\_
- 8) What Department Awards is your Unit applying for? Chloe O'Neil Cup \_\_\_\_\_ Doyle Cup \_\_\_\_\_ Gladys Taylor Citation \_\_\_\_\_ Orlene Pennington Citation \_\_\_\_\_ Patricia Donald Citation \_\_\_\_\_
- 9) Please write a brief narrative with recommendations for the membership team.

### **Music:**

Please write a brief narrative answering the following questions:

What role does music play in your meetings? What songs do you incorporate? If music does not play a role, why not?

- 1) If you do a Memorial Service, how do you incorporate music?
- 2) How do you incorporate music into your holiday celebrations?

- 3) Do you have members that contribute their musical talents to the community (church choir, community band, etc.)?

### **National Security:**

- 1) Did your Unit support the American Legion National Security Program (CERT Training)?
- 2) Did your Unit purchase/present any Blue or Gold Star banners? Yes/No How many of each?
- 3) Did your Unit participate in any Welcome Home activities? Yes/No If so, please give details.
- 4) How many members donated blood? \_\_\_\_\_ Worked at a blood drive? \_\_\_\_\_ How many donated food for those donating blood? \_\_\_\_\_ What was the monetary value? \_\_\_\_\_
- 5) Does your Unit observe the POW/MIA Empty Chair at official meetings? Yes/No Does your Post Home have a POW/MIA table display? Yes/No
- 6) Did your Unit address emotional & social needs of active, reserve & transitioning military servicemembers & their families?
- 7) Does your Unit assist military spouses in getting & maintaining employment? Yes/No Promote Job Fairs?
- 8) Do your Unit members know about RED Fridays? (Remember Everyone Deployed) How many members participate? \_\_\_\_\_

### **Past Presidents Parley:**

- 1) Does your Unit promote mentor opportunities for your members?
- 2) Do you have Past Presidents that support/assist your Unit?
- 3) Does your Unit promote and submit nominations for Unit Member of the Year?
- 4) Does your Unit promote & submit nominations for the Salute to Servicewomen Award?
- 5) Does your Unit donate to our Department Medical Scholarship Award? Host a fundraiser? How much was raised or donated?

### **Poppy:**

- 1) How did your Unit bring awareness of the poppies to your members and to the public?
- 2) How many poppies did your Unit order this year? Was this an increase or a decrease from last year? \_\_\_\_\_ How many did your distribute? \_\_\_\_\_ How many did you use in displays, decorations, etc. \_\_\_\_\_ What was your most creative use of the poppy? \_\_\_\_\_
- 3) When does your Unit distribute poppies? \_\_\_\_\_ How many times a year? \_\_\_\_\_
- 4) Does your Unit thank businesses who assist in poppy distribution (allow you to display poppies/allow you to set up a table in front of their business for distribution, etc.)?
- 5) How does your Unit use the restricted funds raised during your poppy distribution? \_\_\_\_\_
- 6) What publicity or advertising does your Unit use for the poppy program?
- 7) Do you promote the poppy poster contest? Yes/No If so, how and where? How many poppy posters did your Unit receive? \_\_\_\_\_
- 8) Did your Unit have a Miss Poppy? How was she selected?
- 9) Did your Unit participate in National Poppy Day?

### **Public Relations:**

- 1) How did your Unit promote a positive image in your community?
- 2) How did your Unit promote your events? (Flyers, email, signage, etc.)
- 3) Did your Unit encourage/promote members wearing officially branded ALA apparel or pins, etc. in public?
- 4) Was any Media (Press, TV, Radio) contacted to promote your events or bring awareness?
- 5) Is your Unit aware of our Auxiliary Public Service Announcements (PSA's), brochures & publications? Yes/No Are they aware of our [alaforveterans.org](http://alaforveterans.org) website, Facebook Pages? Yes/No
- 6) Does your Unit encourage members to sign up for *ALAE News* & *In The Know eBulletin*?

- 7) Does your Unit, either alone or with your Post have a website, mass mailing or email, phone list, Social Media Page? Yes/No How often is it updated? \_\_\_\_\_

### **Veterans Affairs & Rehabilitation (VA & R):**

- 1) Did your Unit have members that volunteered at a VA healthcare facility? How many? \_\_\_\_\_  
How many hours of time volunteered? \_\_\_\_\_
- 2) Did your Unit have members that volunteered to serve veterans outside a VA facility? (Service To Veterans)? How many? \_\_\_\_\_ How many hours of time volunteered? \_\_\_\_\_
- 3) Does your Unit keep track of your members' volunteer hours & submit them for recognition?
- 4) How did your Unit honor veterans over the past year?
- 5) Did your Unit support rehabilitation & healing of veterans through arts, crafts & hobbies?  
National Veterans Creative Arts Festival?
- 6) Did your Unit help promote job fairs for veterans & their families?
- 7) Did your Unit assist veterans transition back into civilian life?
- 8) Did your Unit assist & support caregivers of veterans?
- 9) Did your Unit support any Active Duty & Reservists? How?
- 10) Did your Unit assist any Military Families? How?
- 11) Did your Unit assist any Homeless Veterans? How?
- 12) Did your Unit participate in an Annual Christmas Gift Shop? Hours of donated time (including shopping/prepping for and during Gift Shop? \_\_\_\_\_ Value of donations? \_\_\_\_\_

### **100<sup>th</sup> Anniversary Celebration:**

Please describe in a brief narrative the activities your Unit held to celebrate the ALA 100<sup>th</sup> Anniversary by answering the following questions:

- 1) Did your Unit have a 100<sup>th</sup> Anniversary Committee?
- 2) Did your Unit learn about the History of the ALA as part of your Centennial Celebration? How did your members learn?
- 3) Did you hold a special Anniversary event at your Post/event center, either alone or in conjunction with the Legion? Yes/No Please give details.
- 4) Did your Unit contact the Mayor/City officials for a proclamation to name November 10, 2019 "American Legion Auxiliary Centennial Day" in your municipality?
- 5) Did you share your celebration with the community? Yes/No If so, how? Did you have an Open House for the community to display our history? Did you have articles about the ALA 100<sup>th</sup> Anniversary published in your community newspapers or on social media?
- 6) Did your Unit or any of your members individually participate in Operation AOK – 100 acts of kindness? If so, how many members participated \_\_\_\_\_ and how many total acts of kindness did your members record? \_\_\_\_\_