

2019-2020 Annual Reporting Instructions for District Presidents

This year, the District Presidents are being asked to play an integral role in the annual reporting process in an effort to hopefully have better reporting in the Department.

All Units and District Presidents were mailed copies of the 2019-2020 Annual Reporting Form for Units. Prior to the start of the reporting process, you should make sure that each of your Units has a copy of your District Program Chairmen list including contact information so they can send their reports to the District Chairmen. The instructions sent with the Unit Reporting Form ask that once the Unit has the entire form completed, they send a copy to each District Program Chairman AND to you, their District President. This will allow you to see which Units have sent their reports to the District Chairmen and which Units need to be contacted (by you) to get this done. Please note that Units should have their reports to District Program Chairmen by March 30th, 2020. All of this can be done by email for those members who have provided their email address. This is a quicker and less expensive process than using snail mail and should be promoted as much as possible. There will still be some who do not have/use email and will have to rely on the Post Office for delivering their reports on time, but that is the member's choice. This process allows you to receive information that you can use when you write your end of the year report for the Annual Book of Reports given out at Department Convention in June.

You have received by email the 2019-2020 Annual Reporting Form for Districts along with this notice. Please make sure that your District Program Chairmen have this form to use for their reporting to Department. While this form is very similar to the 2019-2020 Annual Reporting Form for Units, it was designed to compile all the Unit activity reported on the Reporting Form for Units. Your District Program Chairmen, once the data is compiled and the form completed, should send (email if possible) the report form to their respective Department Chairmen AND to you. Again, this will allow you to see which of your District Program Chairmen have completed the process and which ones you need to contact to motivate to do so. The deadline for getting reports to the Department Chairmen is April 15, 2020. The contact information for Department Program Chairmen is in each of the Program Guides handed out at Fall Conference and also available on the Department website.

It is hoped by asking the District Presidents to be proactive in the reporting process, we will have a greater percentage of Units/Districts reporting. Your help in this process is very much appreciated.

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 DISTRICTS

District # _____ District Program(s) Reporting _____

Submitter Name _____

Address _____

City/State/Zip _____

Phone # (____) _____ email _____

Please give totals for the Units in your District reporting for this program. When asked for narratives, you may use narratives provided by the Units or write a synopsis of what the Units in your District did for the programs. Narratives need not be more than 2-3 sentences – just enough to give the details. Also indicate for any of the programs if you will be submitting for either Department or National awards. Remember a District may only submit one entry for Department awards (other than Poppy). A completed green slip must accompany the entry signed by the Chairman and District President.

Americanism: # of Units in District _____ # of Unit reports received _____

- 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 tops 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 your District receive? _____ Did you promote in the community/ 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 communities. 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): # of Units in District_____ # of Unit reports received_____

- 1) What was done to inform members about the AEF, what it can do & how to apply?
- 2) Did any members in your District 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 at Unit level? At District level?

Chaplain: # of Units in District_____ # of Unit reports received_____

1. How many Memorial Services were held? Any other service like Four Chaplains? How many members attended?
2. Were there any Memorial Donations from your District? If so, how many? \$\$ _____
3. How many Units draped their Charters for a deceased member? _____
4. How many Chaplains prepared & submitted a Book or Prayers? _____

Children & Youth: # of Units in District_____ # of Unit reports received_____

- 1) How many activities for children and youth did Units in your District hold? _____ Please explain in a narrative what these activities were including the criteria listed above for narratives.
- 2) How many children did Units in your District serve this year, including any joint activities as a Legion Family? _____ Please provide more info in a narrative.
- 3) Did Units in your District promote KDH2? _____ Please provide a narrative to explain how and your results.
- 4) How many Youth Hero or Good Deed Awards did Units in your District issue? _____ Please give details in a brief narrative
- 5) How many hours did members in your District donate to Youth Activities, including planning, shopping and the activities themselves? _____
- 6) How much money did Units in your District 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 Units in your District received to benefit the Children and Youth Program? _____ Please write a brief narrative of what these items were and how they were used.
- 8) Did Units in your District 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: # of Units in District_____ # of Unit reports received_____

- 1) What kind of projects/events did your members and Units in your District participate in to benefit their communities? (examples – blood drives, Scouting, community beautification) – please attach a brief narrative describing these efforts including hours volunteered, money spent/donated.
- 2) Did your District members or Units 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) Did your Units or members volunteer and work with other organizations in their communities? – please attach a brief narrative describing these efforts including hours volunteered, money spent/donated.
- 4) Did the Units in your District adopt a special project in your community? Please attach a narrative with details.

- 5) Did the Units in your District 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 their projects.
- 6) Did the Units in your District do any special projects to support veterans, servicemembers & their families? Please attach a brief narrative.

Constitution & Bylaws: # of Units in District_____ # of Unit reports received_____

- 1) How many of the Units in your District updated their Standing Rules this year? _____ Did your District update your Standing Rules this year? Yes/No
- 2) How many Units have gender neutral Standing Rules according to the new directive from National? _____ Are your District governing documents (Constitution, Bylaws and Standing Rules) gender neutral? Yes/No
- 3) How many Units give copies of the Unit Constitution to their members? _____ the Unit Bylaws? _____ the Unit Standing Rules? Yes/No Do Units in your District have copies of the District governing documents? Yes/No
- 4) How many Units have a copy of Robert’s Rules of Order, Newly Revised, 11th Edition at their Unit meetings? _____ Do you have a copy of Robert’s Rules of Order, Newly Revised, 11th Edition at your District meetings? Yes/No

Education: # of Units in District_____ # of Unit reports received_____

Scholarships:

- 1) What was the total number of scholarships that Units in your District presented/awarded? _____
- 2) What is the District total dollar amount from Questions #1? _____
- 3) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to children of Veterans in your District? _____
- 4) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to children of active military in your District? _____
- 5) Of the total in Question #2, how many scholarships and what was the dollar amount awarded to Student Veterans in your District? _____
- 6) What dollar amount did the Units in your District donate to Department scholarships? _____
- 7) If your District awarded any scholarship at the District level, please attach a brief narrative with details.

Veterans in Community Schools:

Did the Units in your District 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 in your District? _____
- 2) What was the approximate dollar value of school supplies given in your District? _____

*Note: The District Chairperson must supply a listing of Units (Unit name and #) for the Unit to receive a certificate.

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 any Units reported supporting the Education Program by some other means, please attach a brief narrative with details of this activity.

ALA Girls State: # of Units in District _____ # of Unit reports received _____

- 1) What methods do your Units utilize to recruit ALA Girls State delegates? Are they effective? Please attach a narrative with the details.
- 2) Did your Units 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 Units in your District sponsor for the 2019 session? _____ Do they plan on increasing that number for the 2020 session? Yes/No How many Delegates did your District sponsor? _____ Do you plan to sponsor a District Delegate for the 2020 session? Yes/No
- 4) Did your Units/District 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/District 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: # of Units in District _____ # of Units reports received _____

- 1) How many Units have a Historian that actively keeps their history? _____ District? Yes/No
- 2) How many Units submitted a History Book? ____ History Scrapbook? ____
- 3) How many Units celebrate their Charter anniversary?
- 4) What did Unit Historians do differently this year to commemorate the 100th Anniversary celebration? District Historian?

Junior Activities: # of Units in District _____ # of Units reports received _____

- 1) How many Juniors in your District 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 Units in your District encourage younger SAL members to do the patches as well? Yes/No If so, how many SAL members participated? _____
- 3) How many of the Junior members in your District attended the Junior Conference/Convention for National (held at the same time as Mission Training)? _____
- 4) How many Juniors in your District 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. Note: when you send your entries to the Department Chairman, please remember to send a completed Green Slip.
- 6) How many Units in your District have regular Junior meetings? _____ Does your District have regular Junior meetings? Yes/No If so, how often do they meet? _____

- 7) Did your Juniors in your District 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 does your District have graduating to Senior members this year? _____ Did the Units 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) How many Units in your District have a mentoring program for Juniors? Yes/No If so, please attach a brief description of how they are mentored.

Leadership: # of Units in District _____ # of Units reports received _____

- 1) How many Units in your District provided a Leadership Workshop for your members? _____ If so, how many members attended? _____ Did your District provide a Leadership Workshop for your members? If so, how many members attended? _____
- 2) How do the Units in your District guide their Unit members to be better leaders? How does your District guide members to be better leaders? Please attach a brief narrative explaining.
- 3) Attach a brief narrative explaining how the Units in your District and how your District mentors new members
- 4) Please explain in narrative form how the Units in your District and how at District level you encourage the chairmen of your programs to write narratives for reporting.

Legislative: # of Units in District _____ # of Units reports received _____

- 1) How many members in your District communicated with their legislators? _____
- 2) How many responses were received from their legislators? _____

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

- 3) How many Units in your District participated in Town Halls? _____ Rallies? _____ Legislative receptions? _____
- 4) Did your Units hold Legislative Meetings? _____ # held _____
of Legislators who participated _____
- 5) How many of your District members 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 your District members promote military absentee voting or voting? _____ If so, how did they promote it?

Membership: # of Units in District _____ # of Unit reports received _____

- 1) How many members in your District earned the 5 x 5 award? _____
- 2) How many members in your District earned the 10 x 10 award? _____
- 3) How many Units in your District participated in "One week of Caring & Sharing"? Yes/No If so, how many members did your District contact? _____
- 4) How many Units in your District reached goal? _____ Did your District reach goal? Yes/No If so, when? _____
- 5) How many Units in your District promoted the new eligibility through the Legion Act? _____ How many new members did your District gain through this new eligibility? _____

- 6) How many Units in your District promoted the change to include “spouses” rather than “wives” in the change in ALA eligibility? _____ How many new members did your District gain? _____
- 7) How many Units in your District held a Membership Rally? _____ How many new members did your District gain? _____
- 8) What Department Awards does your District have an entry for? Units Awards: Chloe O’Neil Cup _____ Doyle Cup _____ Gladys Taylor Citation _____ Orlene Pennington Citation _____ Patricia Donald Citation _____ District Award: Elizabeth Lyons Citation _____ Note: Remember to submit a completed Green slip with each entry.
- 9) Please write a brief narrative with recommendations for the membership team.

Music: # of Units in District _____ # of Unit reports received _____

Please write a brief narrative answering the following questions:

- 1) What role does music play in the meetings of your Units? Of your District? What songs do you incorporate? If music does not play a role, why not?
- 2) If you do a Memorial Service, how do you incorporate music? Units/District
- 3) How do you incorporate music into your holiday celebrations? Units/District
- 4) Do you have members in your District that contribute their musical talents to their communities (church choir, community band, etc.)?

National Security: # of Units in District _____ # of Unit reports received _____

- 1) How many Units supported the American Legion National Security Program (CERT Training)?
- 2) How many Units purchased/presented Blue or Gold Star banners? _____ How many of each?
- 3) How many Units participated in Welcome Home activities? _____ 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) How many Units observe the POW/MIA Empty Chair at official meetings? _____ Does your District observe the POW/MIA Empty Chair at official meetings? Yes/No How many Post Homes have a POW/MIA table display?
- 6) How many Units addressed the emotional & social needs of active, reserve & transitioning military servicemembers & their families?
- 7) How many Units assist military spouses in getting & maintaining employment? Yes/No Promote Job Fairs?
- 8) How many Units explain to members about RED Fridays? (Remember Everyone Deeployed) How many Units reported participation? _____ How many members participate? _____

Past Presidents Parley: # of Units in District _____ # of Unit reports received _____

- 1) How many Units in your District promoted mentor opportunities for your members?
- 2) How many Past Presidents support/assist you’re the Units in your District? How many support/assist your District?
- 3) How many Units in your District promote & submit nominations for Unit Member of the Year?
- 4) How many Units in your District promote & submit nominations for the Salute to Servicewomen Award?
- 5) How many Units in your District donated to our Department Medical Scholarship Award? Host a fundraiser? How much was raised or donated? Did you donate at the District level?

Poppy: # of Units in District _____ # of Unit reports received _____

- 1) How do Units in your District bring awareness of the poppies to their members & to the public?
- 2) How many poppies did Units in your District order this year? Was this an increase or a decrease from last year? _____ How many did they distribute? _____ How many did

they use in displays, decorations, etc. _____ What were some of the most creative uses of the poppy? _____

- 3) When do your Units distribute poppies? _____ How many times a year? _____
- 4) Do your Units 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 do your Units use the restricted funds raised during poppy distribution? _____
- 6) What publicity or advertising do your Units use for the poppy program?
- 7) Do Units in your District promote the poppy poster contest? Yes/No If so, how and where? How many poppy posters did Units in your District receive? _____
- 8) How many Units have a Miss Poppy? How were they selected?
- 9) How many Units in your District participate in National Poppy Day?

Public Relations: # of Units in District _____ # of Unit reports received _____

- 1) How did Units in your District promote a positive image in their communities?
- 2) How did your Units promote their events? (Flyers, email, signage, etc.)
- 3) Did your Units encourage/promote members wearing officially branded ALA apparel or pins, etc. in public?
- 4) Was any Media (Press, TV, Radio) contacted to promote their events or bring awareness?
- 5) Are your Units aware of our Auxiliary Public Service Announcements (PSA's), brochures & publications? Yes/No Of our alaforveterans.org website, Facebook Pages? Yes/No
- 6) Do your Units encourage members to sign up for *ALAE News* & *In The Know eBulletin*?
- 7) Do your Units, either alone or with their Post, have a website, mass mailing or email, phone list, Social Media Page? Yes/No How often are they updated? _____

Veterans Affairs & Rehabilitation (VA & R): # of Units in District _____ # of Unit reports received _____

- 1) How many members in your District volunteered at a VA healthcare facility? How many hours of time volunteered? _____
- 2) How many members in your District volunteered to serve veterans outside a VA facility? (Service To Veterans)? How many hours of time volunteered? _____
- 3) Do Units in your District keep track of their members volunteer hours & submit them for recognition?
- 4) How did Units in your District honor veterans over the past year?
- 5) Did Units in your District 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) How many Units in your District participated in an Annual Christmas Gift Shop? _____ Hours of donated time (including shopping/prepping for and during Gift Shop? _____ Value of donations? _____

ALA 100th Anniversary Celebration: # of Units in District _____ # of Unit reports received _____

Please describe in a brief narrative the activities the Units in your District held to celebrate the ALA 100th Anniversary by answering the following questions:

- 1) How many of your Units had a 100th Anniversary Committee?

- 2) Did Units in your District learn about the History of the ALA as part of your Centennial Celebration? How did your members learn?
- 3) Did Units in your District hold special Anniversary events at their Post/event center, either alone or in conjunction with the Legion? Yes/No Please give details.
- 4) How many Units in your District contacted their Mayor/City officials for a proclamation to name November 10, 2019 “American Legion Auxiliary Centennial Day” in their municipalities?
- 5) Did the Units in your District share their celebrations with their communities? Yes/No If so, how? How many Units had an Open House for their community to display our history? How many Units had articles about the ALA 100th Anniversary published in their 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? _____

Please remember that narratives need not be more than 2-3 sentences.