

2021 – 2022 Annual Reporting Form for UNITS

Unit # _____ Unit Program(s) Reporting _____

Submitter Name _____

Address _____

City/State/Zip _____

Phone # _____ Email _____

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 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? _____ 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 in your Unit 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? _____

Chaplain: #

1. Was there a Memorial Services were held? _____
 Any other service like Four Chaplains? _____
 How many members attended? _____
2. Were there any Memorial Donations from your Unit? _____
 If so, how many? \$ _____
3. Does your Unit drape your Charter for a deceased member? _____
4. Did you prepare & submitted a Book or Prayers? _____

Children & Youth: # of Units in District _____ # of Unit Reports Received _____

- 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 members in your Unit donate to 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 your Unit 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 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 did your 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 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) Did your Unit 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 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 their projects.
- 6) Did your Unit do any special projects to support veterans, servicemembers & their families? Please attach a brief narrative.

Constitution & Bylaws:

- 1) Did your Unit update their Standing Rules this year? _____
- 2) Does your Unit have gender neutral Standing Rules according to the new directive from National? _____
Are your governing documents (Constitution, Bylaws and Standing Rules) gender neutral?

- 3) Does your Unit give copies of the Unit Constitution to your members? _____
The Unit Bylaws? _____ The Unit Standing Rules? _____
Does your Unit have copies of the District governing documents? _____
- 4) Does your Unit have a copy of Robert’s Rules of Order, Newly Revised, 11th Edition at your Unit meetings? _____

Education:

Scholarships:

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

Veterans in Community Schools:

Did the Unit (co-sponsor with your Post) a presentation? _____
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 Unit? _____
- 2) What was the approximate dollar value of school supplies given in your Unit? _____

Did your Unit participate in:

National Education Week? _____

Teacher Appreciation Week? _____

Read Across America Day and promoting literacy? _____

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

Other Educational Support:

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

ALA Girls State:

- 1) What methods do 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? _____
If yes, please provide details in a brief narrative.
- 3) How many delegates did your Unit sponsor for the 2021 session? _____
Do you plan on increasing that number for the 2022 session? _____
How many Delegates did your Unit sponsor? _____
- 4) Did your Unit donate additional funds or purchase an item on the wish list? _____
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? _____
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 Historian actively keep history? _____
- 2) Did your Unit submit a History Book? _____
History Scrapbook? _____
- 3) Did your Unit celebrate the Charter anniversary? _____

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? _____
- 2) Did your Unit encourage younger SAL members to do the patches as well? _____
If so, how many SAL members participated? _____
- 3) How many of the Junior members in your Unit 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 (i.e. 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? _____
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 Unit have regular Junior meetings? _____
If so, how often do they meet? _____
- 7) Did your Juniors in your Unit raise funds for a charity or special organization? _____ 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 Unit have graduating to Senior members this year? _____ Did the Unit have a ceremony for them? _____
Would you like them included in the Department Ceremony at Department Convention in Kalamazoo this June? _____
If so, please attach their information.
- 9) Does your Unit have a mentoring program for Juniors? _____
If so, please attach a brief description of how they are mentored.

Leadership:

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

Legislative:

- 1) Did you communicate with your legislators? _____ If so, how many? _____
- 2) Did you receive responses from your legislators? _____ 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) Did your Unit participate in "One Week of Caring & Sharing"? _____
If so, how many members did your Unit contact? _____
- 2) Did your Unit reach goal? Yes/No If so, when? _____

- 5) Did you promote the new eligibility through the Legion Act? _____
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? _____ If so, how many new members did you gain? _____
- 7) Did your Unit hold a Membership Rally? _____
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:

- 1) What role does music play in the meetings of your Units?
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?
- 3) How do you incorporate music into your holiday celebrations?
- 4) Do you have members in your Unit that contribute their musical talents to their communities (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? _____
How many of each? _____
- 3) Did your Unit participate in any 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) Does your Unit observe the POW/MIA Empty Chair at official meetings? _____
Does your Post Home have a POW/MIA table display? _____
- 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? _____
Promote Job Fairs? _____
- 8) Do your Unit members know about RED Fridays? (Remember Everyone Deported)
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 poppy 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 Unit 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? _____

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? _____

Are they aware of our alaforveterans.org website, Facebook Pages?

6) Does your Unit, either alone or with your Post have a website, mass mailing or email, phone list, Social Media Page? _____ 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? _____

PLEASE REMEMBER – A narrative need only be 2-3 sentences if all the information can be provided in those sentences.

REMEMBER TO ALSO SUBMIT YOUR UNIT YEAR-END IMPACT NUMBERS REPORT FORM TO YOUR DISTRICT PRESIDENT WITH THIS REPORT BY MARCH 30, 2022.