**2022 – 2023 Annual Reporting Form for DISTRICTS**

**District # \_\_\_\_\_\_\_\_\_\_**

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

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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**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 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 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. 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? \_\_\_\_\_\_\_\_\_\_\_
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 the 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 senor 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.

**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, 12th Edition at their Unit meetings? \_\_\_\_\_\_\_Do you have a copy of Robert’s Rules of Order, Newly Revised, 12th 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 Question #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.
8. How many Units in your District donate to our Medical Scholarship Award?\_\_\_\_\_\_\_ How much?\_\_\_\_\_\_ Does your District donate? Yes/No If yes, how much? $\_\_\_\_\_\_\_\_\_

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 2022 session? \_\_\_\_ Do they plan on increasing that number for the 2023 session? Yes/No How many Delegates did your District sponsor? \_\_\_\_ Do you plan to sponsor a District Delegate for the 2023 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 yes, how often do they meet? \_\_\_\_\_\_\_
7. Did the 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 Sault Ste Marie this July? 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.
5. How many Units in your District promote and submit nominations for Unit Member of the Year:\_\_\_\_\_\_\_

**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 :

1. How many Units in your District participated in Town Halls? \_\_\_\_\_\_\_\_\_ Rallies? \_\_\_\_\_\_\_ Legislative receptions? \_\_\_\_\_\_\_\_
2. Did your Units hold Legislative Meetings? \_\_\_\_\_\_\_ # held \_\_\_\_\_\_\_ # of Legislators who participated \_\_\_\_\_\_\_\_\_\_
3. How many of your District members subscribe to Legion’s weekly updates?\_\_ Legislative Action Center? \_\_\_\_ Dispatch? \_\_\_\_ E-newsletters from officials?\_\_\_\_\_\_\_\_
4. Number of members that promoted the priorities of the American Legion? \_\_\_\_
5. What methods were used to develop relationships with elected officials? \_\_\_\_\_
6. Did your District members promote military absentee voting or in person voting? \_\_\_\_ If so, how did they promote it?

**Membership: # of Units in District\_\_\_ # of Unit reports received \_\_\_\_\_\_\_**

1. How many Units in your District reached goal?\_\_\_\_\_\_\_\_ Did your District reach goal? Yes/No If so, when? \_\_\_\_\_\_\_\_\_\_
2. 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? \_\_\_\_\_
3. 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? \_\_\_\_\_\_\_\_
4. How many Units in your District held a Membership Rally? \_\_\_\_\_ How many new members did your District gain? \_\_\_\_\_\_
5. How many member in your Unit earned the **10 plus 3** award?\_\_\_\_\_\_
6. 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?\_\_\_\_\_\_Promote Job Fairs?\_\_\_\_\_\_
8. How many Units explain to members about RED Fridays? (Remember Everyone Deployed) How many Units reported participation? \_\_\_\_\_\_How many members participate? \_\_\_\_\_\_\_
9. How many Units in your District promote and submit nominations for the **Salute to a servicemember Award?**

**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 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.)? Yes/No
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 Or our alaforveterans.org website, Facebook Pages? Yes/No
6. Do your Units encourage members to sign up for *ALAeNews* & *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? \_\_\_\_\_\_

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

**REMEMBER TO ALSO SUBMIT YOUR COMPLETED DISTRICT YEAR-END IMPACT NUMBERS REPORT FORM TO THE DEPARTMENT PRESIDENT AND TO THE DEPARTMENT SECRETARY BY APRIL 15, 2023.**

**President’s Email:** [**marcyjorae1952@gmail.com**](mailto:marcyjorae1952@gmail.com)

**Secretary’s Email:** [**shannon@michalaux.org**](mailto:shannon@michalaux.org)