**2023 – 2024 Annual Reporting Form for UNITS**

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

**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 non-members 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 for the program 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 your Unit 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):**

 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. How many 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. Did your Unit drape the Charters for a deceased member? \_\_\_\_\_\_
4. Did you prepare and submit a Book of Prayers? \_\_\_\_\_\_\_

**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 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:**

What kind of projects/events did the members of your Unit 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.

1. Did your Unit members 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.
2. 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.
3. Did your Unit adopt a special project in your community? Please attach a narrative with details.
4. 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? Yes/No
2. Does your Unit have gender neutral Standing Rules according to the new directive from National? Yes/No
3. Does your Unit give copies of the Unit Constitution to your members? \_\_\_\_\_\_\_\_ the Unit Bylaws? \_\_\_\_\_\_ the Unit Standing Rules? Yes/No Does your Unit have copies of the District governing documents? Yes/No
4. Does your unit have a copy of Robert’s Rules of Order, Newly Revised, 12th Edition at your Unit meetings? \_\_\_\_\_\_\_

**Education:**

Scholarships:

1. What was the total number of scholarships that your Unit presented/awarded? \_\_\_\_\_\_\_\_\_\_
2. What is the 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 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? \_\_\_\_\_\_\_\_\_
7. Does your Unit donate to our Medical Scholarship Award? Yes/No How much?\_\_\_\_\_\_\_\_\_

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 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 American 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 does your Unit utilize to recruit ALA Girls State delegates?\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are they effective? Yes/No 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 2023 session? \_\_\_\_ Do you plan on increasing that number for the 2024 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 Historian actively keep history? \_\_\_\_\_\_\_\_
2. Did your Unit submit a History Book? \_\_\_\_\_\_\_\_
3. Did your Unit celebrate the Charter anniversary? \_\_\_\_\_\_\_

**Junior Activities:**

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

Did your Unit encourage younger SAL members to do the patches as well? Yes/No If so, how many SAL members participated? \_\_\_\_\_\_\_

1. How many of the Junior members in your Unit attended the Junior Conference for National (held at the same time as Mission Training)? \_\_\_\_\_\_
2. 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.
3. Did any of your Junior members submit for or have they 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.
4. Does your Unit have regular Junior meetings? Yes/No If yes, how often do they meet? \_\_\_\_\_\_\_
5. Did the Juniors in your Unit 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.
6. How many Juniors does your Unit have graduating to Senior members this year? \_\_\_\_\_ Did your Unit 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.
7. 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? \_\_\_\_\_\_\_ If so, how many members attended? \_\_\_\_\_\_\_\_\_
2. How does your Unit guide their members to be better leaders? Please attach a brief narrative explaining.
3. Attach a brief narrative explaining how your Unit mentors new members.
4. Please explain in narrative form how your Unit encourages the chairmen of your programs to write narratives for reporting.
5. Does your Unit promote and submit nominations for Unit Member of the Year? Yes/No

**Legislative:**

How many members in your Unit communicated with their legislators? \_\_\_\_\_\_\_\_

1. 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. Did your Unit participate in Town Halls? Yes/No Rallies? Yes/No Legislative receptions? Yes/No
2. Did your Unit hold Legislative Meetings? Yes/No # held \_\_\_\_\_\_\_ # of Legislators who participated \_\_\_\_\_\_\_\_\_
3. How many of your Unit 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 Unit members promote military absentee voting or in person voting? \_\_\_\_ If so, how did they promote it?\_\_\_\_\_\_\_

**Membership:**

1. Did your Unit reach goal? Yes/No If so, when? \_\_\_\_\_\_\_\_\_\_
2. Did your Unit promote the new eligibility through the Legion Act? \_\_\_\_\_\_ How many new members did your Unit gain through this new eligibility? \_\_\_\_\_
3. Did your Unit promote the change to include “spouses” rather than “wives” in the change in ALA eligibility? \_\_\_\_\_ How many new members did your Unit gain? \_\_\_\_\_\_\_\_
4. Did your Unit hold a Membership Rally? \_\_\_\_\_ How many new members did your Unit gain? \_\_\_\_\_\_
5. How many members in your Unit earned the **10 plus 3** award?\_\_\_\_\_\_
6. 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 Unit? 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. Does your Unit support the American Legion National Security Program (CERT Training)?
2. Does your Unit purchase or present Blue or Gold Star banners? \_\_\_\_\_ How many of each?
3. Does your Unit participate 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. Did your Unit observe the POW/MIA Empty Chair at official meetings? \_\_\_\_ Does your Unit observe the POW/MIA Empty Chair at official meetings? Yes/No How many Post Homes have a POW/MIA table display?
6. Did your Unit address the emotional & social needs of active, reserve & transitioning military servicemembers & their families?
7. Did your Unit assist military spouses in getting & maintaining employment? Yes/No Promote Job Fairs? Yes/No
8. Did your Unit explain to members about RED Fridays? (Remember Everyone Deployed) How many members participate? \_\_\_\_\_\_\_
9. Did your Unit promote and submit nominations for the **Salute to a servicemember Award?**

**Past Presidents Parley:**

1. Did your Unit promote mentor opportunities for your members?\_\_\_\_\_\_\_\_\_
2. How many Past Presidents support/assisted your Unit?\_\_\_\_\_\_\_\_

**Poppy:**

1. How did your Unit bring awareness of the poppies to your members & 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 you distribute?\_\_\_\_\_\_\_ How many did you use in displays, decorations, etc. \_\_\_\_\_\_\_ What were some of the most creative uses 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.)? Yes/No
5. How does your Unit use the restricted funds raised during poppy distribution?\_\_\_\_\_\_\_
6. What publicity or advertising does your Unit use for the poppy program?
7. Does your Unit promote the poppy poster contest? Yes/No If so, how and where? How many poppy posters did your Unit receive? \_\_\_\_\_\_\_\_\_
8. Does your Unit have a Miss Poppy? How were they selected?\_\_\_\_\_\_\_\_\_
9. How does 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 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 Or our alaforveterans.org website, Facebook Pages? Yes/No
6. Does your Unit encourage members to sign up for *ALAeNews* & *In The Know eBulletin*?
7. Does your Unit, 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):**

1)How many members in your Unit volunteered at a VA healthcare facility? How many hours of time volunteered? \_\_\_\_\_

2) How many members in your Unit volunteered to serve veterans outside a VA facility?\_\_\_\_\_\_ (Service To Veterans)? How many hours of time volunteered? \_\_\_\_\_

3) Does your Unit keep track of their members volunteer hours & submit them for recognition?\_\_\_\_\_\_

4) How did your Unit honor veterans over the past year?\_\_\_\_\_\_\_\_

5) How 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 that narratives need not be more than 2-3 sentences.**

**REMEMBER TO ALSO SUBMIT YOUR COMPLETED UNIT YEAR-END IMPACT NUMBERS REPORT FORM TO YOUR DISTRICT PRESIDENT BY MARCH 30, 2024.**