

2025 – 2026 Annual Community Service Reporting Form for Units

Unit # _____ **District #** _____

Submitter

Name _____

Address _____

City/State/Zip _____

Phone # () _____ **email** _____

Please provide a brief narrative, when requested, in the box provided. If more space is needed, attach a separate sheet. A narrative should explain 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. When aiding and supporting an outside organization, briefly explain who they are and how they support our mission or the community. A brief narrative need not be more than a short paragraph of two or three sentences.

Please include photos of your activities along with your narratives.

Please indicate if you have a member applying for or if your Unit is applying for any Department or National awards. Please include the official name of the award, not just Best Unit Report, etc. 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. ***Unit reports are due by March 31.***

Community Service:

What kind of projects/events did the members of your Unit participate in to benefit their communities? How do these events align with the American Legion Auxiliary Mission? (examples—blood drives, Scouting, community beautification) – Please provide a brief narrative describing these efforts, including hours volunteered and money spent or donated. Reportable hours must be active service projects.

- 1) Did your Unit members assist any homeless shelters, food banks, domestic violence shelters, senior centers, nursing homes, etc? Yes ☐ No ☐ Please provide a brief narrative describing these efforts, including hours and money spent/donated.

- 2) Did your Unit members volunteer and work with other organizations in their communities? Yes ☐ No ☐ Please provide a brief narrative describing these organizations and your efforts, including hours volunteered and money spent/donated.

- 3) Did your Unit sponsor or participate in National Day of Service events (9-11 Patriot Day, Make a Difference Day, Martin Luther King Day)? Yes ☐ No ☐ Please provide a brief narrative describing these efforts.

- 4) How did your unit participate in National Night Out to recognize Law Enforcement, Firefighters, and other First Responders? Please provide a brief narrative describing these efforts.

5) Did your Unit adopt a special project in your community? Please provide a brief narrative with details.

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

7) How did your Unit participate in American Legion Family Day? Please attach a brief narrative.

Please include any additional projects, events, and information in your narrative.