

American Legion Auxiliary ANNUAL REPORT FORMS 2016-2017

Please complete the section you are reporting: **Individual Member, Unit, District/County, or Department**

HERE'S WHAT YOU NEED TO KNOW ABOUT REPORTING

Reporting Content

There are two types of end-of-year reports: narrative (written) and impact (cumulative numbers). Each department committee chairman must send mid-year and year-end narrative reports for her specific committee to her national committee chairman and division committee chairman. Please see the individual Program Action Plan for detailed instructions. Specific information to include for each program is also noted in the individual Program Action Plan.

Each member tracks her own hours and resources used while doing the mission throughout the year. Then, when it's time to send your report to your unit, hours are tracked on one sheet and ready to submit. Each organizational level flows up to the next, and we end up with an impressive collective Auxiliary impact. This is the most basic and critical step in reporting. Even members who don't attend meetings are volunteering, so let's capture every hour we can!

The departments' annual impact reports are sent to National Headquarters where they are compiled by ALA National Headquarters staff into the ALA Annual Impact Report. This Impact Report is used to demonstrate who we are, what we do, and why we matter. For example, in 2015, American Legion Auxiliary volunteers provided \$3.1 billion in service! The American Legion includes our data in their annual report to Congress. If you are unsure of how many or where to count your hours, use your best judgment - reasonable estimates are just fine. Just be sure to report your numbers only one time in one place. Members and units, please check with your department on where and when to send your impact numbers.

Reporting Deadlines

Narrative Reports: All department chairmen are required to submit a narrative mid-year report by January 5, 2017, and a year-end report by May 15, 2017, to their respective division chairmen and/or the national chairmen. Many departments ask their unit chairmen to submit a narrative report to the department chairmen. Please check with your department to determine the individual department reporting deadlines. When submitting your narrative report to your division and national chairman, please be sure to copy yourself and another unit, district/county or department officer.

Impact Reports: Department impact reports are due to National Headquarters by June 1, 2017. See Impact Numbers Reporting process on the next page.

The ALA Annual Impact Numbers Reporting Process At-A-Glance

You, important ALA member, volunteer and raise resources to “do the ALA’s mission” throughout the year, and record your service hours and financial investment using the ALA Impact Numbers Tracking Worksheet



ALA member reports volunteer service to unit by unit’s deadline (usually in April)



Unit president compiles its members’ numbers and sends Unit Impact Report to district or county (if applicable) or otherwise on to department



County/district president compiles its units’ numbers and sends county/district Impact Report to department by department’s deadline (usually in May)



Appropriate department representative compiles numbers and sends to ALAReports@ALAforVeterans.org by June 1, 2017.



ALA National Headquarters compiles all the departments’ numbers and prepares the *American Legion Auxiliary Annual Impact Report ~ ALA by the Numbers* for The American Legion to submit to Congress, and shares impact with the U.S. Department of Veterans Affairs, media and the public!

The “Member Tracking Worksheet” follows. All of the tracking worksheets – department, district/county, unit and member – are on the website and can either be printed for individual use, or downloaded from www.ALAforVeterans.org to your computer’s desktop for easy digital reporting. The electronic version automatically sums your hours when you enter them.

MY SERVICE TO OUR CHILDREN & YOUTH

Hours I volunteered for all children, not just military children:

Number of hours volunteered for patriotic programs for children:

Dollar amount of goods given to children (reasonable estimate):

Dollar amount of cash aid given to benefit children:

Dollar amount of contributions to TAL Family Support Network

Dollar amount of contributions to American Legion Endowment Fund:

Dollar amount of contributions to all other child service charities:

Dollar amount of contributions to American Legion Child Welfare Foundation:

Dollar amount of contributions to Temporary Financial Assistance:

MY SERVICE TO OUR COMMUNITIES

Hours in community service for any projects not already included above:

Dollars spent doing community projects not already included above: \$

Find tracking forms for members, units, districts/counties and departments, online at www.ALAforVeterans.org under Member Resources.

To save this file in your My Documents folder, or to your desktop, click Save As, as either an Excel Workbook file or Excel 97-2003 Workbook file.

COMPLETE THE APPLICABLE SECTION:
(Individual Member, Unit, District/County, or Department)

American Legion Auxiliary

MEMBER Year-End Impact Numbers Report

I am a member of Unit # _____, Unit Name _____

Department _____

My name _____

Here is what I did in the 12 months from ____/____/2016 to ____/____/2017:

1. **My service for veterans** (*Examples include hours volunteering at the VA, helping wounded warriors and elderly veterans at home, providing transportation, distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts Festival, helping National Guard Family Support Groups, supporting their needs lists; supporting adopt-a-military-family projects; fundraising events at your unit, such as a Walk, Run & Roll, assisting with veterans job fairs, advocating for The American Legion legislative agenda that supports veterans, etc.*)

Hours I volunteered: _____

Dollars I personally spent: \$ _____

Value of in-kind donations received: \$ _____

In-kind donations are non-cash donations of goods or services that offset your expenses.

Number of veterans assisted: _____

Number of *Veterans in Community Schools* presentations I facilitated: _____

2. **My service for active-duty and reserve military** (*examples include shopping for and preparing care packages, writing letters, contacting legislators, helping with US military or National Guard send-off and welcome-home events, etc.*)

Hours volunteered: _____

Dollars spent: \$ _____

Number of servicemembers served: _____

3. **My service for military families: include programs specifically for military and veterans' children** (*examples include organizing and delivering hero packs, helping with service projects, providing child care, tutoring at school, distributing Blue Star Banners, coupon clipping for active-duty military, adopting a military family, providing military G.I. Josh dogs, etc.*)

Hours volunteered: _____

Dollars spent: \$ _____

Number of military families served: _____

4. Service to our Children & Youth (Note: Some of this information will also be reported to The American Legion)

Number of volunteer hours served for all children, not just military children: _____

Number of hours volunteered for patriotic programs for children: _____

Dollar amount of goods given to children (whole dollar amounts, reasonable estimate): \$ _____

Dollar amount of cash aid given to benefit children (whole dollar amounts): \$ _____

Dollar amount of contributions to TAL Family Support Network (whole dollar amounts): \$ _____

Dollar amount of contributions to American Legion Endowment Fund (whole dollar amounts): \$ _____

Dollar amount of contributions to all other child service charities (whole dollar amounts): \$ _____

Dollar amount of contributions to American Legion Child Welfare Foundation (whole dollar amounts):

\$ _____

Dollar amount of contributions to Temporary Financial Assistance (whole dollar amounts): \$ _____

5. Service to Our Communities

Total number of hours doing community service for any projects not included in questions 1 through 4 (i.e., blood drives, walks for community causes, food pantries, etc.): _____

Total dollars spent doing community projects not included in questions 1 through 4: \$ _____

When completed, send to: _____ **by** _____ / _____ / _____
(Get name and date from unit)

UNIT Year-End Impact Numbers Report

Unit # _____, Unit Name _____

Department _____

Unit President _____

Your Name (if other than president) _____

Your Email _____

Here is what our unit did in the 12 months from ____ / ____ /2016 to ____ / ____ /2017:

- 1. Our service for veterans** (examples include hours volunteering at the VA, helping wounded warriors and elderly veterans at home, providing transportation, distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts Festival, fundraising events at your unit or post, assisting with veterans job fairs, helping homeless veterans and their families, advocating for The American Legion legislative agenda that supports veterans, organizing a Walk, Run & Roll, etc.)

Hours volunteered (by members reporting): _____

Dollars we spent: \$ _____

Value of in-kind donations received: \$ _____

In-kind donations are non-cash donations of goods or services that offset your expenses.

Total amount of contributions made to other organizations or agencies (except Child Welfare Foundation)

Number of veterans assisted: _____

Number of *Veterans in Community Schools* presentations facilitated: _____

Number of poppies or poppy items distributed: _____

Dollars raised from the poppies or poppy items distributed: \$ _____

- 2. Our service for active-duty and reserve military** (examples include shopping for and preparing care packages, writing letters, contacting legislators, helping with US military or National Guard send-off and welcome-home events)

Hours volunteered: _____

Dollars spent: \$ _____

Number of US servicemembers served: _____

- 3. Our service for military families: Include programs specifically for military and veterans' children.** (examples include organizing and delivering hero packs, helping with service projects, providing child care, tutoring at school, distributing Blue Star Banners, clipping coupons for active-duty military, adopting a military family, providing G.I. Josh dogs, etc.)

Hours volunteered: _____

Dollars spent: \$ _____

Number of military families served: _____

- 4. Scholarships our unit presented:**

Number of scholarships presented/awarded: _____

Dollar amount of local scholarships \$ _____

Dollar amount donated to department scholarships \$ _____

- 5. Service to our Children & Youth (Note: Some of this information will also be reported to The American Legion)**

Number of hours volunteered serving all children, not just military children: _____

Number of hours volunteered for patriotic programs for children: _____

Number of Children & Youth activities held: _____

Number of children given aid (cash or goods): _____

Dollar amount of goods given to children (whole dollar amounts, reasonable estimate): \$ _____

Dollar amount of cash aid given to benefit children: \$ _____

Unit participation (check all that apply):

Health & Safety (Play It Safe, Youth Suicide, Gateway Drugs) Halloween Safety
 April is C&Y Month Family Support Network
 Temporary Financial Assistance National Family Week

Dollar amount of parties, dinners, prizes and gifts for children related activities: \$ _____

Dollar amount of administrative costs (paper, equipment, etc.) for children related activities: \$ _____

Dollar amount of all other expenses: \$ _____

Dollar amount of contributions to TAL Family Support Network: \$ _____

Dollar amount of contributions to American Legion Endowment Fund: \$ _____

Dollar amount of contributions to all other child service charities: \$ _____

Dollar amount of contributions to American Legion Child Welfare Foundation: \$ _____

Dollar amount of contributions to Temporary Financial Assistance: \$ _____

6. ALA Girls State

Total number of volunteer hours spent on recruiting delegates for ALA Girls State: _____

Number of volunteers: _____

Expenditures for promotion of and recruitment for ALA Girls State: _____

7. Service to Our Communities

Total number of hours doing community service for any projects not included in questions 1 through 6 (i.e., blood drives, walks for community causes, food pantries, etc.): _____

Total dollars spent doing community projects not included in questions 1 through 6: \$ _____

When completed, send to: _____ **by** ____ / ____ / ____
 (Get name and date from district or county, if applicable, or department)

DISTRICT/COUNTY Year-End Impact Numbers Report

District/County # _____ Department _____

Number Units _____ Number Units Reporting _____

District/County President _____

Here is what our district/county did in the 12 months from _____ / _____ /2016 to _____ / _____ /2017:

- 1. Our service for veterans** *(examples include hours volunteering at the VA, helping wounded warriors and elderly veterans at home, providing transportation, distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts Festival, fundraising events at your unit or post, assisting with veterans job fairs, helping homeless veterans and their families, advocating for The American Legion legislative agenda that supports veterans, organizing Walk, Run & Roll events, etc.)*

Hours volunteered: _____

Dollars we spent: \$ _____

Value of in kind donations received: \$ _____

In-kind donations are non-cash donations of goods or services that offset your expenses.

Total amount of contributions made to other organizations or agencies (except Child Welfare Foundation)

Number of veterans assisted: _____

Number of *Veterans in Community Schools* presentations facilitated: _____

Number of poppies or poppy items distributed: _____

Dollars raised from the poppies or poppy items distributed: \$ _____

- 2. Our service for active-duty and reserve military** *(Examples include shopping for and preparing care packages, writing letters, contacting legislators, helping with US military or National Guard send-off and welcome-home events)* Hours volunteered: _____

Dollars spent: \$ _____

Number of US servicemembers served: _____

- 3. Our service for military families: Include programs specifically for military and veterans' children** *(examples include organizing and delivering hero packs, helping with service projects, providing child care, tutoring at school, distributing Blue Star Banners, adopting a military family, providing G.I. Josh dogs, etc.)*

Hours volunteered: _____

Dollars spent: \$ _____

Number of military families served: _____

- 4. Scholarships our district/county and units presented:**

Total number of scholarships presented: _____

Total dollar amount of all scholarships presented \$ _____

Total dollar amount donated to department scholarships \$ _____

- 5. Service to our Children & Youth (Note: Some of this information will also be reported to The American Legion)**

Number of hours volunteered serving all children, not just military children: _____

Number of hours volunteered for patriotic programs for children: _____

Number of Children & Youth activities held: _____

Number of children given aid (cash or goods): _____

Dollar amount of goods given to children (whole dollar amounts, reasonable estimate): \$ _____

Dollar amount of cash aid given to benefit children: \$ _____

District/County participation (check all that apply):

Health & Safety (Play It Safe, Youth Suicide, Gateway Drugs) Halloween Safety
 April is C&Y Month Family Support Network
 Temporary Financial Assistance National Family Week

Dollar amount of parties, dinners, prizes and gifts for children related activities: \$ _____

Dollar amount of administrative costs (paper, equipment, etc.) for children related activities: \$ _____

Dollar amount of all other expenses: \$ _____

Dollar amount of contributions to TAL Family Support Network: \$ _____

Dollar amount of contributions to American Legion Endowment Fund: \$ _____

Dollar amount of contributions to all other child service charities: \$ _____

Dollar amount of contributions to American Legion Child Welfare Foundation: \$ _____

Dollar amount of contributions to Temporary Financial Assistance: \$ _____

6. ALA Girls State

Total number of volunteer hours spent on recruiting delegates for ALA Girls State, orientation and other activities: _____

Number of volunteers: _____

Expenditures for promotion of and recruitment for ALA Girls State: _____

7. Service to Our Communities

Total number of hours doing community service for any projects not included in questions 1 through 5 (i.e., blood drives, walks for community causes, food pantries, etc.): _____

Total dollars spent doing community projects not included in questions 1 through 6: \$ _____

When completed, send to: _____ **by** ____ / ____ / ____
 (Get name and date from department)

DEPARTMENT Year-End Impact Numbers Report

Department _____

Number of Units in Department _____ Number of Units Reporting _____

Department President _____

Department Secretary _____

Name of Person Submitting This Report _____ Email _____

Here is what our department did in the 12 months from ____/____/2016 to ____/____/2017:

- 1. Our service for veterans** (examples include hours volunteering at the VA, helping wounded warriors and elderly veterans at home, providing transportation, distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts Festival, fundraising events at your unit or post, assisting with veteran job fairs, helping homeless veterans and their families, advocating for The American Legion legislative agenda that supports veterans, organizing a Walk, Run & Roll, etc.)

Hours volunteered: _____

Dollars we spent: \$ _____

Value of in-kind donations received: \$ _____

In-kind donations are non-cash donations of goods or services that offset your expenses.

Total amount of contributions made to other organizations or agencies (except Child Welfare Foundation):

Number of veterans assisted: _____

Number of *Veterans in Community Schools* presentations facilitated: _____

Number of poppies or poppy items distributed: _____

Dollars raised from the poppies or poppy items distributed: \$ _____

Number of veterans who made the poppies or poppy items for distribution: _____

(not applicable for pre-assembled poppies you purchased from another source)

Total amount paid to veterans who made poppies: \$ _____

- 2. Our service for active-duty and reserve military** (examples include shopping for and preparing care packages, writing letters, contacting legislators, helping with US military or National Guard send-off and welcome-home events, et. al.)

Hours volunteered: _____

Dollars spent: \$ _____

Number of US servicemembers served: _____

- 3. Our service for military families: Include programs specifically for military and veterans' children** (examples include organizing and delivering hero packs, helping with service projects, providing child care, tutoring at school, distributing Blue Star Banners, adopting a military family, providing military G.I. Josh dogs, et. al.)

Hours volunteered: _____

Dollars spent: \$ _____

Number of military families served: _____

- 4. Scholarships our department, districts/counties, and units presented:**

Total number of scholarships presented: _____

Total dollar amount of all scholarships presented: \$ _____

Total dollar amount donated to scholarship funds throughout your department: \$ _____

- 5. Service to Our Children & Youth (Note: Some of this information will also be reported to The American Legion)**

Number of hours volunteered serving all children, not just military children: _____
 Number of hours volunteered for patriotic programs for children: _____
 Number of Children & Youth activities held: _____
 Number of children given aid (cash or goods): _____
 Dollar amount of goods given to children (whole dollar amounts, reasonable estimate): \$ _____
 Dollar amount of cash aid given to benefit children: \$ _____
 Department participation (check all that apply):
 ___ Health & Safety (Play It Safe, Youth Suicide, Gateway Drugs) ___ Halloween Safety
 ___ April is C&Y Month ___ Family Support Network
 ___ Temporary Financial Assistance ___ National Family Week
 Dollar amount of parties, dinners, prizes and gifts for children related activities: \$ _____
 Dollar amount of administrative costs (paper, equipment, etc.) for children related activities: \$ _____
 Dollar amount of all other expenses: \$ _____
 Dollar amount of contributions to TAL Family Support Network: \$ _____
 Dollar amount of contributions to American Legion Endowment Fund: \$ _____
 Dollar amount of contributions to all other child service charities: \$ _____
 Dollar amount of contributions to American Legion Child Welfare Foundation: \$ _____
 Dollar amount of contributions to Temporary Financial Assistance: \$ _____

6. ALA Girls State

Total number of volunteer hours spent on and at ALA Girls State: _____
 Total number of volunteers: _____
 Total expenditures for ALA Girls State: _____

7. Service to Our Communities

Total number of hours doing community service for any projects not included in questions 1 through 6 (i.e., blood drives, walks for community causes, food pantries, etc.): _____
 Total dollars spent doing community projects not included in questions 1 through 6: \$ _____

Department impact numbers are due to ALAREports@ALAforVeterans.org by June 1, 2017.

Department presidents: Remember - This ALA Impact Numbers Report is separate from your Department President's Report

See also: www.ALAforVeterans.org for:

- **Annual Impact Numbers Report Instructions**
- **ALA Impact Numbers Online Tracking Worksheet**