

American Legion Auxiliary
YEAR-END IMPACT REPORT FORMS
2019-2020

Why report these numbers?

Every hour, every dollar ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride in belonging to the world's largest patriotic women's organization, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers. These numbers proclaim our impact and make membership in the ALA meaningful.

These numbers are also reported to The American Legion, which includes them in its annual report to Congress. To make this process easier for you, it has been simplified and the form has been condensed to essential information. If you aren't sure, even giving an estimate is better than not reporting at all.

How to complete the Impact Report Form

1. **Each ALA member** should fill out the Member Form and give it to her unit president. This probably happens in April, but check with your unit.
2. The unit president (or her designee) compiles all of the member data on the Unit Form and adds any additional data not reported individually by unit members. This form then gets forwarded to either the district/county (if applicable) or department, which compiles all the records.
3. It is more important that you report information in one section of the form only rather than worry if you have selected the right category. For example, if you provide a service for children, it should go in either Service for Military Families (for example, camps for military children only) or Service for Children & Youth (Legion Family camps for all children) but not in both places.
4. Please round to whole dollar values (for example, \$149.50 should be \$150).

Report Simplifications

1. All service for all military whether active duty, retired, or reserve component is now combined in one section.
2. Each section has better defined examples of the service that should be reported.
3. **For Units, Districts/Counties, and Departments:**
“Line numbers” and “Obtain Total From” columns have been added to help in transferring data from form to form. For example, units can find the number of Volunteer Hours for Military Families on Line 5 of the Member Form.

A downloadable fillable monthly tracking worksheet and annual report form is available under the Members Only, Annual Report Forms section on the national website: www.ALforVeterans.org

Thank you for taking the time to REPORT your VALUABLE SERVICE and helping us TELL OTHERS about our INCREDIBLE IMPACT!

Turn in to Unit President by April 15th, 2020

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 MAY 1, 2019 TO APRIL 30, 2020.

- 1. My ALA Service for Veterans/Active-Duty/Reserve Military** (*Examples: hours shopping for and preparing care packages for deployed troops, helping wounded warriors and elderly veterans at home, providing transportation, military send-off and welcome-home events, parades, projects for homeless veterans, activities related to distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts Festival, fundraising events that benefit veterans (such as Walk, Run & Roll), assisting with veterans hiring fairs, advocating for The American Legion legislative agenda that supports veterans and the military.*)

Line 1 Hours I volunteered: _____

Line 2 Dollars I personally spent/donated: \$ _____

Line 3 Number of veterans/military I assisted: _____

Line 4 Number of "Veterans in Community Schools" presentations I facilitated: _____

- 2. My ALA Service for Military Families:** (*Examples: programs for military and veterans' children, helping Family Support Groups, supporting adopt-a-military-family projects, military spouse hiring fairs, organizing and delivering hero packs, providing child care for military activities, distributing Blue Star Banners, providing G.I. Josh dogs*)

Line 5 Hours I volunteered: _____

Line 6 Dollars I personally spent/donated: \$ _____

Line 7 Number of military families I served: _____

- 3. My ALA Service for Youth** (*Examples: Jr. Activities, classroom and patriotic activities for children, camps open to all children, raising funds for or promoting Legion Family activities like Girls State*)

Line 8 Hours I volunteered for ALA Girls State: _____

Line 9 Hours I volunteered for all other Legion Family youth activities: _____

Line 10 Dollars I personally spent on goods for youth activities (parties, backpacks): \$ _____

Line 11 Direct cash aid to help a needy child: \$ _____

Line 12 Number of children/youth served: _____

Line 13 Dollars donated to all other child service charities (ex: Make a Wish, St. Jude's): \$ _____

- 4. My Service Representing the ALA in My Community** (*Examples: blood drives, walks/runs, food pantries*)

Line 14 Total number of hours for any service not included in Sections 1 through 3: _____

Line 15 Total dollars spent for any service not included in Sections 1 through 3: \$ _____

5. Mileage

Line 16 Miles driven in providing my above ALA service (**not** attending regular meetings): _____

When completed, send to: _____ by _____ / _____ / _____

(Get name and date from unit)

**CONGRATULATIONS--YOU DID IT! THANK YOU FOR ALL YOU DO
AND FOR REPORTING YOUR SERVICE!**

MANDATORY FOR ALL UNITS

Send to Your District President by May 1st, 2020

American Legion Auxiliary

UNIT Year-End Impact Numbers Report

Unit # _____ Unit Name _____

Department _____ Unit President _____

Your Name (if other than president) _____

Your Email _____

Number of Member Impact Reports _____

Here is what our unit did in the 12 months from MAY 1, 2019 TO APRIL 30, 2020.

1. Our ALA Service for Veterans/Active-Duty/Reserve Military

	Service for Veterans/Military	Obtain Total From	Member +	Unit =	Total
Line 1	Total hours members volunteered	<i>Member Form Line 1</i>		N/A	
Line 2	Total dollars spent	<i>Member Form Line 2</i>	\$	\$	\$
Line 3	Total number of veterans/military assisted	<i>Member Form Line 3</i>			
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	<i>Member Form Line 4</i>			
Line 5	Value of in-kind donations received*	Unit Records	N/A	\$	\$
Line 6	Number of poppies or poppy items distributed	Unit Records	N/A		
Line 7	Dollars raised from poppies	Unit Records	N/A	\$	\$

*Estimated cash value of non-cash donations from **NON-MEMBERS** of goods (like paper goods, clothing) or services (like pro-bono CPA services from a local firm)

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Total From	Member +	Unit =	Total
Line 8	Total hours members volunteered	<i>Member Form Line 5</i>		N/A	
Line 9	Total dollars spent	<i>Member Form Line 6</i>	\$	\$	\$
Line 10	Number of military families served	<i>Member Form Line 7</i>			

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Member +	Unit =	Total
Line 11	Total hours for ALA Girls State	<i>Member Form Line 8</i>		N/A	
Line 12	Dollars spent for ALA Girls State	Unit Records	N/A	\$	\$
Line 13	Total hours for other Legion Family youth activities	<i>Member Form Line 9</i>		N/A	
Line 14	Dollars spent on goods for youth activities	<i>Member Form Line 10</i>	\$	\$	\$
Line 15	Dollar amount of direct cash aid to help a needy child	<i>Member Form Line 11</i>	\$	\$	\$
Line 16	All other UNIT expenses (parties, dinners, paper goods, trophies)	Unit Records	N/A	\$	\$
Line 17	Total number of children/youth served	<i>Member Form Line 12</i>			
Line 18	Donations to all other child service charities	<i>Member Form Line 13</i>	\$	\$	\$

4. Our Service Representing the ALA in Our Community

	For any service not included in Sections 1-3	Obtain Total From	Member +	Unit =	Total
Line 19	Total number of hours	<i>Member Form Line 14</i>		N/A	
Line 20	Total dollars spent	<i>Member Form Line 15</i>	\$	\$	\$

5. Mileage

		Obtain Total From	Total
Line 21	Total miles driven in providing ALA service	<i>Member Form Line 16</i>	

6. Scholarships Presented/Awarded by Our Unit

	Scholarships	Obtain from	Total
Line 22	Number of unit scholarships presented/awarded	Unit Records	
Line 23	Total dollar amount of unit scholarships	Unit Records	\$
Line 24	Total dollar amount donated to department scholarships	Unit Records	\$

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

CONGRATULATIONS---YOU DID IT! THANK YOU FOR ALL YOU DO AND FOR REPORTING YOUR UNIT'S IMPACT!

MANDATORY FOR EACH DISTRICT

Send to Department Sec./Ex. Director by May 15th, 2020

American Legion Auxiliary

**DISTRICT/COUNTY/COUNCIL
Year-End Impact Numbers Report**

District/County _____ Department _____

Number Units in District/County _____ Number of Units Reporting _____

Total Number of Members Reporting _____

Your name _____ Email _____

Here is what our units did in the 12 months from MAY 1, 2019 TO APRIL 30, 2020.

1. Our ALA Service for Veterans/Active-Duty/Reserve Military

	Service for Veterans/Military	Obtain Total From	Total
Line 1	Total hours members volunteered	<i>Unit Form Line 1</i>	
Line 2	Total dollars spent	<i>Unit Form Line 2</i>	\$
Line 3	Total number of veterans/military assisted	<i>Unit Form Line 3</i>	
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	<i>Unit Form Line 4</i>	
Line 5	Value of in-kind donations received*	<i>Unit Form Line 5</i>	\$
Line 6	Total number of poppies or poppy items distributed	<i>Unit Form Line 6</i>	
Line 7	Total dollars raised from poppies	<i>Unit Form Line 7</i>	\$

*Estimated cash value of non-cash donations from **NON-MEMBERS** of goods (like paper goods, clothing) or services (like pro-bono CPA services from a local firm)

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Total From	Total
Line 8	Total hours members volunteered	<i>Unit Form Line 8</i>	
Line 9	Total dollars spent	<i>Unit Form Line 9</i>	\$
Line 10	Total number of military families served	<i>Unit Form Line 10</i>	

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Total
Line 11	Total hours for ALA Girls State	<i>Unit Form Line 11</i>	
Line 12	Total dollars spent for ALA Girls State	<i>Unit Form Line 12</i>	\$
Line 13	Total hours for other Legion Family youth activities	<i>Unit Form Line 13</i>	
Line 14	Total dollars spent on goods for youth activities	<i>Unit Form Line 14</i>	\$
Line 15	Total dollar amount of direct aid to help a needy child	<i>Unit Form Line 15</i>	\$
Line 16	Total other UNIT expenses (parties, dinners, paper goods, trophies)	<i>Unit Form Line 16</i>	\$
Line 17	Total number of children/youth served	<i>Unit Form Line 17</i>	
Line 18	Total dollars to other child service charities	<i>Unit Form Line 18</i>	\$

4. Our Service Representing the ALA in Our Communities

	For any service not included in Sections 1-3	Obtain Total From	Total
Line 19	Total number of hours	<i>Unit Form Line 19</i>	
Line 20	Total dollars spent	<i>Unit Form Line 20</i>	\$

5. Mileage

		Obtain Total From	Total
Line 21	Total miles driven by members in ALA Service	<i>Unit Form Line 21</i>	

6. Scholarships our Units & District/County Presented/Awarded

	Scholarships	Obtain Total From	Units	+	District or County	=	Total
Line 22	Total number of scholarships presented or awarded	<i>Unit Form Line 22</i>					
Line 23	Total dollar amount of scholarships	<i>Unit Form Line 23</i>	\$		\$		\$
Line 24	Total dollar amount donated to department scholarships	<i>Unit Form Line 24</i>	\$		\$		\$

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

CONGRATULATIONS---YOU DID IT! THANK YOU FOR ALL YOU DO AND FOR REPORTING YOUR DISTRICT/COUNTY/COUNCIL'S IMPACT!

END OF YEAR IMPACT REPORTING

FAQs

- Question: Where do I report my service for a National Guard "Welcome Home" activity?
Answer: *Service for ALL members of the military, whether they are retired, active-duty or in the reserve component such as the National Guard is now reported in "Section 1: My Service for Veterans, Active-Duty, and Reserve Military."*
- Question: Do I report my VAVS (Veterans Administration Voluntary Services) on the Impact Form since I already sign in at the VA when I volunteer?
Answer: No, the ALA receives those hours from the VA on a yearly basis.
- Question: Does time shopping for care packages for deployed military count as service?
Answer: *Yes, shopping for care packages not only counts as service hours under Section 1, but also mileage associated with shopping for care packages may be reported under the new section "Section 5: Mileage."*
- Question: So.... does driving my daughter to Junior Meetings count as service?
Answer: *Sorry, that falls within your responsibility as a parent. You get kudos for being a great ALA parent though!*
- Question: My unit volunteered at a summer camp for military kids. Where should I report this service?
Answer: *You may report service for summer camps open only to military kids under "Section 2: My ALA Service for Military Families." If the camp is open to ALL children, then your service would be reported under "Section 3: My ALA Service for Youth." But don't worry if you don't remember. Just report it somewhere.... once!*
- Question: My neighbor is deployed, so I help her husband by babysitting their children once a week. Does this count?
Answer: *Absolutely! Report this under "Section 3: My ALA Service for Military Families."*
- Question: What if I don't know exactly where on the form to report my service?
Answer: *You can always report it under "Section 4: My Service Representing the ALA in My Community."*
- Question: Can I count hours spent taking care of a veteran who lives with me but is not a blood relative?
Answer: *As long as you are not receiving compensation in return for your role as a care-giver (such as when you care for your spouse), you may report it under "Section 1: My ALA Service for Veterans, Active-Duty and Reserve Military."*
- Question: Can I count hours spent preparing meals for Legion meetings and administrative support for TAL commanders as hours spent in Service to Veterans?
Answer: *Those hours count but should be reported under "Section 4: My Service Representing the ALA in My Community." Some of our members aptly describe those activities as family chores.*

THANK YOU FOR SERVING **AND** REPORTING!