

DEPARTMENT PROGRAM REPORT FORMS

Every Program has a Report that is very similar. It is a gathering of information about your Unit and what you did during the past year to support each program. Some Units may think they only have one report form to turn in as they may have only one program they actively supported. However, that is not true.

Every Unit should have a:

- VA&R report because, every paid member contributes 75 cents to the Department VA&R fund.
- C&Y report because every paid member contributes 25 cents to the Department C&Y fund.
- All Units are required by National to complete the National Impact Report.

All other reports are left up to the Unit to decide which ones if any they will submit. As a Department we don't mandate any report except the National Impact Report which National requires from every Unit.

UNIT CHAIRMAN INFORMATION SECTION

Let's take a look at how to complete a Program Report form. The top part of the form asks for information so that if there is a reason to contact your Unit about the information submitted we have a contact person. Membership Goal should be the Unit Goal for the current year. If you are over goal please state the Unit goal then add + and the number of members over goal.

The reason the Member ID# is needed....because if the report and narrative would be submitted to National they require the Member ID# on the submission.

The last requirement in the personal information section is the award you are submitting. For example if you are submitting for Miriam Junge Plaque (best C&Y program), Sue Fredrick Plaque (best VA&R program), Patricia Logan Plaque (best Americanism program) etc. any special plaque for a particular program. If no Narrative accompanies the report or if no award name is given, then it is considered the Unit Annual Department Report for that program and is applied to the Citation of Merit and the President's Award of Excellence for the Unit.

QUESTION SECTION

The next section are specific questions that your Department Chairman will need to complete her report at the end of the year to National. These are questions that National has asked be included in a Department Report. It is also a way for the Department Chairman to know a little more about how your Unit supported the program. Not all Units participate in the activities that are asked about and that's ok. It is just the Department trying to make it easier for those who do not wish to write a narrative. It will also help the Unit when you fill out the required National Unit Impact Report.

PROGRAM SUMMATION/BOXES

These are the boxes that seem to cause all the confusion. Your Unit will not necessarily have all the boxes completed but you **MUST** have at least one box with a number in it. For most programs the questions of volunteers and hours are requested.

So here is where we seem to have a little confusion. If you have 2 ladies volunteer for #1 event and 3 ladies for #2 event but 2 of the ladies worked event #1 then total number of volunteers is 3 not 5. Each volunteer can only be counted once, regardless how many different events they volunteer for.

Total Hours are the hours each member contributed for all the events added together to support the program. So if Susie worked 5 hours for event #1 and 3 hours for event #2 then you record 1 volunteer and 8 volunteer hours. This is where the Unit Volunteer worksheets help track the number of hours each member has donated for the programs. As the Chairman or person submitting the report form you just add all the members worksheet numbers together and put them on the report form.

The next several boxes are program specific. Some of the things they capture are:

- The amount of money the Unit spent promoting the program. Example: Did your Unit spend money to advertise an event where donations would support a program
- The total dollars given to recipients. Example: Scholarships, direct aid to a Veteran, or Military family, BGS delegate fees etc.
- Total number of Veterans served. Try to estimate how many Veterans may have attended or been impacted by an event. Then add all events together to get the total number of Veterans served. If the program targeted the same Veterans in the community please don't count them twice.
- Please pay attention to VA&R and the C&Y programs and make sure you include the assessments in the starred boxes on the report form.

NARRATIVE AND DEADLINE SECTION

Lastly there are the instructions to submit your report to the District or Department Chairman and the deadline for the report. Please make sure you know where to send your report.

Americanism, C&Y, Community Service, Junior Activities and VA&R go to the **District Chairman**, and these chairman are responsible for choosing the winners in each Membership category and submitting them to the Department Chairman. All other program reports go directly to the Department Chairman. There is also information about the Narrative if your Unit wishes to compete for a Department or National Award.

NATIONAL UNIT IMPACT REPORT

This is a MANDATORY report for all Units and is required by National.

Even if your Unit does not wish to fill out any other report form, the Impact Report is the only required report. It is also a required report for those Units wishing to achieve the Department Citation of Merit.

The Unit Impact Report is a National report that is used as a compilation of what our organization does nationwide for our Veterans, our Military, our Children and our Communities. We cannot stress the importance of the services we provide if we don't have the numbers to back up what we say we do. In February, when the American Legion Family does our *Walk On The Hill* in Washington DC, we need to be armed with all the statistics we can muster, to make our point when lobbying for better benefits for our Veterans and our Military, for better education of our youth, and for help in our communities with things like drug addiction and homelessness.

When you answer the questions on the Impact Report it is the addition of ALL of our programs combined. For example....If you assisted a Military Family with Education scholarships, (Education) and you adopted a family for Christmas, (which could be Community Service or C&Y) then all the hours, volunteers and money spent from all the programs affected are added together to answer questions listed under #3 on the Impact Report.

This is done for each question listed under every number on the Impact Report. There are also suggestions given under each number to help guide you. Remember these are not the only things that can be listed when answering the questions. Follow the Summary section of the Department Reports, for ideas that will qualify to answer each question on the Impact Report.

The completed Unit Impact Report is sent to your District President by May 1. Units may not have answers to every question, and that's OK.

The **District President** will then add all the Unit numbers together for a total District Impact Report and send it to Department Secretary Katie **by May 15.**



American Legion Auxiliary

END OF YEAR IMPACT REPORT FORMS

2017-2018

Why report these numbers?

Every hour, every dollar that 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 help 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 was simplified and the form has been condensed to include only essential information. If you aren't sure, 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 usually 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, \$155).

Report Simplifications

1. All service for all military whether active duty, retired, or reserve 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 helpful monthly tracking worksheet is available on the national website under the Members Only section: www.ALAforVeterans.org

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

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, 2017 TO APRIL 30, 2018.

1. **My ALA Service for Veterans/Active-Duty/Reserve Military** (Examples include hours volunteering at the VA (including VAVS), 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:** (include programs specifically 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 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 My direct cash aid to help a needy child: \$ _____

Line 12 Number of children/youth served: _____

Line 13 Dollars I donated to all other child service charities (ex: Make a Wish, St. Jude's): \$ _____
Do not include donations to American Legion funds—these are reported by the Legion.

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!

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, 2017 TO APRIL 30, 2018.

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	Member Form Line 1		N/A	
Line 2	Total dollars spent	Member Form Line 2	\$	\$	\$
Line 3	Total number of veterans/military assisted	Member Form Line 3			
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Member Form Line 4			
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	Member Form Line 5		N/A	
Line 9	Total dollars spent	Member Form Line 6	\$	\$	\$
Line 10	Number of military families served	Member Form Line 7			

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Member	Unit	Total
Line 11	Total hours for ALA Girls State	Member Form Line 8		N/A	
Line 12	Dollars spent for ALA Girls State	Unit Records	N/A	\$	\$
Line 13	Total hours for other Legion Family youth activities	Member Form Line 9		N/A	
Line 14	Dollars spent on goods for youth activities	Member Form Line 10	\$	\$	\$
Line 15	Dollar amount of direct aid to help a needy child	Member Form Line 11	\$	\$	\$
Line 16	All other UNIT expenses (parties, dinners, paper goods, trophies)	Unit Records	N/A	\$	\$
Line 17	Total number of children/youth served	Member Form Line 12			
Line 18	Donations to all other child service charities (do not include American Legion funds)	Member Form Line 13	\$	\$	\$

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	Member Form Line 14		N/A	
Line 20	Total dollars spent	Member Form Line 15	\$	\$	\$

5. Mileage

	Obtain Total From	Total
Line 21	Total miles driven in providing ALA service	Member Form Line 16

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

American Legion Auxiliary

DISTRICT/COUNTY Year-End Impact Numbers Report

District/County _____ Department _____

Number of 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, 2017 TO APRIL 30, 2018.

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

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

*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	Unit Form Line 8	
Line 9	Total dollars spent	Unit Form Line 9	\$
Line 10	Total number of military families served	Unit Form Line 10	

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Total
Line 11	Total hours for ALA Girls State	Unit Form Line 11	
Line 12	Total dollars spent for ALA Girls State	Unit Form Line 12	\$
Line 13	Total hours for other Legion Family youth activities	Unit Form Line 13	
Line 14	Total dollars spent on goods for youth activities	Unit Form Line 14	\$
Line 15	Total dollar amount of direct aid to help a needy child	Unit Form Line 15	\$
Line 16	Total other UNIT expenses (parties, dinners, paper goods, trophies)	Unit Form Line 16	\$
Line 17	Total number of children/youth served	Unit Form Line 17	
Line 18	Total dollars to other child service charities (do not include American Legion funds)	Unit Form Line 18	\$

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	Unit Form Line 19	
Line 20	Total dollars spent	Unit Form Line 20	\$

5. Mileage

		Obtain Total From	Total
Line 21	Total miles driven by members in ALA Service	Unit Form Line 21	

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	Unit Form Line 22			
Line 23	Total dollar amount of scholarships	Unit Form Line 23	\$	\$	\$
Line 24	Total dollar amount donated to department scholarships	Unit Form Line 24	\$	\$	\$

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’S IMPACT!