

American Legion Auxiliary  
**END OF YEAR IMPACT REPORT FORMS**

***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, 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 was 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, \$155).

***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 helpful monthly tracking worksheet is available on the national website under the Members Only section: [www.ALforVeterans.org](http://www.ALforVeterans.org)**

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

# DEPARTMENT Year-End Impact Numbers Report

Department \_\_\_\_\_

Number of Units in Department \_\_\_\_\_ Number of Units Reporting \_\_\_\_\_

Total Number of Members Reporting \_\_\_\_\_

Your Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Here is what our department did in the last 12 months since May 1.

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

	Service for Veterans/Military	Obtain from Unit or District/County Forms	Total
Line 1	Total hours members volunteered	Line 1	
Line 2	Total dollars spent	Line 2	\$
Line 3	Total number of veterans/military assisted	Line 3	
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Line 4	
Line 5	Total value of in-kind donations* received	Line 5	\$
Line 6	Total number of poppies or poppy items distributed	Line 6	
Line 7	Total dollars raised from poppies	Line 7	\$
Line 8	Total number of veterans who made the poppies for distribution <i>(Does not apply to pre-assembled poppies)</i>	Dept. Records	
Line 9	Total amount paid to veterans who made poppies	Dept. Records	\$

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

## 2. Our ALA Service for Military Families

	Service for Military Families	Obtain Totals from Unit or District/County Forms	Total
Line 10	Total hours members volunteered	Line 8	
Line 11	Total dollars spent	Line 9	\$
Line 12	Number of military families served	Line 10	

## 3. Our ALA Service for Youth

	Service for Children/Youth	Obtain Totals from Unit or District/County Forms	Enter Totals from Units or District/County Forms	Enter Department Amount	Total
Line 13	Total hours for ALA Girls State (include non-member volunteers)	Line 11			
Line 14	Total dollars spent for ALA Girls State	Line 12	\$	\$	\$
Line 15	Total hours for other Legion Family youth activities	Line 13		N/A	
Line 16	Total dollars spent on goods for youth activities	Line 14	\$	\$	\$
Line 17	Total dollar amount of direct aid to help a needy child	Line 15	\$	\$	\$
Line 18	All other expenses (parties, dinners, paper goods)	Line 16	\$	\$	\$
Line 19	Total number of children/youth served	Line 17			
Line 20	Total donations to other child service charities	Line 18	\$	\$	\$

**4. Our Service Representing the ALA in our Communities**

	<b>For any service not included in Sections 1-3</b>	<b>Obtain Totals from Unit or District/County Forms</b>	<b>Total</b>
Line 21	Total number of hours	<i>Line 19</i>	
Line 22	Total dollars spent	<i>Line 20</i>	\$

**5. Mileage**

		<b>Obtain Totals from Unit or District/County Forms</b>	<b>Total</b>
Line 23	Total miles driven by members in providing ALA service	<i>Line 21</i>	

**6. Scholarships Our Units, Districts, Counties and Department Presented/Awarded**

	<b>Scholarships presented by Units, Districts/Counties and Department</b>	<b>Obtain Totals from Unit or District/County Forms</b>	<b>Enter Totals from Units or Districts/Counties</b>	<b>+</b>	<b>Enter Department Amount</b>	<b>=</b>	<b>Total</b>
Line 24	Total number of scholarships presented/awarded	<i>Line 22</i>					
Line 25	Dollar amount of scholarships	<i>Line 23</i>	\$		\$		\$
Line 26	Dollar amount donated to department scholarships	<i>Line 24</i>	\$		\$		\$

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

**Department Impact Numbers are due to [ALAREports@ALAforVeterans.org](mailto:ALAREports@ALAforVeterans.org) by June 1**

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