

Year-End Reporting

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Why submit Annual Reports?

- Every hour, every resource that we invest in our veterans, military, their families and the community adds up
- Demonstrates our effectiveness to the world

ROAR Requirement



Annual Report Requirements

4

- Americanism
- Children & Youth
- National Security
- Veterans Affairs and Rehabilitation

4

- ALA Virginia Girls State
- Community Service
- Education
- Junior Activities
- Legislative
- Poppy

2

- Auxiliary Emergency Fund
- Constitution & Bylaws
- History
- Leadership
- Past President's Parley
- Public Relations

Where do we start?



Reporting begins with ...

YOU



Unit Members

- Keep track of the organizations outside of The American Legion Family in which you participate.
- Keep track of your volunteer hours and resources (\$\$\$) spent.
- If you don't know the exact amount, use your best estimate.



Member Tracking

AMERICAN LEGION AUXILIARY TRACKING WORKSHEET - MEMBER

Use this worksheet to track your monthly service for veterans, military and their families. Transfer your "Year-End Total" to the Member Year-End Impact Numbers Report for submission to your unit.														
NOTE: Use this worksheet to keep track of your service.	Мау	June	July	August	September	October	November	December	January	February	March	April	YEAR-END TOTAL	Transfer to Member Year-End Impact Numbers Report
MY ALA SERVICE FOR VETERANS/A	CTIVE-DU	Y/RESER	VE MILITA	RY		······						······	·	
Hours I volunteered														Line 1
Dollars I personally spent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 2
Number of veterans/military I assisted														Line 3
Number of "Veterans in Community School" presentations I facilitated														Line 4
MY ALA SERVICE FOR MILITARY FAI	VILIES	· · · · · · · · · · · · · · · · · · ·	v	·	······	·····		,	·		······	v	·	,
Hours I volunteered														Line 5
Dollars I spent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 6
Number of military families I served														Line 7
MY ALA SERVICE FOR YOUTH														
Hours I volunteered for ALA Girls State														Line 8
Hours I volunteered for all other Legion Family youth activities														Line 9

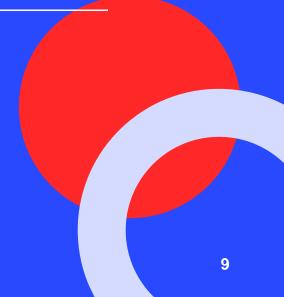
Unit Reports \

Complete Report Header

phone_

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____Mid-Year Report (due Dec. 1, 2023) __X__End of Year Report (due April 15, 2024)
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Unit Name & Number______ District ____ Zone Chairperson's Name____ email____ Chairperson's Address
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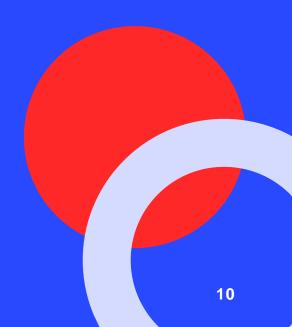


Complete the Questions

Americanism Report

- 1. How did your Unit promote the Americanism Essay Contest?
 - No Report
- 2. How did your Unit promote flag programs?

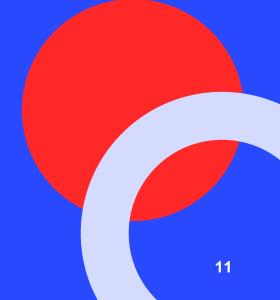
N/A



Complete the Questions Remake

Americanism Report

- 1. How did your Unit promote the Americanism Essay Contest?
 - Unit 999 distributed brochures in 5 local schools and 2 libraries encouraging participation.
- 2. How did your Unit promote flag programs?
 - Distributed 100 copies of Let's Be Right on Flag Etiquette to Boys Scout Troop.



Narrative Report

- ☐ Unit's story of what was accomplished
- ☐ Hours spent
- Money donated
- ☐ Follow word count guidelines

Narrative Examples

Five recipients were awarded a total of \$5,000 in scholarships. We submitted an application for the Spirit of Youth Scholarship and also the supported the Dr. Kate Waller Barrett Scholarship fund with a \$500 contribution

 Our annual Easter Egg Hunt for over 200 children in the community was a huge success. Members personally donated approximately \$500 in the candy eggs, refreshments, and prizes. Twenty six members volunteered a total of 118 hours for this event.

Unit Impact Report

American Legion Auxiliary

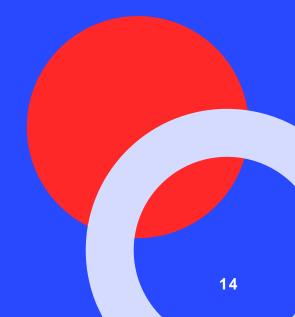
UNIT Year-End Impact Numbers Report

Unit #	Unit Name	
Department	Unit President	
Your Name (if other tha	an president)	
Your Email		
	npact Reports	
Here is what our unit (did in the last 12 months.	

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)



Unit Year-End Checklist

April 15th Deadline must be emailed by 11:59pm or have
 April 15th postmark

- Include Narrative Report
- Include Unit Impact Report



Department Reports



Department Impact Report

American Legion Auxiliary

DEPARTMENT Year-End Impact Numbers Report Guide

The Department Impact Report will be submitted online. Below is a guide that corresponds to the online form and the online tracking information sheet and will help guide you complete the online form. Do NOT send this form to national headquarters – information will only be accepted at https://member.legion-aux.org/Impact-Numbers-Report-Form

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

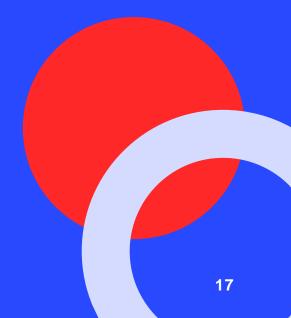
1. Our ALA Service for Veterans/Active Duty/Reserve Military

	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	S
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	S
Line 6	Total number of poppies or poppy items distributed	Line 6	
Line 7	Total dollars raised from poppies	Line 7	S
Line 8	Total number of veterans who made the poppies for distribution (Does not apply to pre-assembled poppies)	Dept. Records	
Line 9	Total amount paid to veterans who made poppies	Dept. Records	s

[&]quot;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

02	Service for Military Families	Obtain Totals from Unit or District/County Forms	Total
Line 10	Total hours members volunteered	Line 8	s terromesor
Line 11	Total dollars spent	Line 9	S
Line 12	Number of military families served	Line 10	(a)



Department Chairmen Checklist

May 15th Deadline for your Year-End reports

- Submit Narrative Report to your respective Southern Division Chairman
- Your Narrative should include highlights of successful projects that were submitted by Units

Department Chairmen Checklist

Submit the names of Units for the Convention Award and Department Award to the Department President by required due date

Submit your Department Impact Report to the Department President by required due date

Thank you

