

ALA VIRGINIA GIRLS STATE ANNUAL REPORT

DUE April 15, 2026

Complete and send to:

Cheryl Shine, 376 Friendship Lane, Mattaponi, VA 23110

Any questions call 775-385-3182 or email ishine4jc24ver@yahoo.com
(preferred) This report covers April 1, 2025 to March 31, 2026

Unit Name and Number

Chairman Name and Address

Phone Contact _____

Email Address

1. How many delegates did your Unit sponsor for the 2025 session?

2. Did your Unit interview the girls and make a final decision? Was the interview in-person or virtual?

3. Did ALA Girls State delegates from ALA VGS join your unit this year?

4. What schools did your delegates attend—public, private, and home school?

5. Did your Unit have outside organizations assist with funding for your delegates? If so, please list

**6. Did your delegates attend an orientation?
Was the orientation provided by your Unit or District?**

7. Does your Unit recognize your delegates upon their return?

8. What other contributions did your Unit make to the ALA Virginia GS program?

9. How did your Unit promote ALA membership to your ALA VGS delegates?

Comments on progress on upcoming program?

Americanism Program 2025-2026
Department of Virginia.

Please complete your report and email/postmarked by the required due dates to:
Dr. Deborah Blanch, 51 Richland Drive, Newport News, VA 23608

_____ Mid-year (Due December 1, 2025) _____ Year-End (Due April 15, 2026)

Unit Name, _____ District Number _____ Unit
Number _____ Zone _____

Chairman's Name: _____

Email _____ Phone _____

1. How did your Unit promote the Americanism Essay Contest?

2. How did your Unit promote the flag program?

3. How did your Unit promote patriotic holidays?

4. How did your Unit encourage support of the Flag amendment?

5. Did your Unit support the American Legion Americanism program? How?

6. Did your Unit promote or display the Freedom Flag of 9/11 Remembrance? Please describe.

7. How did your Unit promote Americanism in the community?

Member/ Volunteer member hours ----- In- Kind
Donations _____

Monetary donations: -----

- ▶ **Please feel free to attach a narrative on a separate piece of paper for your unit accomplishments.** Include any additional information in a narrative, not to exceed 1,000 words.
- ▶ **Include pictures (JPG format), newspaper articles, news releases, etc.** Only those reports that include a narrative will be considered for awards, and they must include a completed award cover sheet and a word count.
- ▶ **You will receive confirmation that I have received your report.** If you don't receive confirmation, please don't hesitate to contact me within three days. Please answer the listed questions and complete the Impact Report.
- ▶ **Keep monthly records to ensure the best reporting,**
- ▶ **Every day is an AMAZING Americanism Reporting Day!**



Auxiliary Emergency Fund (AEF)

Mid-Year Report 2025-2026

Due December 1, 2025

End-of-Year Report 2025-2026

Due April 15, 2026

Unit Name: _____ Number: _____ District: _____ Zone: _____

Chairperson's Name: _____ Email: _____

Address: _____

Phone Number: _____

	Questions	Yes	No	Total
1	Did your Unit participate in the AEF program?			\$
2	Did you do a water bottle collection campaign or bucket collection campaign? Which one or both? How much money was raised?			\$
3	Did you do the Silly Tax Form? How much money was raised?			\$
4	How many members participated during the year?			#
5	Did you promote the AEF Programs to businesses? If so, how many?			#
6	Did you promote the AEF to the community?			
7	Did you have any businesses or community partners who donated? How many?			#
8	How much was collected?			\$
9	Did your area experience any natural disasters?			
10	Did you have any members who donated individually on-line and/or set up recurring payments?			#
11	How much was collected?			\$
12	Did your Unit use the National website as a resource for your program?			
13	Did you present the AEF Program to your Unit and Post home?			
14	Did you distribute any brochure regarding the AEF?			
15	Did you have any members who applied for AEF assistance? Total amount provided?			\$
16	What was the total amount your Unit donated to the Department for the AEF program?			\$
17	What was the total number of hours your Unit contributed to AEF?			

Please provide any additional information you would like to share regarding your Unit AEF Program activities in a narrative. Pictures are welcome. To be considered for an award, a narrative limited to 1,000 words submitted in Word format including word count and a completed award cover sheet must accompany this report form.

Please provide this report to: Shelia Sharp, 2415 Annie Circle, Chesapeake, VA 23323 hibilly4_sd@yahoo.com

American Legion Auxiliary 2025-2026

"Mission Driven-Family Focus"

Chaplain Report

_____ Mid-Year Report December 1, 2025 _____ Year-End Report April 15, 2026
Unit Name _____ Unit Number _____ District _____ Zone _____
Unit Chaplain's Name _____ Phone _____
Address _____
Email _____

Did your unit do an Opening and Closing Prayer at each meeting? _____
Did you or your unit participate or conduct services for the following?
Memorial Day _____ Veterans Day _____ Four Chaplain's _____
POW/MIA _____ 9/11 _____
Did your unit participate in or conduct any other special services or ceremonies? _____
If so, please list and give a brief description. _____

How many cards did you or other members send? Sympathy _____
Thinking of You/Encouragement _____ Get Well _____ Birthday _____
Congratulations _____ Others (please specify type) _____
Did you submit a Prayer or Poem for the Department President's Prayer Book? _____
Please include any other information you wish to share. A separate short narrative can be
included if desired. _____

Vesta Lane
102 Breezy Tree Court, Apt, G
Newport News VA 23608
Cell (757) 344-1916

Email: chaplain@vaauxiliary.org or vlane2@cox.net

Please submit reports to: Karen Hunter, 14402 Red House Drive, Centreville, VA 20120 OR by email to khiteach@aol.com. Please attach a narrative and a cover sheet to be considered for Department or Convention award. The narrative should cover activities, events, or donations for your Unit's C&Y Program. Include JPEG pictures separately. Do not cut and paste them into the document. Please attach a "Unit Impact Form" with attention to Section #3 Our ALA Service for Youth, Lines 13-18 with your End-of-Year Report.

_____ Mid-Year Report – December 1, 2025 _____ End-of-Year Report – April 15, 2026

Unit Name & Number _____ District _____

Chairman/Contact name _____

Email _____ Phone number _____

1. Did your Unit have a Good Deed Award nominee? _____ How many? _____
2. Did your Unit have a Youth Hero Award nominee? _____ How many? _____
3. How did your Unit recognize recipients of the Good Deed/Youth Hero Awards? Please explain.

4. How did your Unit participate in and/or contribute to Month of the Military Child in April? Please include details of events/hours worked/amount contributed (or in-kind value)/miles driven.

5. Did your Unit send in a "Purple Up! for Military Kids" picture during April? _____
6. Did your Unit seek out and obtain a Month of the Military Child Proclamation? _____
7. Did your Unit support military children in other ways? Explain _____

8. Did your Unit submit their ROAR Children and Youth Citation? _____
9. Did your Unit also contribute "directly to" The Child Well-Being Foundation(CWF)? _____ If so, in what amount? _____ Did your Unit receive a Unit CWF Streamer? _____
10. Did your Unit support and/or contribute to the Dept. Children & Youth special project, "Ronald McDonald House"? _____ Did your Unit collect "Aluminum Pull Tabs"? _____ If so, how many pounds were collected? _____ ? Please include details of participation/hours worked/amount contributed or in-kind donations/miles driven.

11. Did your Unit participate in and/or contribute to "other" children's activities, charities, or events? Please explain.

American Legion Auxiliary Department of Virginia Community Service Report 2025-2026

Reporting dates _____ December 1, 2025: Mid-Year Report
_____ April 15, 2026: Year-End Report

Please complete report and email or mail to:

Jane Ruehrwin at Jruehrwein4@gmail.com or 1615 Dorset Meadows Ct., Powhatan, VA 23139

Full Unit Name: _____ Unit Number: _____

District: _____ Zone: _____

Unit Chairman's Name: _____

Unit Chairman's Address: _____

Phone Number: _____ Email: _____

Did members volunteer or organize projects for any of the ALA suggested days of Service? _____

Which days did you feel were most successful? _____

What types of community service activities and/ or projects were done by your Unit? _____

Did your Unit encourage community volunteers (non-members) to participate in the project?

How?

Section 4 of the ALA Impact Report:

(Our Service Representing the ALA in our community- Examples: blood drives, food pantries, events)

How many members participated? _____ How many hours were spent? _____

How much money was spent? _____ In Kind Donations? _____

Only reports with narratives and cover sheets will be considered for the Department and National Awards.

Please attach a narrative of 1,000 words or less describing your Unit's Community Service Program.

Please feel free to attach pictures.

Please include a word count at the end of your narrative.



DEPARTMENT OF VIRGINIA
CONSTITUTION & BYLAWS
MID-YEAR REPORT 2025-2026
Due by December 1, 2025

Unit Name: _____

Chairperson Name: _____ District Number: _____

Chairperson's Phone or Email: _____ Zone: _____

As part of your report, please include answers to the following questions:

1. Was there an annual review of your Constitution & Bylaws? ____ Yes ____ No

2. When was the last revision of your Unit Constitution & Bylaws to comply with all National and Department Constitution & Bylaws? Revision Date: _____

Document forwarded to Department Chairperson for filing at headquarters. ____ Yes ____ No

3. What was the catalyst for your Unit reviewing its governing documents?

4. Does your C&B must contain a section on

- Disciplining board members ____ Yes ____ No
- A section on voting, including quorums ____ Yes ____ No
- A section on contract signing ____ Yes ____ No
- A conflict of interest, and a disclosure form? ____ Yes ____ No

5. Was a review of your governing documents completed to ensure compliance with the non-profit state statutes? ____ Yes ____ No

6. Has your Unit sponsored any Constitution & Bylaws activities? If so, what were those activities?

7. Did your Unit members participate in a web-based Constitution & Bylaws activity? If so, was it helpful?

Mid-year reports are due **December 1, 2025**. Please email them to sabrossman@comcast.net or mail them to Sallie Rossman, 110 Forest Court, Danville, VA 24540. Send a copy to the Department President, the Department Vice President, the Department Historian, and your District Leadership Chair or District President.



DEPARTMENT OF VIRGINIA
CONSTITUTION & BYLAWS
YEAR-END REPORT 2025-2026
Due by April 15, 2026

Unit Name: _____ Unit Number: _____

Chairperson Name: _____ District Number: _____

Chairperson's Phone or Email: _____ Zone: _____

As part of your report, please include answers to the following questions:

1. Was there an annual review of your Constitution & Bylaws? ____ Yes ____ No

2. When was the last revision of your Unit Constitution & Bylaws to comply with all National and Department Constitution & Bylaws? Revision Date: _____

Document forwarded to Department Chairperson for filing at headquarters. ____ Yes ____ No

3. What was the catalyst for your Unit reviewing its governing documents?

4. Does your C&B must contain a section on

- Disciplining board members ____ Yes ____ No
- A section on voting, including quorums ____ Yes ____ No
- A section on contract signing ____ Yes ____ No
- A conflict of interest, and a disclosure form? ____ Yes ____ No

5. Was a review of your governing documents completed to ensure compliance with the non-profit state statutes? ____ Yes ____ No

6. Has your Unit sponsored any Constitution & Bylaws activities? If so, what were those activities?

7. Did your Unit members participate in a web-based Constitution & Bylaws activity? If so, was it helpful?

Year-End Reports are due by **April 15, 2026**, to the Department Constitution & Bylaws Chairperson. Please email them to sabrossman@comcast.net or mail them to Sallie Rossman, 110 Forest Court, Danville, VA 24540. Units are encouraged to include a narrative with highlights of any activities supporting the Constitution and *photographs*. All program narratives submitted must consist of the computer-generated word count at the end of the narrative. Send a copy to the Department President, the Department Vice President, the Department Historian, and your District Leadership Chair or District President.



**American Legion Auxiliary
Department of Virginia
Education Program Report**

Mid-Year Report _____ Due 12/1/2025

Year End Report _____ Due 4/15/2026

Unit Name _____ Unit # _____

District # _____ Zone _____

Unit Chairperson's Name _____ Phone Number _____

Please indicate how your Unit participated in the Education Program by completing this form AND attaching a narrative with specific details. Include number of volunteers, hours and money contributed. Total figures should match what is entered on your Unit Impact Report form. Please include a copy of your Unit Impact Report forms with your Year End report.

Please answer YES or NO. Please explain your answer in an attached narrative.

- 1. Did your Unit promote, assist & support quality education for children, especially for military children, and adults? Please explain in attached narrative.**

Give 10 for Education _____ American Education Week (November) _____

Teacher Appreciation Week (May) _____

Month of the Military Child and/or Purple Up! Day (April) _____

List any other Education Program Initiatives your Unit may have participated in.
Please explain in attached narrative.

- 2. Did the Junior Members in your Unit assist in any Education Program Activities? _____
Did they complete the number of programs to earn the Education Patch? _____
Please explain in attached narrative.**

- 3. Did your Unit encourage schools to invite veterans to speak in their classrooms through the "Veterans in Community Schools" program? _____
Please explain in attached narrative.**

- 4. Did your Unit assist and support students pursuing a post-secondary/college education? _____
Please explain in attached narrative.**

5. Did your Unit support legislation that establishes new scholarship opportunities? _____

Please explain in your attached narrative.

6. Did your Unit offer any scholarships? _____ Please explain the purpose, how many were awarded and in what amounts in your attached narrative.

7. Did your Unit promote scholarships offered by the American Legion Family at local schools? _____ Please explain in your attached narrative.

8. Did your Unit donate to any Department or National Scholarships? _____ If yes, please explain which ones and in what amounts in your attached narrative.

Please indicate the number of applications received for Department and National American Legion Family Scholarships.

<u>Department Level Scholarships</u>	<u># Applications Received</u>
Dr. Kate Waller Barrett Scholarship	
<u>National Scholarships</u>	
Children of Warriors National Presidents' Scholarship	
Spirit of Youth Scholarship	
Non-Traditional Scholarship	
Junior Member Loyalty Scholarship	
<u>Please list any other scholarship applications received for American Legion Family Scholarships:</u>	

For Department and National Award Consideration, please attach a narrative of no more than 1,000 words typed and double spaced that fully describes your Unit's Education Program and Activities. These narratives, along with an Award Cover Sheet and the total word count (at the bottom of the page) will be considered for an Education Award at Year End.

Mid-Year Reports due 12/1/2025 (attach narrative)

Year End Reports due with copy of Unit Impact Report Form 4/15/2026 (attach narrative)

Please mail OR email completed reports to:

Krystle R. Bransky, Auxiliary

6520 Amherst Avenue

Springfield, VA 22150

education@vaauxiliary.org

UNIT MID YEAR REPORT FORM
Due December 1, 2025

Please mail or email this report to both:

Janice Banks
Department Historian
3625 Bell Street
Norfolk, VA 23513
Banksjanice5@icloud.com

Carol Campbell
Department President
7787 Roseberry Farm Drive
Manassas, VA 20111
cacampbell309@gmail.com

Unit # _____ Unit Name: _____
District: _____ Zone: _____

Unit Historian's Name: _____
(or person filling out report)
Address: _____

Email: _____ Phone: _____

Please briefly list and explain three significant events, happenings, or newsworthy activities that have taken place in your Unit since May 1, 2025.

1. _____

2. _____

3. _____

4. List any ideas or suggestions to make recording Unit History more enjoyable or easier:

Thank you for providing a Mid-Year Report! Please continue recording activities within your unit so your history is maintained for future generations!

UNIT HISTORY YEAR-END REPORT FORM

Due April 15, 2026

Please mail or email this report to both:

Janice Banks
Department Historian
3625 Bell Street
Norfolk, VA 23513
Banksjanice5@icloud.com

Carol Campbell
Department President
7787 Roseberry Farm Drive
Manassas, VA 20111
cacampbell309@gmail.com

Unit # _____ Unit Name: _____
District: _____ Zone: _____

Unit Historian's Name: _____
(or person filling out report)

Address: _____

Email: _____ Phone: _____

1. Did your Unit submit a narrative History report? Yes ____ No ____
 2. Did your Juniors submit a narrative History Report? Yes ____ No ____
 3. Did your Unit participate in the Department President's Project? Yes ____ No ____
- If yes, what was the total donation by the Unit and/or members? \$ _____

4. Total amount (all program activities) donated by your Unit and/or members
(this can be found on your Unit President's Impact form) \$ _____
5. Total number of hours (all program activities) served by your members? _____

Please attach a narrative (1,000 words or less) about your activities this year.
Pictures are greatly appreciated. Please submit pictures in .jpg or .png format.
Please include the total word count at the bottom of the narrative. (Email reporting is the preferred method.)

Thank You for Providing your Report! Please Continue Recording Activities Within Your Unit So Your History Is Maintained For Future Generations.



Department of Virginia

Junior Activities Committee

2025 – 2026 Junior Activities Report Form

Please check the appropriate date for the report you are submitting.

____ Mid-Year, Due 12/1/2025

____ Year-End, Due 4/15/2026

Please submit your reports to:

Carol Harlow
Juniors@vaauxiliary.org
506 First Street, SE, Washington, DC 20003

Unit Name: _____ Unit# _____ District _____ Zone _____

Chairperson/President: _____ Phone/Email: _____

1. Did your Unit have an active Juniors Group? _____
2. How many Junior members are in your Unit? _____
3. How many Juniors participated in the ALA Patch Program this year? _____
4. Which patches have your Juniors earned this year? _____
5. Has participation in the Patch Program increased enthusiasm amongst the Juniors? _____
6. What are the service projects your Juniors participated in this year? _____

7. Has participation in the Service Projects increased as the year progressed? _____

8. How many hours did your Juniors spend in volunteer activities this year and what were those activities? _____

To be considered for an award, the report must be accompanied by an award cover sheet and a narrative not to exceed 1000 words and must include a word count.

Please include pictures and news articles showing Juniors involved in their activities. Before sharing pictures, please ensure that releases are signed to share the pictures of our Juniors.

Leadership Report

2025 - 2026

☐ Mid-year (due December 1, 2025) ☐ Year-end (due April 15, 2026)

Unit name and number _____ District _____ Zone _____

Leadership Chair (or person completing report) _____

Phone (____) _____ - _____ Email address _____

1. Did your Unit hold any leadership training sessions? If so, please describe the topics presented.

2. Did members complete any of the *ALA Academy* courses? _____
How many members completed which of the courses? _____

3. Did you include training on nurturing a culture of goodwill? _____

4. Did any of your Unit members attend Department leadership training or workshops? And if so, how many attended each?

Leadership College _____ Zone Workshop _____

Fall Conference workshop _____ Spring Conference workshop _____

5. How did your Unit promote or encourage attendance to leadership training or workshops? _____

6. Please describe how workshop training information was shared within the Unit.

7. Did any members attend a National Mission Training? If so, how many? _____
How did attendees share what they learned with the Unit?

8. Does your Unit have a Mentorship program? _____ Please describe how your Unit leaders provide mentoring to new members and future leaders.

Use additional pages to provide further information as needed.

Hours spent in leadership workshops and activities: _____

Please submit your reports by the specific due date noted by email or mail to paelamlipscombe@aol.com with Leadership Report and your Unit number in the

Legislative Report

Please complete this form and **Mail OR Email** to:

Susan Oertel 3831 Dunoon Road, Colonial Heights, VA 23834, **OR**
legislative@vaauxiliary.org or ala284oertel@gmail.com

☐ **Mid-Year (Due December 1, 2025)**

☐ **Year End (Due April 15, 2026)**

Unit Name & Number _____ District _____ Zone _____

Chairperson's Name or person filling out report _____

Phone # _____

Address _____

E-mail Address _____

1. How many times did your Unit members contact Federal officials about the American Legion

Legislative Agenda priorities? **# Visits** **# Letters/E-mails** **# Phone calls** **# Replies**

U.S. Senators _____ _____ _____ _____

U.S. Representatives _____ _____ _____ _____

White House _____ _____ _____ _____

State level officials about Joint Leadership Council Veteran Service Organization initiatives?

State Officials _____ _____ _____ _____

Local Officials _____ _____ _____ _____

2. How did you educate members on the legislative issues promoted by the American Legion?

3. Did you distribute the ALA Legislative Advocacy Guide to members? _____

If so, how many? _____ How many members downloaded the guide? _____

4. Did you encourage members to sign up for the ALA Legislative Committee's Facebook group?

How many signed up? _____

5. Have any members signed up for the American Legion Legislative Updates? _____

If so, how many? _____

6. What Legislative activities did members attend in their communities? (Ex: town hall meetings, legislative receptions, etc.) _____

7. Describe how members were able to connect with their Local and State officials.

8. How many members attended the Day on the Hill in Richmond? _____

9. How many members attended the Washington D.C. Conference? _____

Impact Report—Total Hours _____

Impact Report—Total Dollars Spent \$ _____

Use additional pages if needed

2025-2026 Membership **Mid-Year** Report Coversheet

Due: **December 1, 2025**

***Please ensure the information below is included in your report so we know who to give credit to.**

Unit Name:_____ **Unit#:**_____ **District:**____ **Zone:**_____

Membership Chairperson/President Name:_____

Phone#:_____ **Email:** _____

Each Unit should provide a narrative report and should be 300 words or less.
Please include answers to the following questions in your narrative.

Has your Unit done something special to encourage renewals?

1. Did you hold any special events or attend any events to engage with potential new members?
2. Did activities promoting the ALA programs help to generate new members?
3. Did your Unit promote the Be the One initiative in reaching out to possible new members?

Please include pictures of any functions or events promoting membership! Pictures should be in .jpg format at 100% actual size.

Reports should be submitted to:

Judy Farabaugh ALA Department of Virginia

Membership Chair

6111 Roxbury Ave

Springfield, VA 22152

Email: membership@vaauxiliary.org or jhfarabaugh@verizon.net

2025-2026 Membership **Year-End** Report Coversheet

Due: **April 15, 2026**

***Please ensure the information below is included in your report so we know who to give credit to.**

Unit Name: _____ **Unit#:** _____ **District:** ____ **Zone:** _____

Membership Chairperson/President Name: _____

Phone#: _____ **Email:** _____

Each Unit should provide a narrative report and should be 1000 words or less.
Please include answers to the following questions in your narrative.

1. Did your Unit promote the Recruit 10 initiative with your members and did any members of your Unit participate?
2. What efforts did your Unit use to promote membership in the American Legion Auxiliary?
3. What were your successes throughout the year?
4. What obstacles did you encounter with membership and what actions did you take to overcome them?

Please include pictures of any functions or events promoting membership! Pictures should be in .jpg format at 100% actual size.

Reports should be submitted to:

Judy Farabaugh ALA Department of Virginia

Membership Chair

6111 Roxbury Ave

Springfield, VA 22152

Email: membership@vaauxiliary.org or jhfarabaugh@verizon.net

**NATIONAL SECURITY REPORT
2025-2026**

Mail or Email to: Crystal Cross
8465 Radnor Road
Norfolk, Va. 23503
nationalsecurity@vaauxiliary.org

☐ Mid-Year Report due December 1, 2025, ☐ Year End Report due April 15, 2026

UNIT NAME AND NUMBER _____

ZONE _____ DISTRICT _____

CHAIRPERSON _____

CONTACT NUMBER _____ EMAIL _____

1. Did your Unit support our military and their families by using any of the resources found on the National website? Explain.

2. What activities did your Unit organize or take part in for sendoffs or homecomings for our troops?

3. Did your Unit members send any Care Packages, cards, and letters for the troops?

4. Did your Unit and members participate with the organizations whose family members paid the ultimate sacrifice such as Blue Star and Gold Star families?

5. Did your American Legion Family or Auxiliary Unit hold or take part in any POW/MIA events? Did your Unit discuss the DPAA?

6. Did your Unit promote the Service Member Award?

Please describe all activities in a narrative report of 1,000 words or less and please send pictures! Ensure these are full resolution!

Poppy Program Report 2025-2026

MID-YEAR REPORT _____ (Due 12/1/25) **YEAR-END REPORT** _____ (Due 4/15/26)

Unit # _____ District # _____ Zone: E W N

Unit Chair _____ Address: _____

Phone # _____ Email Address _____

1. How many poppies were ordered by your unit? _____
2. How did your Unit promote the Poppy Program?
3. How many volunteer hours were utilized on the Poppy Program? _____
4. What were the total dollars received in Poppy donations and was this an increase from the prior year?
5. How have you educated your community on the meaning and history of the Poppy?
6. Did your Unit sponsor a poppy poster contest, have a Little Miss Poppy, or enter any of the Poppy decorating contests at the Conferences this year?
7. Did your Unit celebrate National Poppy Day and if so, how did you celebrate?

Please include a narrative with pictures! Tell us why you are proud of your unit's efforts!

Photos should be in a high-resolution format (at least 300 DPI) or sent using the high-resolution option on your smartphone. When emailing the photo, select "actual size" for attaching to the email.

Please remember that only Units reporting with a narrative are eligible for the Department or Convention Award.

Email your report to: Poppy@vaauxiliary.org

Or send via USPS to: Emily Gregory, 325 Cathy Drive, Danville, VA 24540

Public Relation

Mid-Year Report (Due 12/01/25) _____

Year-End Report (Due 04/15/26) _____

Unit Name and Number _____ District _____ Zone _____

Public Relations Chair _____ Phone _____

Address _____ E-mail _____

1. Does your Unit have a website? _____. Is this a new website _____.

What is the Name of Website? _____

How often is it updated? _____

2. How do you share information with Unit Members? _____

3. Did your Unit establish a new media presence? _____ What was it? _____

How was it successful? _____

4. Did your Unit take advantage of any ALA Academy Courses? _____ How did you find it useful? _____

5. How have you built relationship with local media and political figures to educate them on who we are, what we do and why we matter? _____

6. Did you write any "Letter to the Editor" and/or submit news releases for patriotic holidays or events? _____ How many "Letter to Editor"? _____ How many articles submitted? _____

7. Did your Unit distribute ALA brochures or Posters? _____ Where were they placed in the community? _____

8. Does your Unit wear branded Auxiliary apparel or patches when out in the community or hosting an event? _____

9. How do you promote special events or fundraiser, etc.? _____

10. Has your Unit gifted any Auxiliary Magazines subscription to a Library or Doctor office? _____

11. Any other information you would like to share _____

Submit any narrative on a separate Sheet of paper (500 words or less)

You can Mail or E-Mail Mid-Year. Report is Due on or before 12/01/25 and Year-End Report is due 04/15/26. Send to Elizabeth Shepherd 600 Breann Court, Smithfield, VA 23430 or Email to elshep99@gmail.com

Risk & Compliance Report 2025-2026

☐

Mid-Year Report December 1, 2025

☐

Year-End Report April 15, 2026

Please complete and mail or email by required deadlines to: Sarah Elam, 1112 Darren Dr,
Portsmouth, VA 23701, or Email: ela7170@msn.com

Unit Name and Number: _____ District: _____ Zone: _____

Chair's Name: _____

Phone (____) _____ - _____ Email address _____

1. Does your unit have an Audit or Risk & Compliance Committee? Yes _____ No _____

- Did your Unit conduct an Audit this year? Yes _____ No _____
- How often did you audit your Unit records? _____
- Did you report your findings in writing to the membership? Yes _____ No _____
- Did you receive any reports or complaints of questionable risks? Yes _____ No _____
If yes, what were they? _____

2. What is your unit's tax-exempt status? Active _____ Expired _____ Please explain if the tax-exempt status is expired _____

3. Is your Unit incorporated? Yes _____ No _____

4. Did your unit file Form 990-N? Yes _____ No _____ If not, please explain.

5. What difficulties did your unit experience in filing Form 990?

6. Was the President, Vice President, Secretary and Treasurer made aware when the Form 990 was filed? Yes _____ No _____

7. What is being done to protect and or safeguard your unit's tax-exempt status? _____

2025-2026 Unit Report – Veterans Affairs & Rehabilitation

Please submit reports to: Erika Evans, 10 Jamestown Road, Farmville, VA 23901 or by email to auxiliaryrik@gmail.com. Please add additional sheets to cover activities, events, or donations not covered by these questions. Include pictures separately (**do not cut and paste them into the document**). Pictures need to be in JPEG format.

Please circle one: **Mid-Year Report – Dec. 1, 2025**

End-of-Year Report – April 15, 2026

Unit Name _____ Number _____ District _____

Chairman/Contact name _____

Email _____ Phone number _____

Did your Unit or any members make any financial or in-kind contributions or volunteer for any of the following organizations?

- Wreaths Across America **Yes/No** Hours _____ Dollars/value of donation _____
- T.A.P.S. **Yes/No** Hours _____ Dollars/value of donation _____
- Quilts of Valor **Yes/No** Hours _____ Dollars/value of donation _____
- Honor Flight Inc. **Yes/No** Hours _____ Dollars/value of donation _____
- Military & Veteran Caregiver Network **Yes/No** Hours _____ Dollars/value of donation _____

Please note any other contributions or volunteer hours to other Veteran oriented organizations below:

Did your Unit make any donations to the National Veterans Creative Arts Festival? **Yes/No**

Hours _____ Dollars/value of donation _____

Did your Unit make any donations to a local Veterans Creative Arts Festival? **Yes/No**

Hours _____ Dollars/value of donation _____

Please describe any volunteer activities at this type of event (i.e. acted as a judge, helped with displays, conveyed exhibits to judging location):

Did members of your Unit volunteer at the VA Medical Centers through CDCE (formerly VAVS)? **Yes/No**

Please list members' names and their hours below:

Please describe how your Unit and members assisted individual veterans and their caregivers in your community:

Did your Unit hold or participate in a “Be The One” or S.A.V.E. event? Yes/No
Please describe and include any hours used for planning if you held the event.

Please copy the information from your Unit Impact reports into the appropriate column below (End-of-Year report only)

	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 5	Value of in-kind donations received*	Unit Records	N/A	\$	\$