AMERICAN LEGION AUXILIARY

2026 - 2027

Mid-Year & Year-End Reports

2026-2027 ALA Virginia Girls State Unit Report
Mid - Year Due Dec. 1, 2026
Annual Report Due April 15, 2027

Please Submit to: **Cheryl Shine, 376 Friendship Lane, Mattaponi, VA23110 or Email: ishine4jc24ver@yahoo.com**

This report covers April 1, 2026 to March 31, 2027

Unit Name and Number

_____

Chairman Name and Address _____

_____

Phone Contact: _____

Email Address:_____

1. How many delegates did your Unit sponsor for the 2026 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 2026-2027
Department of Virginia

Please submit reports to **Daniella Kyriakides,** [your mailing address] or by email to daniellakyriakides@gmail.com by the designated due date.

____Mid-Year Report (due Dec. 1, 2026) ____End of Year Report (due April 15, 2027)

Unit Name & Number_____ District _____

Americanism Chair or person completing the report_____

Email_____Phone_____

How did your Unit promote the Americanism Essay Contest? _____

_____

_____

How did your Unit promote flag programs?

_____

_____

How did your Unit promote patriotic holidays?

_____

_____

Did your unit or members promote or assist with citizenship classes? _____ If so, please describe any activities.

_____

_____

Did your Unit support The American Legion Americanism Program? _____ If so, please describe any activities.

_____

_____

Did your Unit promote or display the 9/11 Memorial Freedom Flag of Remembrance?
If so, please describe any activities.

_____

_____

How did you promote Americanism in your community and schools? Please describe any activities.

_____

_____

Additional information should be attached as a narrative on separate pages. For a report to be considered for a Department or National award, it must include a narrative not to exceed 1,000 words. Please include pictures (.jpg or .png format), newspaper articles or press releases.

Please also include the following:

Time spent on Americanism activities _____

Dollars spent on Americanism (For example, purchasing Pocket Constitutions, American Flags for local businesses, or patriotic banners for community display) _____

Auxiliary Emergency Fund

2026-2027

_____Mid-Year Report (Due December 1,2026) _____ Year-end Report (Due April15, 2027

Unit Name_____ Unit Number: _____ District: _____ Zone: _____

Chairperson's Name: _____ Email: _____

Address: _____ Phone: _____

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

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

Send Report to: Beverly Pollard 33783 Tidewater Trail, Center Cross, VA 22437

Email: AEF@vaauxiliary.org or bpollard1096@gmail.com

American Legion Auxiliary 2026-2027
Chaplain Report

☐ Mid-Year Report December 1, 2026 ☐ Year-End Report April 15, 2027

Unit Name_____ Number ____ District____ Zone____
Chairman's Name_____ Phone _____
Address_____
E-mail_____

*Did your Unit do an 0pening and Closing Prayer at meetings? _____
*Did your Unit participate or conduct services for the following?
Memorial Day ____ Veterans Day ____ POW/MIA ____ 9/11 ____
*Did your Unit hold any special services or ceremonies? _____If so, please give a brief description. _____
_____
*How many cards did you or other members send? Sympathy _____ Thinking of You _____ Get Well _____ Congratulation _____ Birthday _____ Others _____
*Did you submit a Prayer or Poem for Dept. President's Prayer Book? ____

Please include any other information you wish to share: _____
_____
_____
_____

Send Report to:

Lenora Bell
885 Widgeon Road
Norfolk, VA. 23513
757-515-4391

Children and Youth Unit Report 2026-2027

Reporting Dates: (circle which one) December 1, 2026 - Mid-Year April 15, 2027 - Year-End
Submit Reports to: Judy Farabaugh, 6111 Roxbury Ave., Springfield, VA 22152-1623
or email to jhfarabaugh@verizon.net

Unit Name _____ Number_____ District _____
Chairman name and phone number_____
Email _____

How did your Unit support, assist, recognize, or donate to military children? For example, Kids of Deployed are Heroes 2 (KDH2) recognitions. Please provide details.

_____

How did your Unit support, assist, or recognize children in your local community? Please provide details.

_____

Did your Unit submit any nominations for the Youth Hero Award? If so, please provide details.

_____

Did your Unit submit any nominations for the Good Deed award? If so, please provide details.

_____

How did your Unit support, assist, identify, or donate to children of veterans? Please provide details.

_____

How did your Unit celebrate *Purple Up!* Day for Military Kids on April 15th? Please provide details.

_____

How did your unit recognize April as the *Month of the Military Child*? Please provide details.

_____

Did your unit incorporate the Military Child's Table Setting at any events? If so, please provide details.

_____

Did your unit request and receive a proclamation from the local government proclaiming April as the *Month of the Military Child*? If so, please provide details and pictures.

_____

Did your Unit participate in TAPS? If so, please provide details. _____

_____

What children's charities or special focus projects did your Unit volunteer or donate to? Please provide details.

_____

Did your unit donate to the Child Well-being Foundation (formerly known as the Child Welfare Fund)? If so, please provide the amount. _____

Please provide **additional pages for activities, events, or donations not covered in the questionnaire.**
Include pictures separately in JPEG or PNG format.
Let's all make every effort to achieve 100% reporting from all units in the Department of Virginia.
Hours volunteered _____ Dollars donated _____ In-kind donations _____

Community Service Report
2026-2027

Reporting dates _____ December 1, 2026 Mid-Year Report

_____ April 15, 2027 Year-end Report

Please complete report and email or mail to

Paula Mullins at sterlingsilver708@gmail.com or11847 Scott Circle, Lot 247 Bealeton, VA 22712-7051

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 more successful? _____

_____

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

_____

Did you 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 drive, food pantry, events)

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

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

Only reports with narratives and cover sheet 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 picture.

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

DEPARTMENT OF VIRGINIA
CONSTITUTION & BYLAWS
MID-YEAR REPORT 2026-2027
Due by December 1, 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?

_____

_____

Mid-year reports are due **December 1, 2026**. 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 2026-2027
Due by April 15, 2027

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, 2027,** 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.

Department of Virginia

Education Program Report

Please send or email the report to the address: Janice Banks, 3625 Bell Street, Norfolk VA.
or Education@vaauxiliary.org or Banksjanice5@icloud.com

Mid-Year Report ____Due 12/1/2026 Year End Report _____ Due 4/15/2027
Unit Name _____Unit # _____ District ____ Zone _____
Unit Chairperson's Name_____
Email/ Phone Number_____

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

1. How did you promote Give 10 to Education? How did you promote Give 20 to Education in honor of Give 10's 20-year anniversary? ____ Yes ____ No

2. How did you participate in American Education Week and Teacher Appreciation Week? __Yes ___No

3. How did you participate in Veterans in Community Schools? ____ Yes ____ No

4. What methods were used to promote Unit, Department, and National scholarships? ____ Yes ____ No

5. How was information about the four National scholarships made available to eligible students? ____ Yes ____ No

6. How many scholarships did your unit/department award? What are the eligibility rules and total amount awarded? ____ Yes ____ No

7. How did you promote the National President's Military Spouse scholarship? ____ Yes ____ No

8. Did you celebrate the scholarship winners in your department? What did you do to bring attention, support, and congratulations to your scholarship winners? ____ Yes ____ No

9. Did you Unit donate to any Department or National scholarships? ____ Yes ____ No If yes, please explain which ones and in what amounts in your attached narrative.

Scholarships Our Units, Districts, Counties and Department Presented/Awarded

Department Level Scholarships **# Applications Received _____**

Dr. Kate Waller Barrett Scholarship _____

Department Scholarships (Veterans) _____

National Scholarships

Children of Warriors National Presidents' Scholarship _____

Spirit of Youth Scholarship _____

Non-Traditional Scholarship Junior Member Loyalty Scholarship _____

Our Service Representing the ALA in our Communities

	For any service not included in Sections 1-3	Obtain Totals from Unit or District/County Forms	Total
Line 1	Total number of hours		
Line 2	Total dollars spent		

Scholarships Our Units, Districts, Counties and Department Presented/Awarded

	Scholarships presented by Units, Districts/Counties and Department	Obtain Totals from unit or District/County Forms	Enter Totals from Units or Districts/Counties	Enter Department Amount	Total
Line 1	Total number of scholarships presented/awarded				
Line 2	Dollar amount of scholarships				
Line 3	Dollar amount donated to department scholarships				

American Legion Auxiliary

Department of Virginia

Report and Award Cover Sheet

Please note that your report will also be viewed as an entry for an award.

Complete the following if you are applying for an award. The award certificate will be prepared using the information you include below.

Unit number: _____ Full official unit name: _____

Committee sponsoring award: _____

Name of the award you are applying for: _____

For a unit award, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit#: _____ Full official unit name: _____ Unit

president/chairman (circle one) name: _____ Above listed

person's ALA member ID#: _____ Phone number: (___)_____

Email address: _____

Please submit the completed form to the appropriate Department Chair by April 15th.

UNIT HISTORY MID-YEAR REPORT FORM
Due December 1, 2026

Please mail or email this report to both:

Janice Banks
Department Historian
3625 Bell Street
Norfolk, VA 23513
banksjanice5@icloud.com
Historian@vaauxiliary.org

Dr. Deborah Blanchl
Department President
51 Richland Drive
Newport News, VA 23608
deborahblanchnatauxiliary@yahoo.com
deptpresident@vaauxiliary.org

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, 2027

Please mail or email this report to both:

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

Dr. Deborah Blanch
Department President
51 Richland Drive
Newport, News VA 23608
deborahblanchnatauxiliary@yahoo.com
deptpresident@vaauxiliary.org

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 Activites Report Form
2026 – 2027

____ Mid-Year, Due 12/1/2026 ____ Year-End, Due 4/15/2027
Please check the appropriate date for the report you are submitting.

Please submit your reports to: Elizabeth Ferrell
Juniors@vaauxiliary.org OR eferrell_ala368@aol.com

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
2026 - 2027

☐ **Mid-year (due December 1, 2026)** ☐ **Year-end (due April 15, 2027)**

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 any of your Unit members attend Department leadership training or workshops? And if so, how many attended each?
   Zone Workshop _____District Workshop_____
   Mid-Winter Conference_____
4. How did your Unit promote or encourage attendance to leadership training or workshops? _____
   _____
5. Please describe how workshop training information was shared within the Unit.
   _____
   _____
6. Did any members attend a National Mission Training? If so, how many? _____
   How did attendees share what they learned with the Unit?
   _____
7. 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 nhartin@aol.com with Leadership Report and your Unit number in the subject line, or by mail to Nancy Harting, 7834 Godolphin Drive, Springfield, VA 22153

UNIT LEGISLATIVE REPORT FORM

REPORTING DATES: ☐ December 1 ☐ April 15

Unit Legislative Chairman: _____

Name of person filling out form: _____

Address: _____

Phone: _____ Email: _____

Zone: _____ District: _____ Unit: _____

Fill in the activities/programs that the unit completed. Please describe activities/projects carried out in your unit. Additional paper may be used.

LOCAL ELECTED OFFICIALS:
(Mayor, city officials...)
_____# of phone calls
_____# of emails/letters sent
_____# of personal visits

STATE ELECTED OFFICIALS:
(Delegate, Senator)
_____# of phone calls
_____# of emails/letters sent
_____# of personal visits

NATIONAL ELECTED OFFICIALS:
(Senator, Representative)
_____# of phone calls
_____# of emails/letters sent
_____# of personal visits

RESPONSE:
How many responses did you receive?
_____Local
_____State
_____National

EVENTS: how many
_____ Washington DC Conference
_____ Day on the Hill
_____ Coordinate/Attend "Meet the Candidate
_____ Coordinate/Attend "Town Hall meeting

SUBSCRIPTIONS:
_____ National Legislative FB page
_____ Grassroots Action Alerts
_____ ALA Legislative Advocacy Guide

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

_____

What are the Legislative issues you have been focusing on or discussing at your meetings?

_____

_____

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

_____

Number of hours to the legislative program _____ Dollar amount expended $ _____

Please submit a narrative along with a cover sheet if you would like to be considered for a Department award. Narrative double spaced and 500 words or less.

Ethel Carson, Department Legislative Chair
780 Windbrook Circle
Newport News, VA 23602
(757)880-0203

2026-2027 Membership Mid-Year Report Coversheet
Due: December 1, 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 300 words or less. Please include answers to the following questions in your narrative.

1. Has your Unit done something special to encourage renewals?
2. Did you hold any special events or attend any events to engage with potential new members?
3. Did activities promoting the ALA programs help to generate new members?
4. 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:
Shelia Sharp
ALA Department of Virginia
Membership Chairperson
2415 Annie Circle
Chesapeake, VA 23323
Email: membership@vaauxiliary.org or hilbilly4_sd@yahoo.com

2026-2027 Membership Year-End Report Coversheet
Due: April 15, 2027

*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:
Shelia Sharp
ALA Department of Virginia
Membership Chairperson
2415 Annie Circle
Chesapeake, VA 23323
Email: membership@vaauxiliary.org or hilbilly4_sd@yahoo.com

NATIONAL SECURITY REPORT 2026-2027

Mail or Email to: Erika Evans, 10 Jamestown Road, Farmville, VA 23901
natonalsecurity@vaauxiliary.org
____Mid-Year Report due December 1, 2026 _____Year End Report due April 15, 2027

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!

FOR END OF YEAR REPORT ONLY		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 5	Value of in-kind donations received*	*Unit Records*	N/A	$	$
		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*			

Poppy Program Report 2026-2027
MID-YEAR REPORT _____ (Due 12/1/26) YEAR-END REPORT _____ (Due 4/15/27)

Unit # _____ District # _____ Zone: _____
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?

_____

8. How has your Unit's Poppy Program helped our veterans and the surrounding community?

_____

9. Was your Unit's Poppy Program able to engage with the surrounding schools or other youth programs to reach the rising generation?

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.

Please email your report to: maya.white21@gmail.com or Poppy@vaauxiliary.org

If you would like to mail the report, you can mail it to:

10848 Fairchester Dr.

Fairfax, VA 22030

Phone: (571) 498-0142

Public Relations

Mid-Year Report (Due 12/01/26) _____Year-End Report (Due 04/15/27) _____
Unit Name and Number_____ District____ Zone____
Public Relations Chair _____ Phone _____
Address _____E-mail _____

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

What is the name of website? _____

How often is it updated? _____

2.Does your Unit have a Facebook Page _____. Is this a new _____.

What is the Name of Facebook Page? _____

How often is it updated? _____

3. How did you use the ALA's PR Toolkit to assist in public relations? _____

_____

_____

4. How did you utilize technology and print/social media to keep Unit Members informed? (EX: Zoom, newsletters etc) _____

_____

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

_____

6. 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?

_____

_____

_____

7. 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? _____

8. Did your Unit distribute American Legion Family brochures at events? _____ Where were they placed in the community? _____

_____

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

10. How do you promote special events or fundraiser, etc.? DETAILS PLEASE!! ___

_____

_____

11. Has your Unit gifted any Auxiliary Magazines subscription to a Library, Doctor office, etc? _____ How many? _____

12. Any other information you would like to share.

_____
_____
_____
_____
_____

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

Mail or E-Mail Mid-Year Report on or before 12/01/26

Year-End Report is due on or before 04/15/27.

Send to Elizabeth Shepherd, 600 Breann Court, Smithfield, VA 23430

Email to elshep99@gmail.com

Photos should be in 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.

PUBLIC RELATIONS

Total Hours	
Dollars Spent	$

Risk & Compliance Report
2026 - 2027

☐ **Mid-Year Report December 1, 2026** ☐ **Year-End Report April 15, 2027**

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? _____

_____

_____

Reporting

Please remember that the Veterans Affairs & Rehabilitation Committee is one of the Four Pillars and is therefore a required end-of-year report. All reports must be submitted by email or "snail mail" by the date indicated.

Mid-Year Reports – Due December 1, 2026 – Reflects the program work thus far (since May).

End-of-Year Reports – Due April 15, 2027 – Summary of all Veterans Affairs & Rehabilitation activities during the year. To be considered for a Department or National award, your report must also include a narrative of up to 1000 words (please include total word count at the bottom of the narrative).

**Please include a copy of the Unit Impact Report form with your End-Of-Year report.

Department Award: Best Overall Program – Awarded to the Unit that conducted the best overall promotion of the Veterans Affairs & Rehabilitation program.

- Narrative not to exceed 1,000 words and include the total word count at the bottom of the narrative.
- May include pictures (do not shrink, send full size, even if it means multiple emails), news articles, press releases, etc.….
- No cover sheet necessary but include name and contact information for the Unit President or Unit Veterans Affairs & Rehabilitation Chairman.
- Entries must be postmarked/emailed by April 15, 2027.

Convention Award: Outstanding Unit Promotion of Veterans Affairs & Rehabilitation Activities – Awarded to the Unit that conducted the best overall promotion of the Veterans Affairs & Rehabilitation program.

- Narrative not to exceed 1,000 words and include the total word count at the bottom of the narrative.
- May include pictures (do not shrink, send full size, even if it means multiple emails), news articles, press releases, etc.….
- No cover sheet necessary but include name and contact information for the Unit President or Unit Veterans Affairs & Rehabilitation Chairman.
- Entries must be postmarked/emailed by April 15, 2027.

2026-2027 Unit Report – Veterans Affairs & Rehabilitation

Please submit reports to: **Karen Hunter, 14402 Red House Dr., Centreville, VA 20120** OR by email to khiteach@aol.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, 2026** **End-of-Year Report – April 15, 2027**

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 support healing through the arts and donate to the National Veterans Creative Arts Festival (Dept. VA&R Special Project)?

Yes/No Hours_____ Dollars/value of donation _____

Did members of your Unit volunteer at the VA Medical Centers through CDCE (formerly VAVS)? **Yes/No**
Please list members' names, their hours, and activities below:

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

Did members of your Unit volunteer at any of the Veteran Care Assisted Living Centers? **Yes/No**

Please describe how your Unit and members assisted at the Veteran Care Center 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/dollars spent on planning or participating in 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	*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 5	Value of in-kind donations received*	***Unit Records***	N/A	$	$