

2016-17 End of Year Report Forms

You must use the Awards Booklet to guide you submitting Reports for awards. Unit End-Of-Year reports are judged by Department Committee Chairmen on Department level before forwarding winning entry to National for judging. For National Judging you must include a narrative report. The narrative must be typewritten, not to exceed 1,000 words (in most cases) and use special cover page. Please refer to the Unit Awards Manual for specific rules. The “National President’s Award for Excellence” is included in the Awards Manual Book. *To be eligible for an Award please refer to the guidelines that are in the Unit Awards Manual.* If any questions on any of these report forms just contact the Department Chairman for that report or contact this office at 1-888-604-2242 for any assistance.

You may mail or email your report to save time.

Email: alawvsec@frontier.com

**End-Of Year Reports due into Department
Headqaurters by April 15, 2017**

**Don’t let your Unit work not be considered because
not sent in by deadline.**

UNIT PRESIDENT ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

President's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. How many meetings did your Unit hold this year? _____
When and where are your meetings held? _____
Average attendance at your meetings _____
2. Did your District President attend any of your Unit meetings this year? _____
Did your District President contact your Unit throughout year by phone/mail/e-mail? _____
3. Did your Unit meet Membership Target Dates this year? _____ How many? _____
4. Did your Unit support the President's Special Project "Mountaineer Challenge Academy"? _____
Amount \$ _____
5. Did your Unit do something special this year to involve the "Strategic Planning Guide"? _____
Explain _____
6. Did your Unit work with your Post on a Membership Drive? _____
Activities _____

7. Did your Unit work with your Post on "Make a Difference Day" by helping a veteran in your community?
Activities _____

8. Were any Distinguished Guests invited to your Unit meetings? _____
Explain _____
9. Did your Unit attend: Fall Conference _____ Spring Conference _____
Mid-Winter Conference _____ Fall Membership/Officers Workshop _____
Department Convention _____
10. Was the Auxiliary "SPIRIT" messages from the President and Chairmen shared at your Unit meetings? _____
District Information shared? _____
11. Did your Unit sell Department Fundraiser tickets this year? _____ How many? _____
12. Did your Unit make use of the "Back to Basics" as training or information in your Unit? _____
13. Did you encourage members to use the State Web Site and National Web Site for more information on programs?

14. List any accomplishments for this year that you achieved as Unit President. You may do a narrative report.

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT CHAPLAIN ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Chaplain's Name _____

Unit Name and Number _____

Number of Members in Unit _____

1. Gold Star Mothers in Unit _____

2. How many deaths in your Unit this year? _____ Seniors _____ Juniors _____ Gold Star Mothers _____
Did your Unit have Funeral Services for a deceased member _____ How Many _____
Did you drape your charter for these members? _____
Did you hold memorial services for the departed? _____
Include juniors in these services? _____

3. List organizations you gave memorial donations to and the amount _____

4. Did your Unit use/distribute Grace Cards? _____ How Many? _____

5. Did your Unit Chaplain visit the sick _____ Total Hospital Visits _____ Total Home Visits _____
Total Nursing Home Visits _____ Did you include your Juniors? _____

6. Did your Unit observe Four Chaplains Sunday? _____ With your American Legion Post? _____
Did your Unit donate to the Chapel 4 Chaplains? _____ Amount? _____

7. Did your unit in observe: Memorial Day? _____ Independence Day? _____
Veterans Day? _____ Other Patriotic holidays? _____ with your Post? _____

8. Does your Unit have a Prayer Chain? _____ Did you prepare a Prayer Book
for your Unit President? _____ Send a prayer for Dept. President's Prayer Book? _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT HISTORIAN ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Historian's Name _____

Unit Name and Number _____

Number of Members in Unit _____

1. Senior Unit History completed: _____ To be submitted for judging at Department Convention? _____
1. Junior Unit History Completed: _____ To be submitted for Judging at Department Convention? _____
2. Veterans History Project: Senior Participation _____ Junior Participation _____
of Veterans Histories recorded online: Seniors _____ Juniors _____
4. Post Veterans History Book Project Participation: _____ (Please submit a narrative with this Annual Report describing this project in order to be in the running for a cash award. You may include pictures showing what your book looks like. You may bring your finished product to Department Convention.
5. Junior Participation In The Veterans History Project: _____ (Each Junior that participates may submit an essay (250 word minimum) of why she chose to participate in the project. Essay needs to be **submitted directly to Dept. Historian by May 1, 2016** in order to be entered in a National contest.)
6. "Famous Auxiliary Members" Research Project Participation _____ (Please submit information collected **to Dept. Historian by May 1, 2017** .

Cavalcade of Memories

1. Did/Does your unit have space set up to show off your pride and brag about the past history of your unit? _____
2. Did your Unit make a donation to the Department Cavalcade of Memories? _____ Amount _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.
You may handwrite or type your narrative report

UNIT AMERICANISM ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Americanism Chairman's Name _____

Unit Name and Number _____

Number of Members in Unit _____

1. Flag Education: # of presentations to local groups _____ Cost to Unit \$ _____
2. Pocket Flags: # sent to troops _____ Cost to Unit \$ _____
3. Unit Participation: Flag Day _____ Get Out The Vote _____ Veterans Day _____
Memorial Day: _____ July 4th _____ Other _____
4. Community Events: # involving Patriotic Holidays _____ Cost to Unit \$ _____
5. Support Awareness of the Flag Amendment: Yes _____ No _____
6. Americanism Essay Contest "*How Does Learning About Government and our American Help You Become a Future Guardian of the Liberties of our Country*"?
Participation: # Schools _____ Other Youth Groups _____
of Students _____ Cost to Unit \$ _____
7. Did you support American Legion Baseball? _____ Oratorical Contest? _____ Junior Sporting Events? _____
8. How did you promote your "pride" in belonging to the American Legion Auxiliary? _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT AUXILIARY EMERGENCY FUND ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Auxiliary Emergency Fund Chairman's Name _____

Unit Name and Number _____

Number of Members in Unit _____

1. Did your unit submit an application for a member in need? _____
2. Was the application approved by National? _____ Amount approved \$ _____
3. Did your Unit do any fundraisers to help a member in need? _____
4. Did your unit make a donation to the "Auxiliary Emergency Fund?" _____ Amount \$ _____
5. Did your Unit do anything extra to raise Donations for the Auxiliary Emergency Fund? _____
6. Did you present a program to your Unit on the Auxiliary Emergency Fund program? _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT CHILDREN & YOUTH ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Children & Youth Chairman Name: _____

Unit Name and Number: _____

Number of Members in Unit _____

1. Did your Unit participate in the "Star Spangled Kid" program? _____ How? _____

2. Did your Unit support military children by helping cope: using *Klinger*, *G I Josh*, or a kid's hero pack? _____
List what was donated _____ How many? _____
3. Did your unit host a "Kids of Deployed are Heroes 2" (KDH2) program? _____
4. Did your unit host events for children of veterans? _____ List _____

5. Did your unit provide safe activities for the community's children and youth such as Christmas party, Easter egg hunt or Trick or Treat? _____
6. Did you nominate a child for Youth Hero Award? _____ Good Deed Award? _____
7. Support Children & Youth programs? National Family Week _____ ALCWF _____ Family Support Network _____
Gateway Drugs _____ Make Halloween a Fun and Safe Night _____ Fireworks Safety _____ Play It Safe _____
Missing Children _____ Temporary Financial Assistance _____ Warning Signs _____ April Children & Youth
Month _____
8. Did your unit promote *outstanding* unit activities? _____ List: _____
9. Number of Military Children helped _____
Number of children in community helped _____
Direct Aid to military children _____ community children _____
Non Direct Aid to military children _____ community children _____
10. Number of hours volunteered _____
11. Did you wear **purple** on April 15th in honor of Purple Up! for Military Kids Day?
12. Did you participate in the ALCWF "*piggy donations*" this year? _____ How much collected? _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT COMMUNITY SERVICE ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Community Service Chairman's Name _____
Unit Name & Number _____
Number of Members in Unit _____

Please report the number of Unit volunteers that participated in the following programs, the amount of money spent and hours volunteered.

List of some suggested programs:	<u>Money</u>	<u>Hours</u>
Make a Difference Day (Oct. 22)	_____	_____
Veterans Day (Nov. 11)	_____	_____
National Day of Service and Remembrance: 9-11	_____	_____
Martin Luther King Jr. Day of Service (Jan.16)	_____	_____
Month of the Military Child (April)	_____	_____
National Family Volunteer Day (Nov. 19)	_____	_____
Flag Day (June 14)	_____	_____
Recycling /Adopt A Highway	_____	_____
Homeless Shelters/Food Banks	_____	_____
Blood Drives	_____	_____
Senior Citizens Centers/Nursing Homes	_____	_____
National Volunteer Week (April 23-29)	_____	_____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT EDUCATION ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Education Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Did your unit participate in **Veterans in the Community Schools**? _____
of Veterans participating _____ # of Hours _____ # of Schools served _____
of children served _____

2. Did your unit participate in "**American Education Week**"? _____ # Hours _____
of schools served _____ # of children served _____ Cost \$ _____

3. Did your Unit participate in "**United Through Reading**" _____ # Hours _____
of schools served _____ # of children served _____

3. Did your Unit participate in "**Give 10 to Education**" _____ Cost \$ _____
Items Donated _____

5. Did **Juniors** participate in education activities _____ # Hours _____
of Juniors involved _____ Number of children served _____

6. Did your Unit support American Legion Programs
Oratorical Contest _____ #Volunteers _____ #Hours _____
PACT _____ Recognizing Outstanding Schools _____ # Citations _____

7. Did your Unit actively support veterans association on campus? _____

8. Did your Unit help with assistance to needy children? _____

Resources Distributed: (Please provide number used)

Guide for Parents and Students _____ Comic Books _____

\$ Spent _____ # Hours _____

Scholarship Participation:

Did your Unit submit entry for the National President's Scholarship _____

Did your Unit submit entry for Spirit of Youth Scholarship for Juniors _____

Did your Unit submit entry for Non-Traditional Scholarship _____

Did your Unit submit entry for Department Scholarship _____

Did your Unit participate in Unit Scholarships _____ # _____ Cost \$ _____

Did your Unit donate to American Legion or Auxiliary Scholarships _____ Cost \$ _____

Did your Unit donate to National President Scholarship "Education Children of Warriors" _____

Cost \$ _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT GIRLS STATE ANNUAL REPORT

Please submit no later than **April 15**, 2017 to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Girls State Chairman's Name _____
Unit Name & Number _____
Number of Members in Unit _____

1. Number of schools you serve _____ County _____ Name of Schools _____

How were schools contacted? _____

Did you have new schools participate this year? _____ How Many? _____
How many officials do you work with at Schools _____ Principals _____ Counselors
_____ Activity Director _____ Others _____
3. Number of students your Unit sending to Girls State this year _____
4. Do you invite citizens to report to your Unit? _____ Do the citizens report to your contributors? _____
5. How many Certificates of Appreciation were presented to contributors? _____
6. List ways your Unit used to promote publicity for Girls State Program _____

7. Did you have an orientation for your citizens? _____ Did you include the past citizens? _____
Was your orientation in the Unit _____ A joint orientation? _____ With Unit _____
8. Do you choose your citizens for Girls State _____ Do the school(s) choose your citizens _____
9. Did your Unit encourage members and students to use RGS Web Site for more information _____
10. What recognition is done by Unit for the Girls State Program and citizens that attend?
Banquet _____ Unit Meeting _____ Invite Community Leaders _____ Invite school officials _____
Other (Identify) _____
Joint with Legion Yes _____ No _____
11. Did your Unit submit a Girls State Scrapbook? _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT JUNIOR ACTIVITIES ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Junior Activities Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Number of Juniors in your unit _____ Number of new Juniors _____
2. Number of Junior meetings held _____ Number attended - Juniors _____ Seniors _____
3. Did your unit hold the following ceremonies for Juniors? _____
Initiation _____ Installation _____ Graduation _____
4. Did your unit Junior Group receive newspaper coverage on their events/programs _____
How many inches of print? _____
5. Did your Juniors participate in: Junior Activity Sheets _____ Number _____
Leadership Correspondence Course _____ Number _____ Junior Member Of The Year Nominee _____
Veteran History Project _____ Number _____
The Patch Program Activity Sheets _____ Americanism Patch _____ VA & R Patch _____
Leadership Patch _____ Community Service Patch _____
Membership Patch _____ Physical Fitness Patch _____
Poppy Patch _____ Field Service Patch _____
National Security _____ Education _____
National President's Scholarship _____
6. Did Juniors teach the basics of email and Internet to members/Leaders in Unit? _____
Did Juniors work with the Unit to create and maintain ALA unit website? _____
Does your Juniors practice and teach Internet Safety? _____
7. Did your Juniors participate in volunteering projects? _____ # hours _____ # Junior volunteers _____
Special Unit Project _____ # Hours _____ # Junior volunteers _____
VOLUNTEENS _____ # Hours _____ # Junior volunteers _____
Community Service Projects _____ # Hours _____ # Junior volunteers _____
Pocket Flag Project _____ # Pocket Flags _____ # Hours _____ # Jr Volunteers _____
8. What did your senior members do to prepare Juniors for Leadership roles in your Unit?

10. Did you have Juniors attend Fall Workshop _____ # _____
Mid-Winter Conference _____ # _____ Junior State Convention _____ # _____
National Convention _____ # _____
11. Total hours of participation for the Juniors in your Unit _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT LEADERSHIP ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Leadership Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Did your unit attend the Officers/Membership Training Workshop in September held at Bridgeport Days Inn? _____ # attended? _____ # attended for the first time _____

2. Did your unit attend the Mid-Winter Leadership Conference? _____ # attended? _____ # attended first time? _____ was the conference helpful? _____

3. Did your Unit President have the *SPIRIT* at your unit meeting for those who don't receive the *SPIRIT*? _____

4. Does your Unit use the unit handbook guide or Leadership Manual at your meetings for information? _____

5. Did your District Conference follow the proper format on conducting their meetings? _____

6. Do you think your officers and chairmen were properly trained for their position? _____
What could be done to make the training better? _____

7. Did your Unit use a mentoring approach to develop the training of members? _____
How successful was it? _____

8. How many new activities were developed and initiated this year in your Unit _____

9. Do your unit stress the "Strategic Plan" that Department developed? _____
List ways: _____

Please use the Annual Program Narrative Department Form to complete this entry.
Let me know what your Unit did and how you did it.

UNIT LEGISLATIVE ANNUAL REPORT

Please submit no later than **April 15, 2017**: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Legislative Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. # of Communications with Legislators: National _____ State _____ Local _____
2. # of staff members of your representatives or senator invited to a unit meeting? _____
3. # of Communications by: Letters _____ Emails _____ Phone Calls _____ Office Visits _____
4. Used Advocacy Guide as informational tool? Yes _____ No _____
5. # of Responses received from Legislators: National _____ State _____ Local _____
6. # of members receiving Dispatch subscription or reading Online _____
7. Used Legion Legislative Action Alerts for updates and emails? Yes _____ No _____
8. Did you use the Legion Legislative Action Center for updates and emails? Yes _____ No _____
9. Did your unit host or help your Post host a "Meet the Candidate" night? _____
10. Subscribe to 3-newsletters of your elected officials to monitor what they consider priorities on Veteran/Military and National Security issues? _____
11. Did you attend the "Washington DC" Conference in February? _____ Did you meet with your representatives or Senators? _____

You may include a typewritten narrative report not exceeding 500 words.
Please include any news articles and pictures with your report.

UNIT MUSIC ANNUAL REPORT

Please submit no later than **April 15**, 2017 to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Music Chairman's Name _____
Unit Name & Number _____
Number of Members in Unit _____

1. Do you open each meeting with the Star Spangled Banner, whether singing or by tape? _____
2. Do you use Patriotic music at each meeting? _____
3. Did your unit provide music for community affairs and veterans in nursing homes, hospitals or VAMC?
_____ # Volunteers _____ Cost \$ _____
4. Did your unit utilize resources from the schools and community, such as choirs, dance teams, bands for your unit meetings? _____
List _____
5. Did your unit make monetary contributions for scholarships for music in local schools, for bands or community group? _____ Amount \$ _____
6. Did your unit have singing or musical programs at nursing home, hospitals or VAMC? _____
7. How many Juniors help with music programs? _____
8. Did your Unit participate in the "Membership Song" Video this year? _____
9. Did your unit enjoy music this year? _____ Explain _____

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

UNIT NATIONAL SECURITY ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
 1251 Doolin Run Road
 New Martinsville WV 26155-7808

National Security Unit Chairman: _____
 Unit Name and Number: _____
Number of Members in Unit _____

Service of US Service Members:

Number of Volunteers: _____ Number of Hours _____
 Dollars Spent \$ _____ In-Kind Value \$ _____
 Number of US Service members Served: _____

Service for Military Families:

Number of Volunteers _____ Number of Hours Volunteered _____
 Dollars Spent \$ _____ In-Kind Value \$ _____
 Number of Military Families served: _____

Did your Unit participate in:	\$ Spent	In-Kind Donations \$ Amount	#Volunteers	# Hours
Yellow Ribbon Reintegration Program _____	_____	_____	_____	_____
Operation Home front _____	_____	_____	_____	_____
Family Readiness Groups _____	_____	_____	_____	_____
Family to Family support _____	_____	_____	_____	_____
USO _____	_____	_____	_____	_____
Family Support Network _____	_____	_____	_____	_____
Operation Comfort Warriors _____	_____	_____	_____	_____
Heroes to Hometown _____	_____	_____	_____	_____
Gold Star & Blue Star Banner _____	_____	_____	_____	_____
POW/MIA Initiatives _____	_____	_____	_____	_____
Citizen Corps _____	_____	_____	_____	_____
ROTC & JR ROTC _____	_____	_____	_____	_____
ALA Gateway to Services _____	_____	_____	_____	_____
National Military Appreciation Month (May) _____	_____	_____	_____	_____
American Red Cross _____	_____	_____	_____	_____
Tragedy Assistance Program "TAPS" _____	_____	_____	_____	_____
Promote "Remember Everyone Deployed" Wear Red on Friday _____	_____	_____	_____	_____
Other Specify _____	_____	_____	_____	_____

Hold CERT (Citizen Corps) training? Date: _____ Location: _____ # Registered: _____
 #stayed for event: _____ #of flyers handed out: _____

To Compete for National Awards You Must Follow the Rules in the Awards Book
 Please use the Department Narrative Form or submit a Narrative Report
 Your Unit has done to be eligible for the Department Award.

UNIT PAST PRESIDENTS PARLEY ANNUAL REPORT

Please submit no later than **April 15**, 2017 to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Past Presidents Parley Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Does your unit have an active Past Presidents Parley? _____
If so, does your Past Presidents Parley do a fundraiser for the Past Presidents Parley? _____
List Fundraiser _____ Money Raised _____
2. Does your unit donate to the Past Presidents Parley? _____ How Much? _____
3. Does your Unit plan to submit a nomination for Auxiliary Unit Member of the Year?
_____ (Rules for this are in Awards Book)
4. Does your unit plan to submit a nomination for the WV Timeless Award? _____
(Rules for this are in the Awards Book)
5. Did your Unit submit a Woman Veteran Honoree for honoring active duty service women and women Veterans serving/served in the Iraq and Afghanistan? _____

To submit a nomination for Auxiliary Unit Member of the Year/and or WV Timeless Award for Department, you must do a narrative.

You can use the Annual Program Narrative Report form for Department Narrative.

To submit a nomination for Auxiliary Unit Member of the Year and or honoring Active Duty Servicewoman you must follow the Rules in the Awards Book.

UNIT POPPY ANNUAL REPORT

Please submit no later than **April 15**, 2017 to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Poppy Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Number of Poppies ordered/made this year _____ Number of Poppies ordered last year _____
Is this a decrease or increase over last year? _____ # of Poppies _____
Amount of contributions collected last year \$ _____
Projected amount of contributions this year \$ _____

2. Did your Unit sponsor a Poppy Poster Contest? _____ Number of Schools participating _____
students from:
Class 1, Grade 2 & 3 _____ Class 4, Grade 8 & 9 _____
Class 2, Grade 4 & 5 _____ Class 5, Grade 10-12 _____
Class 3, Grade 6 & 7 _____ Class 6, Special Needs _____
How many Volunteers _____ Hours _____

3. Did you select a Miss Poppy? (6-12) _____ (13-18) _____
Did you enter her in the National Miss Poppy Contest? _____
How many volunteers _____ Hours _____

4. Number of Seniors helping with Poppy Day _____ Juniors _____ Legionnaires _____
SAL _____ Other groups (list each) _____
Did your Unit send/give Poppies to elected officials in your Community? _____ # _____
Hours _____

5. Did you order Poppy items to use for other occasions then Poppy Day? _____ \$ _____ # _____
Explain how your Unit decorated for Poppy Day _____

6. Were Poppies placed in houses of worship? _____
Did your Unit use Poppies for tray favors at local Nursing Homes or Personal Care Homes? _____
Poppies used _____ \$ _____ # Hours _____

7. Did you hand out certificates to Businesses, Organizations, News Media for help in promoting the Poppy Day program? _____ How many? _____

8. Did your Unit use the Auxiliary *Spirit* and/or Poppy messages to promote the Poppy program?
Yes _____ No _____

9. Did your Unit use Poppies for decorations, etc.? _____ List _____
Did you involve your Juniors with the decorations or crafts involving the Poppies? _____

10. Does your Unit have a Poppy Club? _____ \$ _____
Describe how your club works _____
(Attach extra pages if needed)

11. Did you have newspaper/television/radio coverage? _____ How much? _____
12. Did your unit promote poppies throughout the year (not just on Veterans Day or Memorial Day)? _____
14. Did your Unit submit a Poppy Scrapbook? _____

You can use the Annual Narrative Report Form for your Department Narrative.
Narratives sent to National Must Follow Nationals Rules

UNIT PUBLIC RELATIONS ANNUAL REPORT

Please submit no later than April 15, 2017 to: Department Headquarters, ALA
1251 Doolin Run Rd.
New Martinsville WV 26155-7808

Public Relations Chairman's Name _____

Unit Name & Number _____

Number of members in your Unit _____

Press Information

Number of interviews with Reporters _____ Number of articles published _____

Number of pictures published _____ Number of letters to the Editor _____

Number of letters of Appreciation _____ Number of Press Releases _____

Did your Unit enter in Press Book Competition? Yes _____ No _____

Radio/Television

Number of Programs _____ Number of Announcements _____

Total Minutes of Broadcast Time _____ Was Public Access Radio/TV used? Yes ___ No ___

Describe programs on Public Access Radio/TV _____

Feel free to use back if move room is needed

Type of Unit Publication

Does your Unit have a publication? Yes ___ No ___

What type of Unit publication? Newsletter ___ Bulletin ___ Web-Site Newsletter ___

Joint publication with the post? _____

Does your Unit subscribe to the "Auxiliary News" for Friends ___ Health Facilities ___

Schools ___ Churches ___ Community Agencies ___

Congressional Offices/Others _____

Resource Materials from the National/Department Websites:

Did your Unit encourage members to use:

National Auxiliary Web-Site for additional information? Yes ___ No _____

Department Auxiliary Web-Site? Yes _____ No _____

Number Used: (Each copy posted counts as one, example if you use one version of the poster or banner and place in 10 businesses, it counts as 10.)

American Legion Auxiliary Posters to local business? _____ Banners? _____

Flyer/Newsletter Templates? _____ Brochures? _____

Social Media, does your Unit have a:

Is it actively used & updated?

Website? Yes ___ No ___ Yes ___ No ___

Facebook Page? Yes ___ No ___ Yes ___ No ___

Other social Media, such as Twitter, Instagram Yes ___ No ___ Yes ___ No ___

Newly created this year? Yes ___ No ___ What? _____ When? _____

Did your Unit participate in the "Ring Your Bells" contest? Yes _____ No _____

Comments or suggestions on contest: _____

Feel free to use back of form if more room is needed

Auxiliary Appeal, Honor Their Service button, Auxiliary Name Tags:

Number of members? _____ Worn at number of events: _____

If you are submitting a Press book for Department competition, a copy of this report must be included.
Additional information does not take the place of the narrative.

UNIT VETERANS AFFAIRS AND REHABILITATION ANNUAL REPORT

Please submit no later than **April 15, 2017** to: Department Headquarters, ALA
1251 Doolin Run Road
New Martinsville WV 26155-7808

Unit Name & Number _____

Chairman's Name _____

Number of Members in Unit: _____

1. Our Service For Veterans (Ex: include hours volunteering in VA, helping wounded warriors and elderly veterans at home, providing transportation (no family), distributing poppies, raising money or assisting with Veterans Creative Art Festival, fundraising events, planning and assisting with veterans job fairs, etc.)

	#Volunteers	Total Hours	Expenditures	# Vets Served
Unit/Post Fundraising	_____	_____	\$ _____	_____
VA Supervised Facilities	_____	_____	\$ _____	_____
Field Service	_____	_____	\$ _____	_____
Other Service Projects	_____	_____	\$ _____	_____
Totals	_____	_____	\$ _____	_____

Number of Veterans in Classroom presentations _____ Volunteer Hours _____

NUMBER OF NEW VOLUNTEERS RECRUITED: Seniors _____ Juniors _____

Describe what activities you did to recruit volunteers: _____

<u>Collaborative Program Efforts:</u>	# Volunteers	# hours	Expenditures/Donations
Christmas Gift Shop	_____	_____	\$ _____
Comfort Item Drive	_____	_____	\$ _____
Fisher House	_____	_____	\$ _____
Creative Arts Festival	_____	_____	\$ _____
Homeless Veterans Initiatives	_____	_____	\$ _____
Quilt of Valor Event	_____	_____	\$ _____
Caregiver to Non Family Veterans	_____	_____	\$ _____
Other	_____	_____	\$ _____

Number of poppies purchased for distribution _____ Dollars raised from distribution \$ _____

2. Other service for active duty military: Hours Volunteered _____ Dollar Spent \$ _____

3. Other service for military families: Hours Volunteered _____ Dollars Spent \$ _____

4. Unit Scholarship for Veterans Family Members: # awarded _____ Dollar amount of Local Scholarships \$ _____

Dollar amount donated to Department Scholarships \$ _____

Did your unit donate to the Comfort Items at Midwinter Conference? _____ How much in goods and or money? _____

List names and hours for "Service to Veterans" Volunteers

List names and hours of all VA Hospital Volunteers (separate paper attached to report)

SAMPLE:

Mary Smith

Service to Veterans: 16 hours
Hospital: 25 hours

Please use the Department Narrative Form or submit a Narrative Report
Your Unit has done to be eligible for the Department Award.

Total Participation

Unit President's Name: _____

Unit Name and Number: _____

To be eligible for "Total Participation" Traveling Plaque your Unit must have participated in *All* Programs of the American Legion Auxiliary for the 2016-2017 year.

You must include a cover page: include

Unit President's Name

Unit Name and Number

Total Membership in Unit

Please submit a narrative form **not to exceed 500 words** no later than *June 1, 2017*

Send directly to:

*Department President Tammy Workman
PO Box 63
Reader WV 26167*

