



Mid-Year and Year-End Reporting forms 2019 - 2020

Who Receives Reports

From Units to District Presidents
 From District Presidents to Dept. Chair
 Department Chair to Dept. Pres.
 And National Divisional Chairman

Mid Year Reports by:

November 15, 2019
 December 1, 2019

 December 15, 2019

Year End Reports by:

April 15, 2020
 May 1, 2020

 May 15, 2020

****Mid year reports include activities from April 1 to November 1. Year end reports include all activities from April 1 through March 31. (Make sure you include your mid-year report with your year end report!)****

UNIT/DISTRICT FILLING OUT THIS REPORT

Americanism	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Flag etiquette tips (schools, daycares, newspapers, when to display your flags)						
Patriotic holiday events						
Voting - Get out and vote, provide rides, work with the school for Kids Voting USA, write letters to state and federal representatives asking them to support the flag amendment.						
Essay and Poetry Contest - these may be taken to the schools before Veteran's Day as teachers appreciate patriotic work at this time. Report the number of entries along with how you recognized them.						
Promote your organization: wear Auxiliary shirts, scarves, jewelry when in the						

community and for sure at Patriotic events. Carry an application in your purse, have a graduation for your juniors, as they become senior members.						
Participate in and promote American Legion Americanism programs. Support American Legion Baseball - this includes any financial as well as statistics, concession booth, be a driver to a game. Oratorical contest - listen to the contestants practice, offer refreshments, drive participants to the events. Junior Shooting Sports - provide refreshments, transportation, supervise, or host an event.						
Other: (Explain)						
Totals						
Auxiliary Emergency Fund	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Any member who has had an "Emergency" may apply for financial assistance from this fund. This includes fire, tornado, flood, medical. But, as an organization did you do something to help them? A fundraiser, help clean up after the disaster, watch children						

while they were gone for medical reasons?						
Chaplain	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Turn in your prayers for the President's prayer book, report deceased members, hold a memorial day program at your local, drape your charter.						
Children and Youth April is Children & Youth Month	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
"Star Spangled Kids" educate children on the history of USA, patriotism, Americanism, US Constitution. Sept. 17 is Constitution Day - host a party - print and distribute pocket constitutions to 6th, 11th & 12th graders at schools.						
Provide support for any youth in your community who has a parent or loved one deployed. Plan game night/potluck, that will bring military and non-military families together. Assemble kids or family hero packs, purchase a GI Josh for children of deployed service men and women, purchase military books, read to						

children at schools and/or present to the children.						
Identify veterans' children that may need assistance, provide financial and time!						
Youth Hero Awards & Good Deed Awards - engage your school for deserving youth; watch the newspaper and social media for deserving youth.						
*Christmas parties, Easter egg hunt, Halloween activities for the community						
Present a GI Josh Dog or other plush animal or book to a child facing surgery or long-term illness.						
Other: (Explain)						
Totals						
Community Service	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
This is everything you do for your community.						
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This is everything you do for your community.						
Totals						
Constitution & Bylaws	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Each year you should update the constitution, Bylaws and Standing rules AND send a new copy to the chairperson and department secretary!						
Education	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Work with the Legion to promote "Veteran's in the Classroom"						
American Legion & Auxiliary Scholarships, local, state and national. Post all award winners in your local media						
Make a donation to American Legion Auxiliary Education Scholarship funds.						
Give 10 to Education:						
Others						

Totals						
Girls State	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Send local girls interested in Government to Girls State. Also, escort them to a Girls State Tea in your area or volunteer to host the Girls State Tea.						
Others						
Totals						
Historian	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
As historian you not only make a scrapbook for your unit, but you include the history of your unit. Send pictures and newspaper articles to be included in the Presidents scrapbook.						
Junior Members	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Involve your juniors in your activities. Do Junior activities from the patch program for junior members and their friends. Teach them to wear their patriotic colors proudly. Bring the junior members awareness to scholarships and awards available for them.						

Bring Junior Members to District, Mid-winter, and State Conventions and meetings.						
Other (Explain)						
Leadership	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Encourage members to take the American Legion Auxiliary Leadership Course Training that is online.						
Offer New Membership packets to all new and old members! Have a mentor for all new members or newly involved members. Invite new members to participate, be open to new ideas.						
Other (explain)						
Totals						
Legionette	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Encourage members to get Legionette on line or a paper copy. Review the Legionette at each meeting.						
Send pictures and articles promoting your Units activities to the Legionette.						

Legislative	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Hold town hall meetings for Legislators to meet with and discuss the issues of our Veterans and active duty military and their families.						
Write letters and emails supporting our Veterans and active duty military and their families to state and federal Congressmen						
Membership	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Retain current members - take the time to ask them in person.						
Rejoin former members						
Work with the Legion to make sure all of their member's family and female members have been asked to be a member of the Auxiliary.						
Prepare an elevator speech to invite people to join the largest Women's organization supporting Veterans.						

Other (Explain)						
Totals						
National Security	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Present Blue Star banners in recognition of a person serving at this time, Gold Star Banners to any families who have lost a child during service, and Gold Star Flags.						
Promote school, community wear "RED" on Friday - Remember Everyone Deployed." Take pictures and promote on all forms of Media.						
Decorate with yellow ribbons as a gesture of appreciation for local service members' military service.						
Set up, work at, and donate blood at a blood drive.						
Have a sendoff or welcome home for deployed military						
Totals						
Past President's Parley	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense

<p>As a Unit, you select one member of your unit for the Department Unit Member of the Year Award. Award based on current membership year. This would include an essay of not more than 1000 words and the entry form.</p>						
<p>Poppy</p>	<p>What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.</p>	<p># of Auxiliary Members</p>	<p># of hours</p>	<p>Direct Veterans Involved</p>	<p>Not Direct Veterans involved</p>	<p>Financial Expense</p>
<p>Order poppies to be distributed in your community.</p>						
<p>Have a poppy day in your community, publicize a letter to the editor the week before, have the mayor proclaim the Thursday prior to Memorial Day as Poppy Day.</p>						
<p>Read "The Poppy Lady" to youth in your local schools.</p>						
<p>Take information to the schools early for the Poppy Poster contest, You can take pictures of the winning posters and publish them in the local newspaper and social media.</p>						
<p>Enter a poppy corsage or center piece to be judged at Midwinter.</p>						

Have a Miss Poppy and Little Miss Poppy Contest.						
Totals						
Public Relations	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Wear your branded ALA apparel, emblem patch, or "Honoring Their Service" button. Buttons may be purchased at www.ALAforVeterans.org						
Write letters to the editor and/or news release for patriotic holidays and events.						
Use social media to promote Veterans and Military.						
Promote all ALA activities in your local media and on social media.						
Share local reminders via social media and your newspaper.						
Totals						
Scrapbook	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Send information about your Unit to be included with the President's scrapbook.						

Compile a scrapbook of your own.						
Veteran Affairs & Rehabilitation	What did you do? Brief explanation, if you want to report more details, do so in a narrative and attach it to these forms.	# of Auxiliary Members	# of hours	Direct Veterans Involved	Not Direct Veterans involved	Financial Expense
Serve Veterans and their families at VA health care facilities. -Become a volunteer						
Serve Veterans in your community - record all hours under the heading "Service to Veterans" a pin is available for all who have recorded 50+ hours.						
Sew quilts of Valor, crochet or knit stocking hats for the homeless, make sleeping mats for homeless vets from used grocery bags, bake treats for a local Veteran, a Veteran health care clinic, or hospital.						
Work with the local Veterans Service Officer to assist Veterans in the community - doing their taxes, watching their children, driving them to a doctor's appointment						
Assist in a stand down for Veterans, bring coats, blankets, hats, gloves, mittens, scarves to hand out						

Assist in homeless Veterans activity - make a meal to go, collect, prepare and distribute clothing, hygiene kits, buddy baskets, secure household items, pay for a haircut						
Provide support to VA Creative Arts Festival. Volunteer to help with the festival. Encourage local Veterans to participate in a Creative Arts Festival.						
Donate funds or supplies to assist Veterans with the Wheel Chair Games, Para Olympics or other disabled Veterans activities. (Contact your local VA hospital for a list of needs)						
Assist with a job fair for Veterans or a Habitat for Humanity project						
Assist and support caregivers of Veterans.						
Other (Explain)						
Other (explain)						
Totals						