



## Questions to Include on Narrative Reports

### ALA Girls Nation

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

- What have you done within your ALA Girls State program (or unit) to encourage membership?
- How many ALA Girls State delegates do you anticipate participating in your program this year?
- How many ALA Girls State alumnae joined an ALA unit following this year's session?
- How many of the delegates sponsored this year by your unit were funded by a source outside of your Legion Family?
- What is the total number of volunteer hours spent on your ALA Girls State program?

### Americanism

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

- How many Americanism essays did you receive?
- How many children did you sponsor in the Oratorical Contest?
- How many flag programs did you provide, including flag disposal ceremonies?
- How did you promote patriotic holidays?
- How did you encourage support of the flag amendment?
- Did your unit promote Junior shooting sports? How?
- Did you support American Legion Baseball? How?
- How did you promote the American Legion Auxiliary in your community?

### Children & Youth

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

- How did your unit promote "Star Spangled Kids," educating children and youth about the U.S. Constitution from the aspect of patriotism and Americanism?
- What success stories do you have regarding support for military and veterans' children?

### Community Service

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

- What was the number of volunteers completing Community Service activities/projects?
- What was the number of volunteer hours completed for Community Service activities/projects?
- How much money was spent on Community Service activities/projects during the administrative year?
- What was the value of in-kind donations received for Community Service activities/projects during the administrative year?
- Did your unit hold a Walk, Run & Roll event? If yes, how much money was raised?
- What types of community service activities/projects were done in your unit?

### Education

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

- How many Give 10 to Education certificates were given in your unit?
- How many Veterans in the Classroom programs were presented?
- Did your unit actively support veterans associations on a campus? How?
- Did your unit provide assistance to a needy student? How?
- How many scholarships were awarded by the unit?



## **Junior Activities**

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

- How many Juniors are involved in the Patch Program?
- What are the various service projects in which Juniors are involved?
- What is the amount of donations made by Juniors?
- What percentage of volunteer hours was performed by Juniors?
- What is the number of Juniors regularly attending meetings?

## **Legislative**

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

- How many times did members contact (phone calls, emails, letters, faxes, visits, etc.) their national elected officials?
- What legislative activities (town hall meetings, legislative receptions) did members attend in their communities and departments? Please describe.
- What methods were used to develop relationships with elected officials? Please describe.
- How did members communicate the legislative priorities of The American Legion in their communities?
- Did your unit plan a legislative program for members? If yes, please describe.

## **National Security**

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

- How many Blue Star and Gold Star Banners were presented?
- How many MIA families were recognized following notification of remains?
- How many service members were honored during welcome-home events?

## **Poppy**

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

- How did you promote the Poppy Program?
- How did you increase poppy revenue?
- How did you promote the Poppy Poster Contest?
- How many posters were submitted?
- How did you promote Little Miss and Miss Poppy?
- How many young girls participated in Little Miss and Miss Poppy?

## **Veterans Affairs & Rehabilitation**

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

- How many members earned the new Service to Veterans pin in your department?
- How many quilts were made and donated to Quilts of Valor?
- How many units participated in caregiver support with the Elizabeth Dole foundation?

## **Auxiliary Emergency Fund (AEF)**

None

## **Cavalcade of Memories**

None



### **Chaplain**

None

### **Constitution & Bylaws**

None

### **Historian**

None

### **Leadership**

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

- How many unit and/or department trainings did your members participate in?
- What topics or presentations were included in your trainings?
- Did you hold training on nurturing a culture of goodwill?

### **Membership**

None

### **Past Presidents Parley**

None

### **Public Relations**

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

- Does your unit have a website and/or Facebook page?
- How many times has your unit been mentioned in local media promoting mission-related activities?
- How many PSAs were distributed by your unit?
- Does your unit have an active and updated media contact list?
- Did you participate in the “Ring Your Bell” contest? If so, how many people participated? Do you think it was a successful program? Please include further comments and suggestions for improvement.