



## 2017-2018 Reporting Information

### What You Need to Know About Reporting

**It is important for every unit to report, even if the report states that no hours or activities were completed.**

### Report Types

There are two types of mid-year/year-end reports: narrative (written) and impact (cumulative numbers). The Department Historian also asks for a report.

**Narrative Reports:** Narrative reports are a chance to tell your unit's story. Share what was done- in your own words- and how it impacted others. Many programs have a sample list of narrative questions that should be answered. See *Narrative Reporting Questions* for a list of all the questions that can be answered for each program.

**Impact Report:** The impact report is a report of the number of hours and dollars spent on Auxiliary programs, and number of Veterans/Families served.

Each member tracks her own hours and resources used while doing the mission throughout the year. Then, when it's time to send your report to your unit, hours are tracked on one sheet and ready to submit. Each organizational level flows up to the next, and we end up with an impressive collective Auxiliary impact. This is the most basic and critical step in reporting. Even members who don't attend meetings are volunteering, so let's capture every hour we can!

The departments' annual impact reports are sent to National Headquarters where they are compiled by ALA National Headquarters staff into the ALA Annual Impact Report. This Impact Report is used to demonstrate who we are, what we do, and why we matter. For example, in 2013, American Legion Auxiliary volunteers provided \$1.85 billion in service! The American Legion includes our data in their annual report to Congress.

**Historian Report:** The Department Historian compiles the Department history at the end of the leadership year. Because the leadership year starts/ends at Department convention, the requested reporting dates may differ from the narrative and impact number reports. Much (if not all) of the information submitted in the narrative and impact reports may also be submitted to the Historian. She would also like newspaper clippings, etc. to put in the President's History book.

### How to Report & Where to Send Them

**Narrative reports** may be submitted using the *Narrative Report Form*, or with any form/any format desired by the person submitting the report. Units will submit their reports (narrative and impact) to their district president. The district president will then send compiled reports to the department office and department president. The secretary will then distribute them to the appropriate chairmen.

Some activities may fit into more than one program. You may report the activities to multiple programs whenever appropriate.

**Impact numbers** may be reported using the 2017-18 Impact Report Form (use the correct form for member, unit or district) or in any format desired by the person submitting the report. Units will submit their



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reports (narrative and impact) to their district president. The district president will then send compiled reports to the department office and department president. The secretary will then distribute them to the appropriate chairmen.

If you are unsure of how many or where to count your hours, use your best judgment - reasonable estimates are just fine. Just be sure to report your numbers only one time in one place.

The **Department Historian** will send checklists every few months in the unit mailing. Units may return the completed checklist to the historian, and/or submit their narrative and impact number reports.

### **Report Deadlines**

Mid-year Narrative and Impact reports are due to the respective district president by **December 1, 2017**.

District reports are due to the office by **December 15<sup>th</sup>, 2017**.

Year-end reports are due by **April 15, 2018** to the respective department chairmen and district president. The year-end report should cover unit happenings from April 1, 2017 through March 31, 2018.

Because the Historian is reporting on the full ALA leadership year running from Convention to Convention, her deadline for reporting may be later than the narrative and impact report deadlines.

### **Awards**

Many programs have awards available on the member, unit and department levels. Applying for awards is separate from reporting. Complete information on awards can be found in the 2017-2018 National Plan of Action at <http://alaforveterans.org>.