



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 three types of mid-year/year end reports:

- Narrative (written mid-year)
- Impact (cumulative numbers)
- Department Historian (also asks for a report from each Unit)

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 Unit member tracks her own hours and resources used while doing the mission throughout the year. Then, when its' time to send your Unit's report, hours are tracked on one sheet and are ready to submit. Each organizational level flows up to the next, and we end up with an impressive collective Auxiliary impact report. 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 Department's annual impact reports are sent to National Headquarters where they are compiled by ALA Nation 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, the 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's 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 reports may also be submitted to the Department historian. She would also like newspaper clippings, photos etc. to put into the Department President's History book.

How to Report and 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 the appropriate **Department Chairman and to their District President.**

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 North Dakota Impact Report, or in any format desired by the person submitting the report. Units will submit their reports (narrative and impact) to the appropriate **Department Chairman and to their District President.** I

If you are unsure how many or where to count your hours, use your best judgement – reasonable estimates are just fine. Just be sure to report your (impact) 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 Department Historian and/ or submit their narrative and impact number reports to her as well.

Report Deadlines – Mid-Year Narrative and Impact reports are due to the appropriate *Department Chairman and District President* no later than – **December 1, 2017.**

Year-end reports are due by **April 15, 2018** to the appropriate *Department Chairman and District President.* The year-end report should cover unit happenings from April 1, 2017 through March 31, 2018.

Because the **Department Historian** is reporting on the full ALA leadership running from Department Convention to Department 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. More information on awards will be shared in a future Unit Mailing. Complete information on awards can be found in the 2017-2018 National Plan of Actions at <http://alaforveterans.org>.

The ALA Annual Impact Numbers Reporting Process At-A-Glance

You, important ALA member, volunteer and raise resources to 'do the ALA's mission' throughout the year and record your service hours and financial investment using the ALA Impact Numbers Tracking worksheet.



ALA member reports volunteer service to Unit President by Unit Deadline (usually in April)



Unit President compiles its members numbers and sends Unit IMPACT REPORT to the District Presidents by April 15, 2018



District President compiles its Unit numbers and sends District Impact Report to Department President and Department Secretary



Appropriate Department Representative compiles numbers and sends to ALAReports@ALAforVeterans.org by June 1, 2018

ALA National headquarters compiles all Department numbers and prepares the *American legion Auxiliary Annual impact report – ALA by the Numbers* for the American legion to submit to Congress, and shares impact with the u>S> Department of veterans Affairs, media and the public.