American Legion Auxiliary
Year-End Impact Report Forms
2019-2020

Why report these numbers?
Every hour, every dollar, ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride in belonging to the world’s largest patriotic organization, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers. These numbers proclaim our impact and help make membership in the ALA meaningful.

These numbers are also reported to The American Legion, which includes them in its annual report to Congress. To make this process easier for you, it has been simplified and the form has been condensed to include only essential information. If you aren’t sure, giving an estimate is better than not reporting at all.

How to complete the Impact Report Form?
1. Each ALA member should fill out the Member Form and give it to her Unit President. This usually happens in April but check with your Unit.
2. The Unit President (or designee) compiles all unit member data on the Unit Form and adds any additional data not reported individually by Unit members. The Unit Form is then forwarded to the District President (by the Unit President or designee).
3. The District President will compile the ‘District Year-End Report’ using all ‘Unit Reports’ received.
4. It is more important that you report information in one section of the form only, rather that worry if you have selected the right category. For example, if you provide a service for children, it should go in either Service for Military Families (example, camps for military children only) or Service for Children & Youth (Legion family camps for all children), but not in both places. Just report it somewhere.
5. Please round to the whole dollar values (for example, $149.50 should be $150.00)

Report Simplifications
1. All service for all military whether active duty, retired, or reserve is now combined in one section.
2. Each section has better defined examples of the service that should be reported.
3. For Units, District, and Departments:
   a. “Line Numbers” and “Obtain Total From” columns assist in transferring data from form to form. For example, Units can find the number of Volunteer Hours in Military Families on Line 5 of the Member Form.

A downloadable fillable monthly tracking worksheet is available on the National website under the Members Only, Annual Report Forms section: www.ALAforveterans.org.

Thank you for taking the time to REPORT your VALUABLE SERVICE and helping us TELL OTHERS about our INCREDIBLE IMPACT!

(Year-End Impact Report Forms 2019-2020)
Question: Where do I report my service for a National Guard ‘Welcome Home’ activity?
Answer: Service for ALL members of the military, whether they are retired, active duty, or in the reserve component such as the National Guard is now reported in “Section 1: My Service for veterans, Active-Duty, and Reserve Military.”

Question: Do I report my VAVS (Veterans Administrative Voluntary Services) on the Impact Form since I already sign in at the VA when I volunteer:
Answer: No, the ALA receives those hours from the VA on an annual basis.

Question: Does time shopping for care packages for deployed military count as service?
Answer: Yes, time shopping for care packages for deployed military counts as service hours under Section 1, but also mileage associated with shopping for care packages may be reported under the new section “Section 5: Mileage.”

Question: So... does driving my daughter to Junior meetings count as service?
Answer: No, sorry, that falls within your responsibility as a parent. You get kudos for being a great ALA parent though.

Question: My unit volunteered at a summer camp for military kids. Where should I report this service?
Answer: You may report service for summer camps open only to military kids under “Section 2: My ALA Service for Military Families.” If the camp is open to ALL Children, then your service would be reported under “Section 3: My ALA service for Youth.” But don’t worry if you don’t remember, just report it somewhere. . .once!

Question: My neighbor is deployed, so I help her husband by babysitting their children once a week. Does this count?
Answer: Absolutely! Report this under “Section 3: My ALA Service for Military Families.”

Question: What if I don’t know exactly where on the form to report my service?
Answer: You can always report it under “Section 4: My Service Representing the ALA in My Community.”

Question: Can I count hours spent taking care of a veteran who lives with me but is not a blood relative?
Answer: As long as you are not receiving compensation in return for your role as a care-giver (such as when you care for your spouse), you may report it under “Section 1: My ALA Service for Veterans, Active Duty and Reserve Military.

Question: Can I count hours spent preparing meals for Legion meetings and administrative support for TAL commanders as hours spend in Service to Veterans?
Answer: Those hours count but should be reported under “Section 4: My Service Representing the ALA in My Community.” Some of our members aptly describe those activities as family chores.

THANK YOU FOR SERVING AND REPORTING!
Here’s What You Need to Know About Reporting

Please complete the appropriate section you are reporting: Individual Member, Unit, District, or Department.

Reporting Content

There are two (2) types of Year-End Reports: Narrative (written) and Impact Report (cumulative numbers). Each Department Chairman must send a mid-year and year-end narrative reports for her specific committee to her National Committee Chairman and Division Committee Chairman. Please see the individual Action Plan for detailed instruction. Specific information to include for each program is also noted in the Individual Program Action Plan.

Each UNIT 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 President, hours are tracked on one sheet and ready to submit. Each organization level flows up to the next, and we wind 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 Department’s Annual Impact Reports are sent to National Headquarters where they are compiled by ALA National HQ staff in 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 2015, American Legion Auxiliary volunteers provided $3.1 billion dollars in service! An impressive number! The American Legion includes our data in their annual report to congress. If you are unsure of how many or where to count our hours, use your best judgement – reasonable estimates are just fine. Just be sure to report your numbers only one time in one place. Your Department Office will let you know where to send your Narrative and/or Impact Reports.

Reporting Deadlines

NARRATIVE REPORTS: All Department Chairmen are required to submit a narrative Mid-Year Report no later than January 5, 2020 and a Year-End Report no later than May 15, 2020 to your respective Northwestern Division Chairman and/or your National Chairman.

When submitting your narrative reports to Northwestern Division and National Chairmen, please keep a copy for your record and send one to the Department Office by the same due dates as indicated above.
Annual Mid-Year and Year-End Report Form Deadlines

UNIT MEMBER – using the calendar year indicated on the MEMBER Year-End Impact Numbers Report:

▪ Each time you volunteer for your Unit, Church, or Community organization, track your volunteer hours and resources ( $$$ ) spent using the ‘Tracking Form’. If you don’t know the exact amount of time, dates or ( $$$ ) spent, use your best estimate.
▪ Each month – Enter your hours and resources spent to the ‘American Legion Auxiliary Tracking Form-MEMBER’ sheet. This will help organize your volunteering into specific categories in preparation for your Unit President’s ‘Unit Year-End Impact Numbers Report’.
▪ At the end of the auxiliary (administrative) year – enter your ‘year-end totals on your ‘MEMBER Year-End Impact Numbers Report’ and give your forms to your Unit President.
▪ DEADLINE: APRIL 1, 2020 – Submit your ‘Member Report’ to your Unit President.

UNIT PRESIDENT

▪ Make enough copies of this memo and the tracking forms for each of your Unit members. Ask each member to keep track of their volunteer hours and resources ( $$$ ) spent.
▪ Complete the ‘Unit Year-End Impact Numbers Report’ using the ‘Member Reports’ from each of your Unit members.
▪ DEADLINE: APRIL 15, 2020 – Submit your ‘Unit Year-end Impact Numbers Report’ to your District President no later than April 15, 2020.

▪ Note to Unit Presidents – If your Unit hosts a special event such as a fund-raiser for a specific veteran’s program or cause, ‘toot your horn’ and submit a Narrative Report (written as an article), along with pictures, video, identifying the participants, leaders, etc. Don’t wait until the end of the year to do so…do it right away. Submit your narrative reports to your District President, Department Chairmen, and the Department Office.

▪ Note to Unit Presidents – Every Unit has a member who goes above and beyond what might be expected when doing work related to veterans and her community. She probably does not seek or may not receive many accolades for her efforts. Think about who in your unit fits that description and nominate her for ‘Unit Member of the Year’ or the ‘Goodwill Ambassador’ award. Send your nomination to the Past Presidents Parley President, Diane Kraemer. The nomination forms are available online at www. ndala.org.

DISTRICT PRESIDENT

▪ Remind each of your Unit Presidents that you need their ‘Unit Year-End Impact Number Reports’ no later than the DEADLINE: APRIL 15, 2020.
▪ Complete the ‘DISTRICT/COUNTY Year-End Impact Numbers Report’ based on the reports you receive from your District’s Units.
▪ DEADLINE: MAY 1, 2020 – Submit your ‘DISTRICT/COUNTY Year-End Impact Numbers Report’ to your each of the Department Chairmen.
▪ DEADLINE: MAY 1, 2020 – Submit your ‘DISTRICT/COUNTY Year-End Impact Numbers Report’ to the Department Office.
- Note to District Presidents – Your Impact Reports will be compiled for submittal by the Department Office to National Headquarters and inclusion in the Department Convention Report.
- Note to District Presidents – Remember to submit outstanding Units and Unit Members for Department and National recognition.

- Submit a Mid-Year Narrative Report to your respective Northwestern Division Chairman no later than January 5, 2020. This narrative should include information on what you asked the Units and Auxiliary members to support as it relates to your specific program and how you implemented your plan.
- Submit a copy of your Mid-Year Narrative Report to the Department Office no later than the deadline of January 5, 2020 as well.

DEPARTMENT CHAIRMEN (ALL) – Year-End Reports – DEADLINE IS: MAY 15, 2020
- Submit a Year-End Narrative ‘REPORT to your respective Northwestern Division Chairman no later than MAY 15, 2020. This report should include highlights of successful projects submitted by Units and District Presidents.

- Note to Department Chairmen – Remember to submit outstanding Units and Unit Members for Department and National recognition.

DEPARTMENT Office - Year-End Report – DEADLINE IS: June 1, 2020
- With assistance of the Department Office personnel including the Department Treasurer, Department Secretary, the Department President will submit the ‘DEPARTMENT Year-End Impact Numbers Report’ to National headquarters by the Deadline of June 1, 2020.
Use this form if you find it more convenient, to track your monthly service to veterans, military and their families. When totaled, transfer this information to the appropriate line on the ‘Monthly Member Tracking Form.’

<table>
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<tr>
<th>DATE OF THE VOLUNTEER ACTIVITY OR EVENT</th>
<th>WHAT WAS THE ACTIVITY YOU VOLUNTEERED YOUR TIME AND DOLLARS FOR?</th>
<th>NUMBER OF HOURS (I) VOLUNTEERED</th>
<th>DOLLARS (I) SPENT ON VOLUNTEER ACTIVITY</th>
<th>MILES TRAVELED FOR VOLUNTEER ACTIVITY</th>
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