

American Legion Auxiliary ANNUAL REPORT FORMS 2016-2017

Please complete the section you are reporting: **Individual Member, Unit, District/County, or Department**

HERE'S WHAT YOU NEED TO KNOW ABOUT REPORTING

Reporting Content

There are two types of end-of-year reports: narrative (written) and impact (cumulative numbers). Each department committee chairman must send mid-year and year-end narrative reports for her specific committee to her national committee chairman and division committee chairman. Please see the individual Program Action Plan for detailed instructions. Specific information to include for each program is also noted in the individual Program Action Plan.

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 2015, American Legion Auxiliary volunteers provided \$3.1 billion in service! The American Legion includes our data in their annual report to Congress. 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. Members and units, please check with your department on where and when to send your impact numbers.

Reporting Deadlines

Narrative Reports: All department chairmen are required to submit a narrative mid-year report by January 5, 2017, and a year-end report by May 15, 2017, to their respective division chairmen and/or the national chairmen. Many departments ask their unit chairmen to submit a narrative report to the department chairmen. Please check with your department to determine the individual department reporting deadlines. When submitting your narrative report to your division and national chairman, please be sure to copy yourself and another unit, district/county or department officer.

Impact Reports: Department impact reports are due to National Headquarters by June 1, 2017. See Impact Numbers Reporting process on the next page.