

## American Legion Auxiliary - Department of California

Unit Name: \_\_\_\_\_ No. \_\_\_\_\_ District No. \_\_\_\_\_  
 Name of Unit President: \_\_\_\_\_ Telephone # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Final 2014 Membership \_\_\_\_\_

### Guidelines for Unit Activity Report June 1, 2016 - May 31, 2017

**If your Unit made goal by April 1, 2017** and you would like to compete for the Best Overall Unit Activity Report (Colleen Award), this form must be filled out with a written supplemental report of 1,000 words or less showing hours and dollars spent in the six major programs: Americanism, Children & Youth, Education, Legislation, Poppy, and Veterans Affairs and Rehabilitation. This report is due to the District President on or before **April 14, 2017**.

<b>MEMBERSHIP — 100 Points Possible — Required Program</b> What is your current membership? _____ What was your last year's membership? _____ Did you qualify for a Department Citation? _____ Did your Unit make goal? _____ By what date? _____	Points Awarded
<b>AMERICANISM — 100 Points Possible — Basic Program</b> Did your Unit participate in the Essay Contest? _____ Did your Unit contribute to the Department Americanism Fund? _____ \$ _____	Points Awarded
<b>CHILDREN &amp; YOUTH — 100 Points Possible — Basic Program</b> Did your Unit make donations to Department? _____ \$ _____ How much did your Unit spend locally on Children & Youth? \$ _____ Total contribution to Child Welfare Foundation \$ _____	Points Awarded
<b>EDUCATION — 100 Points Possible — Basic Program</b> Did your Unit contribute to the Department Education Fund? _____ \$ _____ Did your Unit buy Poppy Seals? _____ \$ _____ Did your Unit give any material assistance to students in your community? \$ _____	Points Awarded
<b>LEGISLATIVE — 100 Points Possible — Basic Program</b> Does your Unit and/or members subscribe to: <i>The Dispatch</i> ? Total Subscriptions _____ Number of letters/postcards written _____ Number of replies received _____	Points Awarded
<b>POPPY — 100 Points Possible — Basic Program</b> Number of poppies ordered this year _____ # of Poppy increase from last year _____ Number distributed _____ Did your Unit sponsor Poppy contests? _____ Which contests? _____	Points Awarded
<b>VETERANS AFFAIRS &amp; REHABILITATION — 100 Points Possible — Basic Program</b> Did your Unit make regular donations to Department? \$ _____ Does your Unit do any local rehabilitation work? \$ _____ Donations to Department Gift Shop/Patient Remembrance? \$ _____	Points Awarded
<b>AUXILIARY EMERGENCY FUND — 30 Points Possible — Elective Program</b> Did your Unit contribute to the Auxiliary Emergency Fund? _____ \$ _____ Did your Unit provide assistance to a local member(s)? _____ \$ _____	Points Awarded
<b>COMMUNITY SERVICE — 30 Points Possible — Elective Program</b> Did your Unit cooperate with other groups for community betterment? _____ What was your special project? _____	Points Awarded
<b>GIRLS STATE — 30 Points Possible — Elective Program</b> Did your Unit sponsor or share sponsorship of a citizen to Girls State? _____ Did your Unit contribute to the Girls State Fund? _____ \$ _____	Points Awarded

<b>JUNIOR ACTIVITIES — 30 Points Possible — Elective Program</b> Does your Unit have Junior membership? _____ Are they organized? _____ Did your Unit contribute to the Department Junior Conference? _____ \$ _____ How many of your Unit Juniors attended Junior Conference? _____ \$ _____	Points Awarded
<b>NATIONAL SECURITY — 30 Points Possible — Elective Program</b> Did your Unit work on National Security Legislation? _____ How many Unit members attended Awareness Assembly in Washington, D.C.? _____ Did your Unit participate in Civil Defense/Disaster Relief activities? _____ How? _____	Points Awarded
<b>PAST PRESIDENTS' PARLEY — 30 Points Possible — Elective Program</b> Did your Unit contribute to the Past Presidents' Parley Nurses' Scholarship Fund? _____ \$ _____ Did your Unit offer a Nurses' Scholarship locally? _____ \$ _____ Does your Unit have an organized Past Presidents' Parley? _____	Points Awarded
<b>PUBLIC RELATIONS — 30 Points Possible — Elective Program</b> Did your Unit have articles in a local paper? _____ Did your Unit have time on the radio? _____ Did your Unit have time on the TV? _____	Points Awarded
<b>GENERAL — 50 Points Possible — 10 Points Each Question — Elective Program</b> Are your Unit Bylaws up to date? ____ Has your Unit a complete Unit History that is up to date? _____ Does your Unit have a drill or ritual team? _____ Does your Unit keep a copy of Annual Reports for the new Unit Chairmen? _____ Does your Unit have a President's Procedure Book to pass onto the new President? _____	Points Awarded

***This is a true report of Unit Activities. The donations were verified by a comparison with the Treasurer's records.***

\_\_\_\_\_  
Unit President's Signature

\_\_\_\_\_  
Unit Treasurer's Signature

**NOTE TO UNITS:** *If you have made Unit Goal by **April 1, 2017**, this report must be completed and filed with your District President on or before **April 14, 2017** to qualify for the Best Overall Unit Report (Colleen Award). Your Unit must show participation in the six basic programs of the American Legion Auxiliary. A **supplemental report must be attached stating basic facts and statistics**. Leave Points Awarded blank as they will be filled in by your District President.*

**NOTE TO DISTRICT PRESIDENT:** Review reports and insert points awarded for each report received. Please select **ONE** winning Unit Activity Report based upon points awarded and supplemental report as the Best Overall Unit Report for your District and mail **only the winning report** to the Department Membership Chairman on or before May 1, 2017.

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 ALA Department Membership Chairman  
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