



American Legion Auxiliary National Report and Award Cover Sheet

PLEASE BE AWARE THE AWARDS AND REPORTING PROCESSES HAVE CHANGED. READ THE FOLLOWING INFORMATION CLOSELY TO ENSURE THAT YOU HAVE SUPPLIED ALL NEEDED INFORMATION.

Units that demonstrate success in at least two ALA mission outreach programs are encouraged to submit an entry form for the National President's Award for Excellence, including a narrative on how the unit fostered a climate of goodwill within the unit. The entry form must be filled out completely, included with your story and photos, and submitted to National Headquarters by June 1, 2018. The National President's Award for Excellence will be presented on the National Convention floor with a spotlight on each winning entry. All winners will also be featured in ALA national media.

Everyone is encouraged to send success stories and photos throughout the year to ALAMagazine@ALAforVeterans.org.

Member: The national Report and Award Cover Sheet should be attached if you are reporting. Submission may make you or your unit/department eligible for a national award.

Department Chairman and Unit Chairman: This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a department or unit national award.

- Send all award entries/year-end narrative reports to the appropriate program's division chairman unless otherwise noted in the Annual Supplement to the Programs Action Plan.
- All year-end narratives will be judged as award entries.
- Award winners are announced in the respective committee "pre-con" meeting prior to the start of ALA National Convention. All awards will be mailed to the winners' department headquarters at the close of ALA National Convention.

To all submitting this form:

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted, and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission.

Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at www.ALAforVeterans.org.

For the award for which you wish to be considered, please refer to the 2017-2022 Programs Action Plan at www.ALAforVeterans.org for the specific criteria such as photographs, narrative length, submission deadline, and point of contact. Please include all required documentation along with your submission of the National Report and Award Cover Sheet. All awards will be mailed to the department office after ALA National Convention. Department Presidents may wish to recognize award recipients by presenting them with the award at a department function.



**AMERICAN LEGION AUXILIARY
NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE
2017-2018**

Total Qty	Recipient	Submitted By	Deadline Date
5 Unit Awards	Unit	Unit President (Collaboration with unit members and chairmen)	June 1, 2018
1 Department Award	Department	Department President (Collaboration with department chairmen)	June 1, 2018
Hard Copy Submitted To:	American Legion Auxiliary NHQ Attn: NPAE 8945 N. Meridian St. Indianapolis, IN 46260		
Electronic Entry Submitted To:	natlpres@ALAforVeterans.org		

Criteria & Details

These awards are very special because they represent the “best of the best” in planning and implementation of American Legion Auxiliary efforts to meet the mission of serving veterans, the military and their families. By establishing objectives, creating action steps to accomplish those objectives, and then reporting the achieved outcomes, measurable success will be achieved.

There are two forms: Unit Award Form and Department Award Form. Make sure you are using the correct version.

Tell us your story with words and photos. The entry must include at least two ALA mission outreach programs of your choice and a narrative on how you/unit members fostered a climate of goodwill within the unit.

Entry form must be filled out completely and included with your story and photos.

Award Description

- The National President’s Award for Excellence will be presented on the National Convention floor with a spotlight on each winning entry.
- Following National Convention, a news release will be created for your unit/department and put on the national website for your use.
- All winners will be featured in ALA national media.

**AMERICAN LEGION AUXILIARY
NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE
UNIT AWARD FORM 2017-2018**

Name and Title of person submitting form		Phone # of person submitting form	
Unit Name and Number		Email of person submitting form	
Unit Address		Unit Department	WISCONSIN
Unit President's Full Name		Membership Goal/Current	
How did your unit retain members and/or recruit new members through mission-related activities?			
Local Newspaper Name and Address		Local Newspaper Email address	

ALA programs included in this entry (minimum of 2 mission outreach programs)	
--	--

Attach to this form one-page narrative per program. Tell us your story and include pictures. Each activity should include stated goals and how they were accomplished. Entries will not be returned.

Hard Copy Submitted to:	American Legion Auxiliary NHQ NPAE 8945 N. Meridian St. Suite 200 Indianapolis, IN 46260
Electronic Entry Submitted To:	natlpres@ALAforVeterans.org
Deadline: June 1, 2018	

Note: Only five American Legion Auxiliary units will win!



**American Legion Auxiliary
2017-2018 National Report and Award Cover Sheet**

This cover sheet should be attached to each narrative that is submitted for a National award. Please fill out the information as completely and accurately as possible.

Complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of state where you are a member: _____ WISCONSIN _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: _____

Nominator's Email address: _____

National committee sponsoring award: _____

Type of Award: Department Unit Member

Name of the award you are applying for: _____

For a unit award or to submit a year-end unit narrative report, please complete this section. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Name of department: _____ WISCONSIN _____

Unit president/chairman (circle one) name: _____

Above listed person's ALA member ID#: _____ Phone number: _____

Email address: _____

For a department award or to submit a year-end department narrative report, please complete this section:

Name of department: _____ WISCONSIN _____

Name of department chairman: _____

Chairman's phone number: _____ ALA member ID#: _____

Chairman's email address: _____

*Please see your committee's Annual Supplement to the Programs Action Plan
to determine where to send this form.*