

Annual Reporting

Submitted by National Vice-Chairman Jammie Phillips

The Department Chairman's Annual Report is an important responsibility for every Department Chair. This report should summarize the activities and achievements of the Units, Districts, and Department over the past year in support of the Poppy Program's mission.

It is important to note that this report is separate from the National Award Nomination Form and must be emailed to both the Division Chairman and the National Chairman by May 15th. While this is a separate document, the information contained in the department report may be considered by the selection committee during the evaluation process for national awards.

Department Annual Reporting Guidelines

<https://member.legion-aux.org/Member/Poppy-Annual-Reporting-Guidelines>

Department Chairs' Annual Reporting Guidelines:

Department chairs' reports share the positive impact of our mission! They help us tell the world who we are, what we do, and why we matter. Just three simple steps are needed to add your part to our national success story:

1. Department reports are limited to **1,000** words.
2. Provide details/examples about the activity. Be sure to include specific information such as the unit name and number.
3. Submit your department chair report to your division and national chair with photos by email by May 15. <https://member.legion-aux.org/Member/Electronic-Red-Book-Directory>
4. **Photos should be in a high-resolution format (at least 300 DPI) or sent using the high-resolution option on your smartphone.** When emailing the photo, select "actual size" for attaching to the email.
 - When possible, include photos of actual events
 - The request for photos is important for our national chairs to highlight members serving our mission.

Committee-Specific Reporting Guidelines:

As part of your narrative report, please include answers to the following questions:

- How have you promoted the Poppy Program and increased revenue?
- How have you educated your community on the meaning and the history of the poppy?
- How have you celebrated National Poppy Day? How have you increased the number of poppy makers in your community?
- How have you increased the number of poppy makers in your community?

Important Dates and Deadlines

May 15th, 2025, Department Annual

Reports Due – Annual reports are due by email to the Division Chairman and National Chairman. The Department's Annual Reports are separate from the Department and Unit Award Reports.

May 23, 2025, National Poppy Day

June 1st, 2025, Department and Unit Award Nomination Form Completed and Submitted - <https://member.legion-aux.org/National-Awards-Form>

June 1st, 2025 National Little Miss Poppy Deadline - For National Little Miss Poppy consideration, participants must submit a Little Miss Poppy award electronic application with supporting documentation. Additional Information may be found:

<https://member.legion-aux.org/Member/Awards/Little-Miss-Poppy-Contest>

June 1st, 2025, Poppy Posters -

Departments should establish a process and deadline. All department entries are due to the division chairman by June 1st. For more information on the Poppy Poster Contest, visit:

https://member.legion-aux.org/cmsdesk/ALA/media/PDF/Programs/Poppy_Poster_Contest_Rules.pdf

Resources

Poppy Program Guide The Poppy Program Guide has been updated for 2024 and is available for download from the National Website. https://member.legion-aux.org/cmsdesk/ALA/media/PDF/Guides/ALA_Poppy_Guide.pdf

National Poppy Facebook Group Join us on Social Media for additional information and ideas. Don't forget to answer the questions! <https://www.facebook.com/groups/ALAPoppy>

Questions?

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