

## **ANNUAL REPORT INSTRUCTIONS**

### **How to Write the Unit Annual IMPACT Report**

There are two types of end-of-year reports: impact (cumulative numbers) and narrative (descriptive).

**UNIT YEAR-END IMPACT REPORTS** are due to District Presidents by April 15, 2022.

The Unit Year-End Impact Report is a simplified “by the numbers” report. It is not program specific. These numbers are reported to The American Legion, which includes them in its annual report to Congress. To compile numbers that truly tell the world what the American Legion Auxiliary does, we need every member to report his/her service to the unit and for every unit to submit a Unit Year-End Impact Report. When completing the Unit Year-End Impact Report, please report “best-estimate” numbers that encompass whatever ALA mission-related activities the members completed. If you aren’t sure, even giving an estimate is better than not reporting at all. Unit treasurers can report donations or dollars spent on unit activities.

Under “service for veterans/military,” units are asked to report the value of “in-kind donations.” In-kind donations are items (like paper goods or clothing) or services (like pro-bono accounting or legal services) donated by non-members to support ALA mission delivery. It is a way of capturing the value of what someone else provided that saved you from having to pay for it. Estimate the value of the donated items or services and record the value as “in-kind donations” received.

A Member Tracking Form is available as a tool for each member to track personal hours and resources while working the mission throughout the year. Then, when it’s time to report to the unit, hours are tracked on one sheet and ready to submit. The member tracking form is optional but can help the Unit President compile the members’ information for the Unit Year-End Impact Report. It is important that every member report his/her contributions to support the efforts of our international organization. Our collective impact matters! 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 please capture every hour you can. Members who are unsure of how many or where to count hours, should use their best judgment; just be sure to only report numbers once.

If units and members want to report an activity for which there is no impact category listed but believe the activity serves the American Legion Auxiliary mission, this information should be included on the appropriate Unit Narrative Report form. There is a separate narrative report form for each Auxiliary program. Instructions for the narrative reports are included on the back of this page.

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

## How to Write the Unit Year-End Narrative Reports

**UNIT YEAR-END NARRATIVE REPORTS** are due to Department Headquarters by April 15, 2022.

Department chairmen use the Unit Narrative Reports to complete their mid-year and year-end reports for the national committee chairmen and division committee chairmen. Therefore, all units should complete the narrative reports – one report for each program – and submit them to Department Headquarters by April 15, 2022. Upon receipt of the Unit Narrative Reports, department staff will separate the reports by program and send them to the appropriate Department Chairmen.

*UNITS: Please do not submit a single narrative report describing all activities throughout the year as staff cannot read through the reports to determine which program(s) the activities apply to.*

Units may include pictures, stories, newspaper clippings, flyers, news articles, activity reports or anything that helps to share success stories and shows activities that serve the ALA mission. The narrative reports do not need to be complicated. They can be as simple as listing what the unit did in each program or you may attach as many additional pages and pictures as you wish. This is your message!

If a unit does not work a program(s), please complete the unit information at the top of each report form and return it to department so the chairman knows the unit reported.

**Please keep copies of everything you submit. Pictures and report materials will not be returned.**

### **NATIONAL PRESIDENT’S AWARD FOR EXCELLENCE:**

Units are encouraged to submit an entry form for the National President’s Award for Excellence. There are separate instructions for this application process. The National Report and Award Cover Sheet must be filled out completely and included with your story and photos. The entry form must be submitted to National Headquarters by June 1, 2022.

### **DEADLINES:**

Member Reports are due to Unit Presidents by April 1, 2022.



Unit Impact Reports are due to District Presidents by April 15, 2022.

Unit Narrative Reports are due to Department Headquarters by April 15, 2022.



District Impact Reports are due to Department by May 1, 2022.



Department Chairmen Reports are due to National Chairmen by May 15, 2022.

Department Year-End Impact Report is due to National Headquarters by June 1, 2022.