



## 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.**

**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](http://www.ALAforVeterans.org).

For the award for which you wish to be considered, please refer to the individual program webpage at [www.ALAforVeterans.org](http://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**  
**2021-2022 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 this section 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.*



## AMERICAN LEGION AUXILIARY NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE 2021-2022

Total Qty	Recipient	Submitted By	Deadline Date
Unit Awards (up to 11)	Unit	Unit President (Collaboration with unit members and chairmen)	June 1, 2022
Department Awards (up to 1)	Department	Department President (Collaboration with department chairmen)	June 1, 2022
Hard Copy Submitted To:		American Legion Auxiliary NHQ Attn: NPAE 3450 Founders Road Indianapolis, IN 46268	
Electronic Entry Submitted To:		natlpres@ALAforVeterans.org	

### **Criteria & Details**

Your Unit can win this award by highlighting the amazing work accomplished while working one of our eleven Mission Outreach Programs:

Auxiliary Emergency Fund, Americanism, Children & Youth, Community Service, Education, Junior Activities, Leadership, Legislative, National Security, Poppy Program, Veterans Affairs & Rehabilitation. One winning unit per program with a maximum of 11 winners.

Your DEPARTMENT can win this award by highlighting the awesome work accomplished while working the Membership Program! From recruiting new members to engaging and retaining current members, we want to know how your department is working Membership! Bonus points if your department met their membership goal for the 2021-2022 year!

Form: ALA National Award and Report Cover Sheet – this standardized award/report entry sheet can be used for all member, unit, and department awards. Please note the three different sections on the form (members, unit, and department) and **use only the unit or department section** when applying for the National's President's Award for Excellence.

Form: ALA National Award and Report Cover Sheet – this standardized award/report entry sheet can be used for all member, unit, and department awards. Please note the three different sections on the form (members, unit and department) and **use only the unit or department section**. Indicate on the form that you are applying for the National President's Award for Excellence.

Tips to Win:

- Winning submissions have two things in common – a fantastic narrative and great photos!
- Bonus points if you can show how your unit/department incorporated the national president's focus into your mission outreach work.
- Correctly complete the ALA National Award and Report Cover Sheet.

### **Award Description**

- The National President's Award for Excellence will be presented during the ALA National Convention with a spotlight on each winning entry.
- All winners will be featured in ALA national media.

Note: If submissions are limited, the National President may:

1. Choose to award departments in the Mission Outreach Categories and unit(s) in the Membership category.
2. Choose to award less than 11 awards in the Mission Outreach Category and less than 1 award in the Membership Category.