

This packet is merely a suggestion and is designed to help those that need some suggestions or guidance while writing committee reports. I created this as a learning tool and guide. It has worked for me and I can only hope it may help you as well.

Please know that "Our Little Unit Reports" truly make a difference in the larger picture.

For God and Country,

*Jan Farrington*

Jan Farrington

District 13 Vice President and Education  
Chairman



**Jan Farrington**

[jpfarrington117@gmail.com](mailto:jpfarrington117@gmail.com)

**DISTRICT 13**

**AMERICAN LEGION AUXILIARY**

9848 Connecticut Street  
Bonita Springs, FL 34135

603.381.3493 - C  
239.949.5450 - H

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## TABLE OF CONTENTS

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1. WHY EVEN WRITE A REPORT
2. IDEAS FOR COMPILING DATA FOR YOUR REPORTS
3. SAMPLE COVER SHEET
4. COMMITTEE IDEAS IN THE AMERICAN AUXILIARY
5. COMMITTEE IDEAS IN THE AMERICAN AUXILIARY
6. SUGGESTED STARTING SENTENCES FOR YOUR REPORT
7. SUGGESTED STARTING SENTENCES FOR YOUR REPORT
8. WRITING THE ACTUAL REPORT
9. WRITING THE ACTUAL REPORT
10. HOW TO GET TO THE PROGRAM ACTION PLAN
11. SAMPLE END-YEAR WORKSHEET
12. THINGS TO REMEMBER THROUGHOUT THE PROCESS
13. SAMPLE ACTIVITY LOG

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WHY EVEN WRITE A REPORT?

WE ARE A CONGRESSIONALLY CHARTERED

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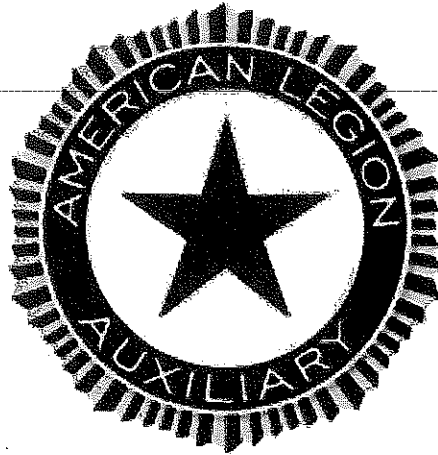
ORGANIZATION THAT REQUIRES US TO SUBMIT A  
REPORT TO DEPARTMENT EACH YEAR. IF WE, AS A  
UNIT, FAIL TO DO THIS, DISTRICT CANNOT FILE A  
REPORT WHICH MEANS DEPARTMENT CANNOT  
RENDER A COMPLETE REPORT TO NATIONAL WHICH IN  
TURN DOES NOT ALLOW NATIONAL TO MAKE A  
COMPLETE REPORT TO CONGRESS. THAT TRANSLATES  
TO A HUGE IMPACT AND FUNDING FOR VETERANS.

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## Ideas for compiling data for your reports

- Each committee chairman could keep a small notebook. Write down any date, event, time, money earned, Basically any information to remember what you did.
- At each unit meeting, the President calls for committee reports. Take a minute to announce any activity and see if anyone else has done something to qualify for inclusion. Jot it down.
- Post events, happenings on social media. This gives you a timeline, documentation, pictures and reminds you of what you did. Create a binder as your year unfolds.
- Encourage people to get involved and/ or tell you what they have done at your meeting.
- Perhaps a looseleaf book with a page for each program can be passed around at each meeting.
- Review all meeting minutes and treasures reports when compiling information for your reports.
- Review the Department Program Action Plans to determine objectives to accomplish during the year. Set Unit objectives.
- **Waiting until the midyear or end of the year to remember all activities is not recommended.**

**SAMPLE COVER SHEET- EVERY REPORT SHOULD HAVE ONE OF THESE.**



NAME OF YOUR POST  
UNIT NUMBER  
CITY, FLORIDA

DEPARTMENT OF FLORIDA  
DISTRICT \_\_\_\_ (13)  
MEMBERSHIP GROUP \_\_\_\_ (5)

YEAR OF REPORTING 2021-2022

**(COMMITTEE NAME) REPORT**

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NAME GOES HERE, CHAIRMAN

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NAME OF YOUR PRESIDENT, UNIT PRESIDENT

ADDRESS OF POST  
CITY, FL ZIP CODE

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**COMMITTEES IN THE AMERICAN LEGION AUXILIARY**  
**YOU PROBABLY DO MORE THAN YOU KNOW!**

- Americanism- all matters pertaining to the flag, patriotic education, participate in Patriotic holidays, sponsor debates and essay contests, Auxiliary Color Guard, display banner in parades, promoting Patriotism, posting educational info on social media, Oratorical, Five Point Program (P56)
- Auxiliary Emergency Fund- veterans requesting temporary help in time of need- financial crisis, food shelter, educational training
- Cavalcade of Memories/ Historian- documenting all we do throughout the year, ongoing collection of memorabilia- photos, documents, mementos
- Chaplain- sending cards of concern, dedicating our wreath to Veterans, drapings, opening and closing meetings w/prayer, participate in Four Chaplain Program, visit sick in veterans homes or nursing homes, compile a prayer book for your unit.
- Children and Youth- aiding service to military youth and youth related programs, Beads of Courage, work with other agencies if necessary
- Community Service- improving the condition of life in our community, wearing your apparel, volunteer at a food pantry, violence shelters, nursing centers, Meals on Wheels at holidays, clean up parks and grounds, collect and donate books ( a memorial section at the library), Buddy calls to your sick or elderly members.
- Constitution and ByLaws- making sure your bylaws are correct and followed, annual reviews and revisions
- Education- having a relationship with your schools, literacy programs, supporting teachers, Give 10, veterans in your community schools, scholarship promotions presented, American Education week, Teacher Appreciation Week

- Girls State- sponsoring girls to attend Girls State, visiting local schools to recruit candidates, attend orientation.
- Juniors- Patch programs, anyone under 18, activities that coordinate with the regular unit.
- Leadership- learning and teaching new things at each Unit meeting, attending ABC school.
- Legislative- keeping up with legislative measures and contacting our state and national leaders, invite local or state officials to your meeting to benefit veterans in our community
- National Security- United Service Organization (USO) / Active Duty in Uniform- anything that serves our military and their family, Operation Homefront Programs, sending care packages overseas, collecting cell phones and coupons, distributing Gold Star and Blue Star Banners, welcome home events for military returning from active duty, work with Legion to honor ROTC cadets, Blood Drives/ Red Cross
- Past Presidents Parlay- supporting active duty service women, guide new members
- Poppy- distributing poppies during Memorial and Veterans Day, Little Miss Poppy, Poppy Poster contests in the schools
- Public Relations- provide info about your organization- newsletters, Facebook pages, newspapers, media, Department President's monthly News Letter, any proactive communication network that advances your programs and objectives
- Veterans Affairs and Rehabilitation- any service that enhances the lives of veterans like visiting, cooking, transporting; Honor Flight, Buddy calls to a veteran.

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## SUGGESTED STARTING SENTENCES FOR YOUR REPORT

The purpose of the **Americanism program** is to promote patriotism and responsible citizenship.

The purpose of the **AEF** committee is to raise funds for an emergency, and to assist members about the process who are in need.

The purpose of the **Cavalcade Of Memory** committee is to preserve the history of the ALA through photographs, documents, mementos, and artifacts.

The purpose of the **Children and Youth committee** is to promote programs the protect, care for, and support children, especially those of military and veterans.

The purpose of the **Community Service committee** is to sponsor programs that improve the conditions of life in the community, especially those of the military and veterans.

The purpose of the **Chaplain** is to provide spiritual and emotional guidance to members and their families and to read invocations and benediction whenever needed.

The purpose of the **Constitution and Bylaws committee** is to inform members about having proper governing documents at all levels.

The purpose of the **Education committee** is to promote quality education through activities, scholarships, and the support of education.

The purpose of **Girls State** is to provide citizenship training and to give the educational opportunity to young women to learn about our American government.

The purpose of the **Juniors committee** is to teach the principles of the ALA to our young members.

The purpose of the **Leadership committee** is to promote activities and resources that mentor members of all ages in our ALA.

The **Legislative program** provides information to ALA members to advocate for any legislation involving the American Legion.

The purpose of the **National Security committee** is to promote a strong national defense by providing means that strengthens our military families.

The purpose of the **Past President Parley** committee is to recognize and honor female veterans and to utilize past auxiliary leaders for training our future leaders.

The purpose of the **Poppy committee** is to educate our membership concerning the poppy's significance and the financial benefit realized by our nations veterans as a result of its distribution.

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6



The purpose of the **PR committee** is to collaboratively work with all levels of the organization to create a communication network that advances your programs and objectives and positively projects our image and programs to the general public.

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The purpose of the **VA&R committee** is to promote programs and services that assist and enhance the lives of our veterans to ensure transition to a normal functioning life.

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7

## **WRITING THE ACTUAL REPORT**

- Create a title. **Example:** Unit 303, End of the Year 2021-2022 Americanism Report Chairman: Your name
- Begin with the opening purpose of your program. (Refer to the suggested starting sentences.)
- From there, think about everything you have done for just that committee that relates to it.
- If you want to bullet those events, do that.
- **Example:** Education... Celebrated Teacher Appreciation Week in May, took donuts and fruit to local schools (\$25 and 3 hours), Provided school supplies to the elementary school (\$75), Sold cookies to raise money for scholarship money (raised \$137.00), etc.
- If you only bullet your events, be aware that it counts as a report/documentation. YES, This will help all the District Chairmans to compile data. However, you will not qualify to win an award at DCC because they want a narrative. (The bright side- we do have the necessary information to compile your unit data.)
- **On the other hand, if you take all of your bulleted events, you can now create a story using those items.**
- Example: in May, we celebrated Teacher Appreciation Day by hand delivering fruit and chocolate to all the elementary schools in our area. Four auxiliary members visited our schools and provided school supplies to our teachers. Our unit spent \$75 to aid our teachers.
- From there, now all you do is continue to add to your report with any monthly happenings you or anyone performed that relates to your group.

- When it's time to turn in your end-of-the-year report, have a concluding sentence.
- **Example:** Our goal this year was to continue good relationships in our community. We feel we were highly successful and will continue working at what we are doing.
- You end every report with **"For God and Country."**

**Remember every single thing you do has value. Remember your VOLUNTEER HOURS. This is the gold of your report. That includes PRE and POST. Every event takes preparation, leg work, travel time. From the time you leave home and back, those hours count. Be sure to include them in your reports and where asked on the Action Plan.**

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## HOW TO GET TO THE PROGRAM ACTION PLAN

- Go to [ALAFL.ORG](http://ALAFL.ORG)
- Click on programs. (Top bar in red)
- Click on your program.
- Under the Chairman's picture, click on 2021-2022 program action plan –print this document

Included in this document is information on your year end report due dates

Return to the page with the Chairmans picture

- You will need to print the 2021 - 2022 COMMITTEE unit year end worksheet when doing year end report
- Every report **MUST ALSO INCLUDE** a worksheet. Much of your report is based on what Department is looking for on this worksheet.
- Use this as a guide to help you throughout the 2021- 2022 year.

**REMINDER YEAR END REPORTS ARE DUE APRIL 1.**

**\*\*\*\*\*GREAT NEWS\*\*\*\*\***

**THERE IS NO MORE MID-YEAR REPORTING. NATIONAL WANTS SHOUT-OUTS WITH A SYNOPSIS WHEN YOUR UNIT DOES SOMETHING GREAT! MORE INFORMATION TO FOLLOW BUT FOR NOW CONTINUE TO CHECK THE ALAFL WEBPAGE FOR UPDATES.**

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10

You must include a worksheet.  
This is a Sample Year-End for Education found on alafl.org.

DEPARTMENT OF FLORIDA EDUCATION CHAIR

EDUCATION UNIT 2021-2022

Unit #: \_\_\_\_\_

Unit Chairman's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Did your Unit participate in Give 10 to Education?**

Dollars spent: \_\_\_\_\_

Value of in-kind donations: \_\_\_\_\_ **Veterans**

**in the Community Schools:**

Hours volunteered: \_\_\_\_\_

Dollars spent: \_\_\_\_\_

Value of in-kind donations: \_\_\_\_\_ **Number**

of Veterans in the Community Schools presentations \_\_\_\_\_

Our Unit actively supports veterans' associations on campus:

Hours volunteered: \_\_\_\_\_ **Dollars**

Spent: \_\_\_\_\_ **Scholarships**

**our Unit presented:**

Dollar amount of local scholarships: \_\_\_\_\_

Number of scholarships awarded: \_\_\_\_\_

Dollar amount donated to Department scholarships: \_\_\_\_\_

Number of Dept./Nat'l scholarships presented/awarded: \_\_\_\_\_

Helping a needy student: Hours volunteered \_\_\_\_\_ Dollars spent: \_\_\_\_\_

Value of in-kind donations: \_\_\_\_\_

# of children assisted: \_\_\_\_\_

**Juniors service to schools:** Hours volunteered: \_\_\_\_\_

Dollars spent: \_\_\_\_\_

Value of in-kind donations: \_\_\_\_\_

Number of children assisted \_\_\_\_\_

Please send to your District Chairman. All reports must include a narrative. Please include pictures if possible. Due April 1<sup>st</sup> to Unit Education Chair

These Questions  
Can Help  
Guide Your  
Narrative.

DUE: APRIL 1st, 2022!

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## Things to remember throughout the whole process

- Every committee has a DISTRICT CHAIRMAN. If you have questions throughout the year, call these people. They are here to help you. Attend District Meetings, Schools of Instruction, and ABC Schools. Get to know these people. They are a valuable resource, if needed.
- The American Legion Auxiliary Dept. of Florida website is <https://www.alafl.org>. It is an incredible tool.
- 
- The National Auxiliary website is [legion-aux.org](http://legion-aux.org) (another great resource.)
- Most importantly, when you are writing your reports, try to do this with other Auxiliary members. Make it fun and rewarding. Once you start documenting what you have done, you will be amazed at how much you do!!

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AMERICAN LEGION AUXILIARY UNIT \_\_\_\_\_

Activity: \_\_\_\_\_

Chair: \_\_\_\_\_ Committee: \_\_\_\_\_

Auxiliary event: Yes \_\_\_\_\_ No \_\_\_\_\_

Auxiliary assisted another Family's Event: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: \_\_\_\_\_ Post \_\_\_\_\_ Riders \_\_\_\_\_ SAL \_\_\_\_\_ All Families

Date of event: \_\_\_\_\_

Where event took place: \_\_\_\_\_

How many Auxiliary volunteers were in attendance: \_\_\_\_\_

Auxiliary volunteer hours: \_\_\_\_\_

How much money was spent for this event: \$ \_\_\_\_\_

Value of in-kind donations: \$ \_\_\_\_\_

How many people total in attendance: \_\_\_\_\_

\_\_\_\_\_ Refreshments  
\_\_\_\_\_ Entertainment

\_\_\_\_\_ Games  
\_\_\_\_\_ Prizes

Pictures: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, sent to Historian \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional information that will assist the Historian creating Unit \_\_\_\_\_ annual documentation: