American Legion Auxiliary

**YEAR-END IMPACT REPORT FORMS**

***Why report these numbers?***

Every hour, every dollar ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers. These numbers proclaim our impact and make membership in the ALA meaningful.

These numbers are also reported to The American Legion, which includes them in its annual report to Congress. To make this process easier for you, it has been simplified and the form has been condensed to essential information. If you aren’t sure, even giving an estimate is better than not reporting at all.

***How to complete the Impact Report Form***

1. **Each ALA member** should fill out the Member Form and give it to the unit president. This probably happens in April, but check with your unit.
2. The unit president (or designee) compiles all of the member data on the Unit Form and adds any additional data not reported individually by unit members. This form then gets forwarded to either the district/county (if applicable) or department, which compiles all the records.
3. It is more important that you report information in one section of the form only rather than worry if you have selected the right category. For example, if you provide a service for children, it should go in either Service for Military Families (for example, camps for military children only) or Service for Children & Youth (Legion Family camps for all children) but not in both places.
4. Please round to whole dollar values (for example, $149.50 should be $150).

***Report Simplifications***

1. All service for all military whether active duty, retired, or reserve component is now combined in one section.
2. Each section has better defined examples of the service that should be reported.
3. **For Units, Districts/Counties, and Departments:**

**“Line numbers”** and **“Obtain Total From” columns** assist in transferring data from form to form. For example, units can find the number of Volunteer Hours for Military Families on Line 5 of the Member Form.

**A downloadable fillable monthly tracking worksheet and annual report form is available on the national website under the Members Only, Annual Report Forms section:** [**www.ALAforVeterans.org**](http://www.ALAforVeterans.org)

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

***American Legion Auxiliary***

**DEPARTMENT Year-End Impact Numbers Report**

**Department**

**Number of Units in Department Number of Units Reporting**

**Total Number of Members Reporting**

**Your Name & Title Email**

**Here is what our department did in the past 12 months since May 1.**

1. **Our ALA Service for Veterans/Active Duty/Reserve Military**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Service for Veterans/Military** | **Obtain from Unit or District/County Forms** | **Total** |
| Line 1 | Total hours members volunteered | *Line 1* |  |
| Line 2 | Total dollars spent | *Line 2* | $ |
| Line 3 | Total number of veterans/military assisted | *Line 3* |  |
| Line 4 | Total number of “*Veterans in Community Schools”* presentations facilitated | *Line 4* |  |
| Line 5 | Total value of in-kind donations\* received | *Line 5* | $ |
| Line 6 | Total number of poppies or poppy items distributed | *Line 6* |  |
| Line 7 | Total dollars raised from poppies | *Line 7* | $ |
| Line 8 | Total number of veterans who made the poppies for distribution  *(Does not apply to pre-assembled poppies)* | ***Dept. Records*** |  |
| Line 9 | Total amount paid to veterans  who made poppies | ***Dept. Records*** | $ |

\*Estimated cash value of non-cash donations from NON-MEMBERS of goods (like paper goods, clothing) or services (pro-bono CPA services from a local firm)

1. **Our ALA Service for Military Families**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Service for Military Families** | **Obtain Totals from Unit or District/County Forms** | **Total** |
| Line 10 | Total hours members volunteered | *Line 8* |  |
| Line 11 | Total dollars spent | *Line 9* | $ |
| Line 12 | Number of military families served | *Line 10* |  |

1. **Our ALA Service for Youth**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Service for Children/Youth** | **Obtain Totals from Unit or District/County Forms** | **Enter Totals from Units or District/County Forms** | **Enter Department Amount** | **Total** |
| Line 13 | Total hours for ALA Girls State (include non-member volunteers) | *Line 11* |  |  |  |
| Line 14 | Total dollars spent for  ALA Girls State | *Line 12* | $ | $ | $ |
| Line 15 | Total hours for other  Legion Family youth activities | *Line 13* |  | **N/A** |  |
| Line 16 | Total dollars spent on  goods for youth activities | *Line 14* | $ | $ | $ |
| Line 17 | Total dollar amount of  direct aid to help a needy child | *Line 15* | $ | $ | $ |
| Line 18 | All other expenses  (parties, dinners, paper goods) | *Line 16* | $ | $ | $ |
| Line 19 | Total number of  children/youth served | *Line 17* |  |  |  |
| Line 20 | Total donations to other child service charities | *Line 18* | $ | $ | $ |

1. **Our Service Representing the ALA in our Communities**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **For any service not included in**  **Sections 1-3** | **Obtain Totals from Unit or District/County Forms** | **Total** |
| Line 21 | Total number of hours | *Line 19* |  |
| Line 22 | Total dollars spent | *Line 20* | $ |

1. **Scholarships Our Units, Districts, Counties and Department Presented/Awarded**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Scholarships presented by Units, Districts/Counties and Department** | **Obtain Totals**  **from Unit or District/County Forms** | **Enter Totals from Units or Districts/Counties** | **Enter Department Amount** | **Total** |
| Line 23 | Total number of scholarships presented/awarded | *Line 21* |  |  |  |
| Line 24 | Dollar amount of scholarships | *Line 22* | $ | $ | $ |
| Line 25 | Dollar amount donated to department scholarships | *Line 23* | $ | $ | $ |

**CONGRATULATIONS---YOU DID IT! THANK YOU FOR ALL YOU DO**

**AND FOR REPORTING YOUR DEPARTMENT’S IMPACT!**

***Department Impact Numbers are due to*** [***ALAReports@ALAforVeterans.org***](mailto:ALAReports@ALAforVeterans.org)

***by June 1.***

*Department presidents: Remember -* ***This ALA Impact Numbers Report is separate***

*from your Department President’s Report*

**END OF YEAR**

**IMPACT REPORTING**

**FAQs**

Question: Where do I report my service for a National Guard “Welcome Home” activity?

*Answer: Service for ALL members of the military, whether they are retired, active-duty or in the reserve component such as the National Guard is now reported in “Section 1: My Service for Veterans, Active-Duty, and Reserve Military.”*

Question: Do I report my VAVS (Veterans Administration Voluntary Services) on the Impact Form since I already sign in at the VA when I volunteer?

Question: Does time shopping for care packages for deployed military count as service?

*Answer: Yes, shopping for care packages counts as service hours under Section 1*

Question: So…. does driving my daughter to Junior Meetings count as service?

*Answer: Sorry, that falls within your responsibility as a parent. You get kudos for being a great ALA parent though!*

Question: My unit volunteered at a summer camp for military kids. Where should I report this service?

*Answer: You may report service for summer camps open only to military kids under “Section 2: My ALA Service for Military Families.” If the camp is open to ALL children, then your service would be reported under “Section 3: My ALA Service for Youth.” But don’t worry if you don’t remember. Just report it somewhere…. once!*

Question: My neighbor is deployed, so I help her husband by babysitting their children once a week. Does this count?

*Answer: Absolutely! Report this under “Section 3: My ALA Service for Military Families.”*

Question: What if I don’t know exactly where on the form to report my service?

*Answer: You can always report it under “Section 4: My Service Representing the ALA in My Community.”*

Question: Can I count hours spent taking care of a veteran who lives with me but is not a blood relative?

*Answer: As long as you are not receiving compensation in return for your role as a caregiver (such as when you care for your spouse), you may report it under “Section 1: My ALA Service for Veterans, Active-Duty and Reserve Military.”*

Question: Can I count hours spent preparing meals for Legion meetings and administrative support for TAL commanders as hours spent in Service to Veterans?

*Answer: Those hours count but should be reported under “Section 4: My Service Representing the ALA in My Community.” Some of our members aptly describe those activities as family chores.*

*THANK YOU FOR SERVING* ***AND*** *REPORTING!*