

# Veterans Affairs & Rehabilitation Reporting

## Veterans Affairs & Rehabilitation: Deadlines and Submission Requirements:

Take the time to share a favorite story about the positive impact you or your Unit has done for your Veteran has had on our mission is worth doing! It helps, to inform the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

1. Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
2. Provide details/examples about the activity as outlined in the award's materials and guidelines section.
3. Submit as indicated in the Annual Supplement to the Program Action Plan.

National Report and Awards Cover Sheet may be found on the VA&R committee page on the national website, [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

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

- How did the units participate in the caregiver support program?
- Describe any exceptional efforts members made in earning their Service to Veterans hours.
- What assistance did units give at a stand down in your department? What did units learn about hosting a stand down? What went well; what would they do differently?

### Mid-Year Reports

- Mid-Year reports reflect the activities of your unit. Each unit VA&R chairman is required to submit a narrative report by **December 1, 2018** to the District VA&R chairman,
- District VA&R chairman please mail narrative report to Department chairman by **December 15, 2018**.

### Year-End Reports

- Annual reports reflect the activities of your unit. Each unit VA&R chairman is required to submit a narrative report by **April 1, 2019** to the District VA&R chairman.
- District mail narrative report by **April 15, 2019** to the Department VA&R chairman.

## HOW DO I WRITE A NARRATIVE

Narrative essay writing can be more fun than writing other kinds of essays simply because they are far more open to your interpretation. Essentially, writing a narrative essay is the same as writing a story, except the story you're telling is true.

- Prepare to write your narrative essay

Before you write, take some steps to decide what you're writing about and how you will tell the story.

- Brainstorm ideas. No one wants to read a boring story, and certainly you don't want to write one. Come up with a few ideas that fit the parameters of your assignment first, and decide which one is most appealing to write. It will almost certainly be the same as the most appealing one to read, too.
- Decide on an angle and create an outline. If you're writing an essay about your first dog, for example, will you focus on describing a single memory, or will you write about the entire time you had him? Decide on how you will write your narrative and make an outline. This may seem like a trivial step, but if you sit down to write your essay without any direction, that sloppiness will reflect in your writing.
- Include all story-telling elements

Once you've created your outline and are ready to write, remember that you are narrating, you are telling a story in essay format. Therefore your essay should contain all the elements of a story.

- Create a setting. Whether your narrative essay takes place in your childhood home or at an ice skating rink, let the reader know where and when your story takes place. Feel free to use colorful language to paint a picture in your reader's mind.
- Give enough detail about characters to allow your readers to have an opinion. Most stories are ultimately about the characters in them, so you'll want to describe just enough about each character to let your reader decide what he or she thinks of that character. Don't overdo it, though: leave it to the reader to make his or her own decision. Don't tell your reader what to think of anyone.
- Let the plot drive itself. Very simply put, tell the story. Don't rush anything along, explain too much about any plot point, and just tell it like it is.
- Review and revise

The first draft will almost always need lots of correction and revision. Take a little time away from the first draft, a few days if you can but even as little as fifteen minutes is helpful, and then come back to your draft.

- Edit for plot consistency, sloppiness, structure and overall feel. It will help to have a friend involved as a second set of eyes. Read through your essay out loud to be able to immediately detect mistakes.
- Proofread for small grammar errors, misspellings, typos, etc.

**American Legion Auxiliary  
Veterans Affair & Rehabilitation  
Unit Mid-Year Report  
2018 – 2019**

Unit # \_\_\_\_\_ Unit President's Name \_\_\_\_\_

Chairman's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

1. How many members participated in Caregiver Support? \_\_\_\_\_
2. Describe any exceptional efforts members made in earning their Service to Veterans Hours. \_\_\_\_\_.
3. How many members participated in or organize a Stand Down. \_\_\_\_\_
4. What went well \_\_\_\_\_
5. What would they have done differently? \_\_\_\_\_
6. Total hours members volunteered \_\_\_\_\_
7. Total dollars spent \_\_\_\_\_
8. Total number of Veterans/military assisted \_\_\_\_\_

Unit VA&R Chairman, please include a narrative with the above information to District VA&R Chairman by **December 1, 2018**

**American Legion Auxiliary  
Veterans Affair & Rehabilitation  
District Mid-Year Report  
2018 – 2019**

District # \_\_\_\_\_ District Chairman's Name \_\_\_\_\_

Chairman's Email: \_\_\_\_\_ Phone # \_\_\_\_\_

1. How many Units participated in Caregiver Support? \_\_\_\_\_
2. How many units did exceptional efforts in earning their Service to Veterans Hours  
\_\_\_\_\_
3. How many units participated in or organize a Stand Down. \_\_\_\_\_
4. What went well \_\_\_\_\_
5. What would the units do differently? \_\_\_\_\_
6. Total hours units volunteered \_\_\_\_\_
7. Total dollars units spent \_\_\_\_\_
8. Total number of Veterans/military assisted \_\_\_\_\_

District VA&R Chairman, please include a narrative with the above information to Department VA&R Chairman by **December 15, 2018**.

**American Legion Auxiliary  
Veterans Affair & Rehabilitation  
Unit Year-End Report  
2018 – 2019**

Unit # \_\_\_\_\_ Unit President's Name \_\_\_\_\_

Chairman's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

1. How many members participated in Caregiver Support? \_\_\_\_\_
2. Describe any exceptional efforts members made in earning their Service to Veterans Hours. \_\_\_\_\_.
3. How many members participated in or organize a Stand Down. \_\_\_\_\_
4. What went well \_\_\_\_\_
5. What would they have done differently? \_\_\_\_\_
6. Total hours members volunteered \_\_\_\_\_
7. Total dollars spent \_\_\_\_\_
8. Total number of Veterans/military assisted \_\_\_\_\_
9. How many members Supported our Female Veteran “**All in for Women Veterans**”  
\_\_\_\_\_
10. How many members donated to the “**VIP Women Veterans**” \_\_\_\_\_

Unit VA&R Chairman, please include a narrative with the above information to District VA&R Chairman by **April 1, 2019**.

**American Legion Auxiliary  
Veterans Affair & Rehabilitation  
District Year - End Report  
2018 – 2019**

District # \_\_\_\_\_ District Chairman's Name \_\_\_\_\_

Chairman's Email: \_\_\_\_\_ Phone # \_\_\_\_\_

1. How many Units participated in Caregiver Support? \_\_\_\_\_
2. How many units did exceptional efforts in earning their Service to Veterans Hours.  
\_\_\_\_\_.
3. How many units participated in or organize a Stand Down. \_\_\_\_\_
4. What went well \_\_\_\_\_
5. What would the units do differently? \_\_\_\_\_
6. Total hours units volunteered \_\_\_\_\_
7. Total dollars units spent \_\_\_\_\_
8. Total number of Veterans/military assisted \_\_\_\_\_
9. Total units Supported our Female Veterans n "**All in for Women Veterans**":  
\_\_\_\_\_
10. Total units donated to the "**VIP Women Veterans**" \_\_\_\_\_

District VA&R Chairman, please include a narrative with the above information to Department VA&R Chairman by **April 15, 2019**.