

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** have been added to help 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 under the Members Only, Annual Report Forms section on the national website: www.ALAforVeterans.org

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

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?
Answer: *No, the ALA receives those hours from the VA on a yearly basis.*
- 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!

MEMBER Year-End Impact Numbers Report

I am a member of Unit # _____ Unit Name _____

Department _____

My name _____

Here is what I did in the past 12 months since May 1.

1. **My ALA Service for Veterans/Active-Duty/Reserve Military** (Examples: hours shopping for and preparing care packages for deployed troops, helping wounded warriors and elderly veterans at home, providing transportation, military send-off and welcome-home events, parades, projects for homeless veterans, activities related to distributing poppies, recording veteran histories, raising money for the Veterans Creative Arts Festival, fundraising events that benefit veterans (such as Walk, Run & Roll), assisting with veterans hiring fairs, advocating for The American Legion legislative agenda that supports veterans and the military.)

Line 1 Hours I volunteered: _____

Line 2 Dollars I personally spent/donated: \$ _____

Line 3 Number of veterans/military I assisted: _____

Line 4 Number of "Veterans in Community Schools" presentations I facilitated: _____

2. **My ALA Service for Military Families:** (Examples: programs for military and veterans' children, helping Family Support Groups, supporting adopt-a-military-family projects, military spouse hiring fairs, organizing and delivering hero packs, providing childcare for military activities, distributing Blue Star Banners, providing G.I. Josh dogs)

Line 5 Hours I volunteered: _____

Line 6 Dollars I personally spent/donated: \$ _____

Line 7 Number of military families I served: _____

3. **My ALA Service for Youth** (Examples: Jr. Activities, classroom and patriotic activities for children, camps open to all children, raising funds for or promoting Legion Family activities like Girls State)

Line 8 Hours I volunteered for ALA Girls State: _____

Line 9 Hours I volunteered for all other Legion Family youth activities: _____

Line 10 Dollars I personally spent on goods for youth activities (parties, backpacks): \$ _____

Line 11 Direct cash aid to help a needy child: \$ _____

Line 12 Number of children/youth served: _____

Line 13 Dollars donated to all other child service charities (ex: Make a Wish, St. Jude's): \$ _____

4. **My Service Representing the ALA in My Community** (Examples: blood drives, walks/runs, food pantries)

Line 14 Total number of hours for any service not included in Sections 1 through 3: _____

Line 15 Total dollars spent for any service not included in Sections 1 through 3: \$ _____

When completed, send to: _____ by ____ / ____ / ____
(Get name and date from unit)

**CONGRATULATIONS--YOU DID IT! THANK YOU FOR ALL YOU DO
AND FOR REPORTING YOUR SERVICE!**

AMERICAN LEGION AUXILIARY TRACKING WORKSHEET – MEMBER

Use this worksheet to track your monthly service for veterans, military and their families.
Transfer your "Year-End Total" to the Member Year-End Impact Numbers Report for submission to your unit.

	May	June	July	August	September	October	November	December	January	February	March	April	YEAR-END TOTAL	Transfer to Member Year-End Impact Numbers Report
NOTE: Use this worksheet to keep track of your service.														
MY ALA SERVICE FOR VETERANS/ACTIVE-DUTY/RESERVE MILITARY														
Hours I volunteered														Line 1
Dollars I personally spent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 2
Number of veterans/military I assisted														Line 3
Number of "Veterans in Community School" presentations I facilitated														Line 4
MY ALA SERVICE FOR MILITARY FAMILIES														
Hours I volunteered														Line 5
Dollars I spent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 6
Number of military families I served														Line 7
MY ALA SERVICE FOR YOUTH														
Hours I volunteered for ALA Girls State														Line 8
Hours I volunteered for all other Legion Family youth activities														Line 9
Dollars I personally spent on goods for youth activities (i.e. parties, backpacks)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 10
My direct cash aid to help a needy child	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 11
Number of children/youth I served														Line 12
Dollars I donated to all other child service charities	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 13
MY SERVICE REPRESENTING THE ALA IN MY COMMUNITY														
Number of my hours for any service not included in Sections 1-3 above														Line 14
Dollars I spent for any service not included in Sections 1-3 above	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Line 15

Find tracking forms for members, units, districts/counties and departments online at www.ALAFORVeterans.org under Members Only.

UNIT Year-End Impact Numbers Report

Unit # _____ Unit Name _____

Department _____ Unit President _____

Your Name (if other than president) _____

Your Email _____

Number of Member Impact Reports _____

Here is what our unit did in the last 12 months.

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

	Service for Veterans/Military	Obtain Total From	Member	Unit	Total
Line 1	Total hours members volunteered	Member Form Line 1		N/A	
Line 2	Total dollars spent	Member Form Line 2	\$	\$	\$
Line 3	Total number of veterans/military assisted	Member Form Line 3			
Line 4	Total number of "Veterans in Community Schools" presentations facilitated	Member Form Line 4			
Line 5	Value of in-kind donations received*	Unit Records	N/A	\$	\$
Line 6	Number of poppies or poppy items distributed	Unit Records	N/A		
Line 7	Dollars raised from poppies	Unit Records	N/A	\$	\$

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

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Total From	Member	Unit	Total
Line 8	Total hours members volunteered	Member Form Line 5		N/A	
Line 9	Total dollars spent	Member Form Line 6	\$	\$	\$
Line 10	Number of military families served	Member Form Line 7			

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Member	Unit	Total
Line 11	Total hours for ALA Girls State	Member Form Line 8		N/A	
Line 12	Dollars spent for ALA Girls State	Unit Records	N/A	\$	\$
Line 13	Total hours for other Legion Family youth activities	Member Form Line 9		N/A	
Line 14	Dollars spent on goods for youth activities	Member Form Line 10	\$	\$	\$
Line 15	Dollar amount of direct cash aid to help a needy child	Member Form Line 11	\$	\$	\$
Line 16	All other UNIT expenses (parties, dinners, paper goods, trophies)	Unit Records	N/A	\$	\$
Line 17	Total number of children/youth served	Member Form Line 12			
Line 18	Donations to all other child service charities	Member Form Line 13	\$	\$	\$

4. Our Service Representing the ALA in Our Community

	For any service not included in Sections 1-3	Obtain Total From	Member	Unit	Total
Line 19	Total number of hours	Member Form Line 14		N/A	
Line 20	Total dollars spent	Member Form Line 15	\$	\$	\$

5. Scholarships Presented/Awarded by Our Unit

	Scholarships	Obtain from	Total
Line 21	Number of unit scholarships presented/awarded	Unit Records	
Line 22	Total dollar amount of unit scholarships	Unit Records	\$
Line 23	Total dollar amount donated to department scholarships	Unit Records	\$

When completed, send to: _____ **by** ____ / ____ / ____
 (Get name and date from district or county, if applicable, or department)

**CONGRATULATIONS---YOU DID IT! THANK YOU FOR ALL YOU DO
 AND FOR REPORTING YOUR UNIT'S IMPACT!**

AMERICAN LEGION AUXILIARY TRACKING WORKSHEET – UNIT

Use this worksheet to track your UNIT'S monthly service for veterans, military and their families.
 Transfer your "Year-End Total" to the UNIT Year-End Impact Numbers Report for submission to your DISTRICT/COUNTY/DEPARTMENT.

	May	June	July	August	September	October	November	December	January	February	March	April	YEAR-END TOTAL	Transfer to Unit Year-End Impact Numbers Report
NOTE: Use this worksheet to automatically calculate your totals in Excel.														
OUR ALA SERVICE FOR VETERANS/ACTIVE-DUTY/RESERVE MILITARY														
Hours volunteered														Line 1
Dollars spent														Line 2
Number of veterans/military assisted														Line 3
Number of "Veterans in Community School" presentations facilitated														Line 4
Value of in-kind donations received														Line 5
Number of poppies/poppy items distributed														Line 6
Dollars raised from poppy items														Line 7
OUR ALA SERVICE FOR MILITARY FAMILIES														
Hours volunteered														Line 8
Dollars spent														Line 9
Number of military families served														Line 10
OUR ALA SERVICE FOR YOUTH														
Hours for ALA Girls State														Line 11
Dollars spent for ALA Girls State														Line 12
Hours for all other Legion Family youth activities														Line 13
Dollars spent on goods for youth activities (i.e. parties, backpacks)														Line 14
Direct cash aid to help a needy child														Line 15
Other UNIT youth expenses														Line 16

