



Department of Minnesota  
State Veterans Service Building  
20 W 12<sup>th</sup> St. #314 St Paul MN 55155  
Telephone 651-224-7634  
Email – [deptoffice@mnala.org](mailto:deptoffice@mnala.org)

## ANNUAL REPORT & YEAR-END IMPACT REPORT PROCESS

### PLAQUES AND AWARDS PACKET

Your Unit Annual Report forms and Year-End Impact Report forms are enclosed. Annual Reports should include everything your Unit has done from April 1, 2024, through March 31, 2025. Please distribute the forms to the appropriate Chairman. Please instruct them to use a ballpoint pen when filling out the forms.

Please collect all completed Annual Reports from your Unit Chairmen and mail them to your District Chairman for the program. These must be returned on or before April 15, 2025.

The Impact reports include everything from May 1, 2024, through April 30, 2025. Unit members should turn their report into the Unit President. The Unit President needs to calculate all the Units numbers and mail the Year-End report to the District President.

**Certificates of Merit** are awarded by the Department Chairmen in Americanism, Auxiliary Emergency Fund, Children & Youth, Community Service, Education, History-Senior and Junior, Junior Activities, Leadership, Legislation, National Security, Past President Parley, Poppy, Public Relations, VA & R. These are based on the activities of your Unit in the programs as reported in your Unit's Annual Reports. Please note that Senior and Junior History certificates will be awarded based on histories submitted.

Let's try and have 100% reporting this year. We need everyone's help and cooperation to do it!!

If you have any questions regarding the reports, please contact the appropriate Department Chairman (see Unit Guide) or the Department Office. We will be happy to assist you in any way we can.

You are receiving the Plaques and Awards packet along with the Annual Report forms. While filling out Annual Reports, please check through the Trophy and Awards to see if you have programs you would like to enter for an award. Units work so hard and we really want to recognize all your efforts.

Sincerely,

*Christie Avant*

Christie Avent, Department Secretary



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## WHY ANNUAL REPORTS?

Each year we are asked: “Why annual reports? Are they important? Are they used?”

**YES, YOUR REPORTS ARE MOST IMPORTANT AND USED IN A NUMBER OF WAYS.**

1. Did you know that it is the annual reports that record the activities and accomplishments of the Units within the American Legion Auxiliary and is the **ONLY RECORD** that is available of what has been done by our Units, the Districts and the Departments?
2. Every Unit’s activity - no matter how much or how little - make up the record of what almost one million women have done in service to others. Every little bit helps to reflect the true picture of the programs carried on throughout the organization.
3. Unit reports are used to compile the Districts, Department and National reports for the year.
  - a) District reports are used to show what has been accomplished within a District for the year. Each District shares the information it receives with all its Units via a District Book of Annual Reports. This is an excellent source of information and ideas for the Units.
  - b) At the Department we compile the Book of Annual Reports that each Unit receives, giving all the Units a chance to see what programs and projects are being carried on in the Department by our Units. It serves as a sharing type of communication.
  - c) Our National organization also compiles a Book of Reports, recording the sum total of all the activities and programs as carried on by the over 7,000 Units in the American Legion Auxiliary. This book is made available to each delegate who attends the National Convention to take home and share with other members of the Department.
4. Our National organizations - both The American Legion and Auxiliary - must report to Congress and the Veterans Administration each year as to what our organizations have done. The information that is used for these reports is taken from the annual reports that are received.
5. The National American Legion uses these reports to lobby Congress for veterans’ benefits and other issues that we are concerned and involved with as an organization. The facts and figures used are taken from the annual reports.

6. The American Legion, Department of Minnesota, uses the facts and figures, programs and activities, as reported in the annual reports when testifying before our Minnesota Legislature when supporting or proposing legislation on behalf of our veterans and their families. The information provided in the Unit annual reports is invaluable.
7. Reports also advise the Chairmen as to where our strong points are; where our weak points are; and where more help needs to be given. They serve as a guide for future programs and planning.

These are just a few reasons why reports are important. Your Unit's reports are **USED!**

This year we are encouraging every Unit to report on the things they do for our veterans, their families and our children. Please include a short paragraph with the reports of the programs your Unit is active in. We hear of so many wonderful things being done. You may not think it is worth reporting but it may give another Unit some ideas on how they can update their programs.

We would also like to hear how your junior members are included in some of the other programs by your Unit. Do they make tray favors, bake cookies, visit veterans, babysit for military families, help with veteran's dinners, distribute poppies, etc?

Consider entering a competition for a plaque or award this year. Don't think you are just a small Unit and you can't compete against the large Units. Think again! **You make a difference!** Where would the people you serve be without you? It's not the size of the Unit, it is the impact you make on other people's lives. Blow your horn. Tell your story. Be proud of your activities and accomplishments. You are the backbone of the American Legion Auxiliary

Let's hear from every Unit and have 100% reporting this year, showing Congress, the VA, our own Minnesota Legislators and our veterans what we do in service to others.



Department of Minnesota
2024-2025 Unit Annual Report Form
Americanism

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

- 1. Did your Unit participate in Americanism programs at school?
2. Did your Unit participate in any Flag Education program this year?
3. Did your Unit distribute Flags this year?
4. Did your Unit participate in Veterans Day?
5. Did your Unit participate in a Memorial Day program?
6. Did your Unit participate in any other Holiday or community events?
7. Did your Unit participate in our youth programs?
8. Did your Unit participate in The American Legion Programs?
9. Number of Flags presented to schools, organizations, etc.
10. Did your Unit promote Americanism any other way that you would like to share with other Units?
Total number of hours volunteered. Total money donated/spent.

Mail completed report to your District Americanism Chairman



Department of Minnesota
2024-2025 Unit Annual Report Form
Auxiliary Emergency Fund

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

1. Did your Unit host an event to raise funds for the AEF? \_\_\_\_\_
Yes No

2. Describe what kind of event your Unit hosted or held: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

3. Amount raised \$ \_\_\_\_\_

4. List of American Legion Family members who have made personal donations:
Name: \_\_\_\_\_ \$'s donated \_\_\_\_\_
Name: \_\_\_\_\_ \$'s donated \_\_\_\_\_
Name: \_\_\_\_\_ \$'s donated \_\_\_\_\_

5. Did any Junior's participate? \_\_\_\_\_ \$'s donated
Yes No

6. What did they do? \_\_\_\_\_ How many Junior's participated?

7. Add any additional information on a separate sheet of paper. Please do not list names of any member receiving assistance from AEF (due to privacy issues).

Mail completed report to your District AEF Chairman





**Department of Minnesota**  
**2024-2025 Unit Annual Report Form**  
**Children and Youth**

Did your Unit set up a Military Children Table with an explanation of the items on the table?

How many Youth Hero Awards did your Unit give out?

How many Good Deed Awards did your Unit give out?

What activities did your Unit host for Children and Youth in your communities?

**Mail completed report to your District Children and Youth Chairman**



Department of Minnesota
2024-2025 Unit Annual Report Form
Community Service

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

What Community Service activities/projects did individual members of your Unit participate in to promote community awareness of the ALA and who was served by these activities/projects?

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

What was the total number of hours volunteered by individual members? \_\_\_\_\_

What was the total amount of money spent/donated by individual members? \_\_\_\_\_

What was the total number of miles driven by individual members when volunteering? \_\_\_\_\_

What Community Service activities/projects did your Unit organize and/or participate in to promote community awareness of the ALA and who was served by these activities/projects?

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Did your Unit participate in any of the ALA suggested days of service and who was served by these projects (9/11 National Day of Service, Martin Luther King Jr. Day of Service, etc.)?

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Did your Unit partner with other organizations in your community on activities/projects? \_\_\_\_\_

What did your Unit do to promote American Legion Family Day (last Saturday in April)?

\_\_\_\_\_
\_\_\_\_\_

What was the total number of hours volunteered by your Unit? \_\_\_\_\_

What was the total amount of money spent/donated by your Unit? \_\_\_\_\_

Was Auxiliary apparel worn while representing the ALA as an individual or as a Unit? \_\_\_\_\_

Please use additional sheets to record your activities/projects. Including photos is encouraged.

Mail completed report to your District Community Service Chairman





Department of Minnesota
2024-2025 Unit Annual Report Form
Constitution & Standing Rules

Unit \_\_\_\_\_ Unit Location \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_

Unit Chairman's Name

Unit

Membership

1. Does your Unit have a Constitution & Standing Rules Chairman? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Does your Unit have a Parliamentarian? Yes \_\_\_\_\_ No \_\_\_\_\_

Is it the same person? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Does your Unit have Standing Rules? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Did your Unit review their Standing Rules this year? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Were your Standing Rules sent to the Department office this year? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Does your Unit have a copy of the National Constitution & Bylaws? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Does your Unit recite the Preamble to the American Legion Constitution at each meeting?
Yes \_\_\_\_\_ No \_\_\_\_\_

8. Did your Unit write a resolution this year? Yes \_\_\_\_\_ No \_\_\_\_\_

9. In what way did you use the suggestions in the Unit Guide and Mailings during the year to encourage members to become more familiar with Parliamentary procedure or the Constitution and Bylaws of the American Legion Auxiliary? (Please use the following space/back of the page or you may attach a page with the information.)

Mail completed report to your District Constitution & Standing Rules Chairman



Department of Minnesota
2024-2025 Unit Annual Report Form
Education

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

1. Please list your Unit's participation with Scholarships and funds spent on other Education Resources.

Table with 2 columns: Scholarship, # of Applications Submitted. Rows include National President's Scholarship, Spirit of Youth Junior Scholarship, Non-Traditional Student Scholarship, Junior Auxiliary Loyalty Scholarship, Department of Minnesota Scholarship, American Legion Legacy Scholarship, and Other Scholarship Funds.

Other Resources distributed, please specify and list #'s and/or value \_\_\_\_\_

2. Education Program Unit participation: Literacy programs: # Hours \_\_\_\_\_ \$ Spent \_\_\_\_\_

Give 10 to Education: Value \_\_\_\_\_ # of Schools Served \_\_\_\_\_

Describe Unit activities completed in the area of "Give 10 to Education:"

Classroom Reading Program: Hrs \_\_\_\_\_ # of Schools Served \_\_\_\_\_

Assistance to a needy student: Hrs \_\_\_\_\_ # of Schools Served \_\_\_\_\_

# of military children served: \_\_\_\_\_ Clothing Donated Value \$ \_\_\_\_\_

Box Tops for Education: Value \_\_\_\_\_ # of Schools Served \_\_\_\_\_

3. Did your Unit participate in Veterans in Community Schools? Yes \_\_\_ No \_\_\_

# of Volunteer Hours \_\_\_\_\_ # of Schools Served \_\_\_\_\_ \$ Spent \_\_\_\_\_

Describe how Veterans in Community Schools programs were presented:

4. Did your Unit support Veterans pursuing Higher/Vocational Education? Yes \_\_\_ No \_\_\_

If Yes, please describe: \_\_\_\_\_

Did your Unit support or collaborate on American Legion Programs:

# Schools Served # Vol. Hrs. Amt. Donation/value

American Education Week \_\_\_\_\_

Oratorical Contest \_\_\_\_\_

# of Outstanding Schools awarded Citations \_\_\_ # of Outstanding Students awarded Citations \_\_\_

5. If your Unit actively supported Veterans associations on campus, please describe:

On the back or separate paper, please describe any additional activities completed by your Unit in this program including activities to promote lifelong learning by your Unit members. Please attach a "Give 10 to Education" form.

Mail completed report to your District Education Chairman



Department of Minnesota
2024-2025 Unit Annual Report Form
Gift Shop

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

Volunteer hours at the Gift Shop: \_\_\_\_\_

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

Veterans helped at the Gift Shop: \_\_\_\_\_

In story form explain your experience helping at the Gift Shop:

Large rectangular area with horizontal lines for writing the story.

Mail completed report to the Department Gift Shop Chairman,
Sandy Wersal, 16667 County Road 9 NE, New London, MN 56273



Department of Minnesota
2024-2025 Unit Report Form
Girls State

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

Did your Unit participate in Girls State 2023? Yes \_\_\_ No \_\_\_

Number of Schools represented by your Unit for Girls State 2023: \_\_\_\_\_

Number of Girls Sponsored: \_\_\_\_\_

Registration Fee per girl. Amount Unit paid \$ \_\_\_\_\_ Amount Legion paid \$ \_\_\_\_\_

Amount SAL paid \$ \_\_\_\_\_ Amount Others paid \$ \_\_\_\_\_

Did you give your students money to purchase souvenirs? Yes \_\_\_ No \_\_\_

Monetary Donations over and above registration fee(s). \$ \_\_\_\_\_

How did your Unit raise funds to support the Girls State program?

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Did you require an application from interested students? Yes \_\_\_ No \_\_\_

Did you interview and make the final selection of citizen? Yes \_\_\_ No \_\_\_

If not, who made the decision? \_\_\_\_\_

Did you hold an informational meeting for interested students and their parents? Yes \_\_\_ No \_\_\_

How many hours did your members volunteer for the Girls State program?

How did you increase awareness of the ALA Minnesota Girls State Program?

\_\_\_\_\_
\_\_\_\_\_

Did your Unit utilize social media for the Girls State program?

(explain) \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_

Comments: (can be attached or written on the back of form).

Mail completed report to your District Girls State Chairman



## Department of Minnesota 2024-2025 Unit Annual Report History

When you write the History of your Unit (both Senior and/or Junior), use the following rules:

1. Using the history paper sent from department for the first page, include the name of the; Unit, Location, District, Name of Unit Historian, Unit President, and the date at the top of the sheet. (three copies are to be made: one sent to the Department; second to the District President; and third for the Unit records).
  - a. Use plain white paper if your history requires more than one page.
  - b. If you need to handwrite your histories, please make sure they are legible.
  - c. Originals may be copied.
  - d. DO NOT FOLD
2. Names of elected and appointed officers should run in sequence across the page. (Do not list chairmen).
3. One paragraph on each program accomplished and a concise story of the Unit's administrative, social or specialty programs. Be original and unique.
4. Please include your financial information- How much you raised or spent in your chairmanships or special projects. This is a request from National.
5. Photos or newspaper clippings may be used in the history entered for trophies and awards. They must be scanned into your history report in the appropriate place. If you are handwriting your report, please place it on a separate sheet or sheets of paper.
6. It is recommended that all District, Department and National Chairmen and Officers serving **from your Unit** be listed at the end of your History report.
7. **YOUR HISTORY MUST BE SIGNED.**

### **Mail completed report to your District Historian**

\*\* To be considered for a Department Award, an extra copy of your history must be sent to the Department Historian with the Report and Award cover sheet. See the Plaques and Awards packet.

These rules apply to Junior Histories also.

The Junior Historian must write, compose, and sign the History.

## AMERICAN LEGION AUXILIARY SENIOR HISTORY

Unit Number \_\_\_\_\_ Unit Location \_\_\_\_\_ District Number \_\_\_\_\_

Reporting Year \_\_\_\_\_ Membership \_\_\_\_\_

Unit President \_\_\_\_\_ Unit Historian \_\_\_\_\_  
(signature) (signature)

1. Condense only main activities from unit history on one side of this sheet.
2. Type or write in black ink.
3. Do not fold.
4. History for unit files may be more detailed.

## AMERICAN LEGION AUXILIARY JUNIOR HISTORY

Unit Number \_\_\_\_\_ Unit Location \_\_\_\_\_ District Number \_\_\_\_\_

Reporting Year \_\_\_\_\_ Junior Membership \_\_\_\_\_

Junior Honorary Unit President \_\_\_\_\_  
(signature)

Junior Honorary Unit Historian \_\_\_\_\_  
(signature)

1. Condense only main activities from unit history on one side of this sheet.
2. Type or write in black ink.
3. Do not fold.
4. History for unit files may be more detailed.



Department of Minnesota
2024-2025 Unit Annual Report Form
Junior Activities

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit JR Membership \_\_\_\_\_

Did your unit have an organized Junior Unit this year? Yes \_\_\_ No \_\_\_

How many Junior members attended the Junior meetings? \_\_\_\_\_

If not organized, did you have Junior members who were actively volunteering or participating in programs or projects? Yes \_\_\_ No \_\_\_ How many? \_\_\_\_\_

Does your unit encourage Junior members to attend Senior meetings? Yes \_\_\_ No \_\_\_

Does your unit encourage Junior members to volunteer with Senior members? Yes \_\_\_ No \_\_\_

Did you increase your Junior membership this year? Yes \_\_\_ No \_\_\_

By how many? \_\_\_\_\_

Did you acknowledge Junior members who recruited new members? Yes \_\_\_ No \_\_\_

Did you have any Junior members who graduated to Senior membership? Yes \_\_\_ No \_\_\_

Did you acknowledge these Junior members? Yes \_\_\_ No \_\_\_

How? \_\_\_\_\_

How many Juniors participated in the ALA Academy Training? \_\_\_\_\_

How many participated in Junior Member of the Year? \_\_\_\_\_

How many Juniors participated in the VA Student Volunteer Program? Yes \_\_\_ No \_\_\_ Hours \_\_\_\_\_

How many Juniors worked on the Patch Program? \_\_\_\_\_ How many patches were earned? \_\_\_\_\_

Did your Juniors create awareness of the Children of Warriors National Presidents Scholarship?

Yes \_\_\_ No \_\_\_ How? \_\_\_\_\_

Did your Juniors make any donations this year? Yes \_\_\_ No \_\_\_ How much? \_\_\_\_\_

To Whom? \_\_\_\_\_

How many hours did your Juniors volunteer this year? \_\_\_\_\_

How many volunteer hours were spent in direct service to veterans? \_\_\_\_\_

What service projects did your Juniors participate in? (Provide details)

How many Juniors attended the District Junior Conference? \_\_\_\_\_

How many Juniors attended the Department Junior Conference? \_\_\_\_\_

How many Juniors attended the Junior Fun Weekend at Legionville? \_\_\_\_\_

How many Juniors attended their District Junior Fun Day? \_\_\_\_\_

How many Juniors attended the National Junior Meeting? \_\_\_\_\_

What activities did they find informative and fun in the Conferences and Meetings above?

Please include any other information that you would like to share including photos. Attach additional sheets if necessary.

Mail completed report to your District Junior Activities Chairman





Department of Minnesota
2024-2025 Unit Annual Report Form
Leadership

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

Did members attend Department/District leadership workshop yes or no?

Did any Members from your Unit attend National Mission Training? Yes or no If so, how many members went? \_\_\_\_\_

Did your Unit promote the American Legion Auxiliary Academy classes. Yes or no
How many members did the online ALA Academy? \_\_\_\_\_

What courses were completed? \_\_\_\_\_

\_\_\_\_\_ (include all courses that were completed . Use back of this page if necessary)

Did you submit a candidate for Unit Member of the Year? \_\_\_\_\_

How many members attended the following?

- 1. Breakout sessions at the 2022-23 Convention \_\_\_\_\_
2. How many attended the Mid-Winter \_\_\_\_\_
3. How many attended other District Meetings \_\_\_\_\_
4. How many members attended Fall Conference \_\_\_\_\_

Did Unit members do anything special to enhance the leadership program (e.g. additional training and what were the topics)? If so, please explain

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Mail completed report to your District Leadership Chairman



Department of Minnesota
2024-2025 Unit Annual Report Form
Legislation

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

Did unit members visit the American Legion's Legislative website to keep current on legislative priorities? [ ] Yes [ ] No

Did members of your unit subscribe to the American Legion's legislative action alerts? [ ] Yes [ ] No

Did members of your unit download and review the American Legion Auxiliary Advocacy Guide? [ ] Yes [ ] No

Did your unit host a meet the candidate night in your community? [ ] Yes [ ] No

If so, write a note on what you did:

Four horizontal lines for writing a note.

Did members of your unit attend the 2024 Veterans Day on the Hill? [ ] Yes [ ] No

How many members attended? \_\_\_\_\_

Did members meet with a representative while at an event? \_\_\_\_\_

If so, how many? \_\_\_\_\_

Did members of your unit contact representatives this year?

Who was contacted?

Horizontal line separator.

How were they contacted? [ ] Phone [ ] Email [ ] Letter [ ] In person

Did they hear back from the representative? [ ] Yes [ ] No

Did you fill out a congressional contact report form for a meeting? [ ] Yes [ ] No

Did your unit do an event or educate members in January for Legislation month? [ ] Yes [ ] No

If so, what did you do?

Horizontal line separator.

Please use another sheet if you have anymore to share about your Legislative program this year that was not asked above.

Mail completed report to your District Legislation Chairman



Department of Minnesota
2024-2025 Unit Annual Report Form
Memorial

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chaplain's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

1. Number of deceased members in your Unit: Seniors \_\_\_\_\_ Juniors \_\_\_\_\_
Gold Star Mothers \_\_\_\_\_ Charter Members \_\_\_\_\_

2. Did your Unit host some type of ceremony to honor deceased members (Memorial Service, Draping of the Charter, etc?) Please explain:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

3. Did your Unit receive or donate Memorials? Please explain and include total dollar amount:
\$ \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

4. What else did your Unit do in the Memorial Program? Please explain: (Suggestions: offer prayer at meetings & events; visit sick & shut in members; sent cards & letters to sick & bereaved members of the American Legion Family; encourage prayer on special occasions & for our military personnel & their families; hold joint services with Legionnaires & SAL for Memorial Day, etc.)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Please continue on an additional page if needed.

Mail completed report to your District Chaplain





Department of Minnesota
2024-2025 Unit Annual Report Form
National Security

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

Please check all that your Unit participated in:

1. Support active-duty military families by working with an installation Family Readiness Group (FRG). Contact the Family Readiness Center on your nearby military installation for more information.

- Checkboxes for: The U.S. Navy is known as Family Readiness Group, or (FRG); The U.S. Army FRG = the Soldier and Family Readiness Group, or SFRG; The U.S. Air Force = the Key Spouse Program; The U.S. Marine Corps = the Family Readiness Program; The Coast Guard = the Work-Life Program

On a separate piece of paper, share the FRG activities you checked above (750 letters max).

2. Collaborate with other like-minded organizations that also support servicemembers and their families: (Donate to or volunteer with.)

- Checkboxes for: Armed Forces YMCA Food Pantries; Quilts of Valor Foundation; Taking Care of People (defense.gov); Blue Star Families; USO

On a separate piece of paper, share your Unit's collaborations your checked above (750 letters max).

- 3. How many applications for "Salute to Servicemembers Award" did you submit?
4. Did you use the DPAA (Defense POW/MIA Accounting Agency) site? Explain what you used it for on a separate piece of paper (750 letters max).
5. What did your Unit do to promote the "Be The One" initiative - be the one to save one. How did you destigmatize getting help for those with suicidal thoughts. On a separate piece of paper, share your Unit's activities (750 letters max).
6. Do you have a POW/MIA or Missing Man table displayed at your Post Home?

Mail completed report to your District National Security Chairman



Department of Minnesota
2024-2025 Unit Annual Report Form
Past Presidents Parley

Unit Number Name of Town District Number

Name of Unit Unit Chairman's Name Unit Membership

- 1. Does your Unit have a Past Presidents Parley?
2. Was it new this year? Reorganized this year?
3. Did your Unit donate to the Past Presidents Parley Health Care Scholarship Fund?
4. Did your Unit submit an application(s) for the Past Presidents Parley Health Care Scholarship?
5. Did your Unit recognize female Veterans or assist them throughout the year?

If yes, please explain how this was done.

(please use back if more space is needed)

6. What did you as a Past President Parley do this year?

[Blank lines for answer]

(please use back if more space is needed)

Mail completed report to your District Past Presidents Parley Chairman



Department of Minnesota
2024-2025 Unit Annual Report Form
Poppy

Unit Number \_\_\_\_\_ Name of Town \_\_\_\_\_ District Number \_\_\_\_\_

Name of Unit \_\_\_\_\_ Unit Chairman's Name \_\_\_\_\_ Unit Membership \_\_\_\_\_

- 1. Number of large poppies ordered \_\_\_\_\_
2. Number of small poppies ordered \_\_\_\_\_
3. Was this an increase over last year? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Number of poppy cards displayed by your Unit \_\_\_\_\_
5. Did your Unit sponsor a Little Miss Poppy contest Yes \_\_\_\_\_ No \_\_\_\_\_
6. Did your Unit sponsor a Poppy Poster contest Yes \_\_\_\_\_ No \_\_\_\_\_
7. Did you send a poppy to elected officials? Yes \_\_\_\_\_ No \_\_\_\_\_
8. What were the total donations received from your poppy drive this year? \_\_\_\_\_
9. How many members of the Legion family assisted with your Poppy drive? \_\_\_\_\_

How did your Unit promote the Poppy program and increase revenue?

What did your Unit do to educate your community on the meaning and history of the poppy?

Did your Unit celebrate National Poppy Day?

Did your unit help in the increase of Poppy Makers in your community? What did your unit do?

Mail completed report to your District Poppy Chairman



**Department of Minnesota**  
**2024-2025 Unit Annual Report Form**  
**Public Relations**

Unit Number \_\_\_\_\_ Unit Location \_\_\_\_\_ District Number \_\_\_\_\_

\_\_\_\_\_  
 Name of Unit                                      Unit Chairman's Name      # Paid Members (as of report)

**Newsletter:**

Does your Unit have a newsletter?  Yes  No                      E-Bulletin?  Yes  No  
 Joint Publication with Post?  Yes  No

Did you Unit give a gift subscription to the Auxiliary magazine to business/facility in your community?  Yes  No

**Social Media:**

	Does your unit have any of the following?	Is this a new account this year?	If not, how many years have you had this account? Also list the URL.
Website	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Facebook Page	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
YouTube Account	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
"X" (Twitter) Account	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Instagram Account	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Media:**

Was your unit was mentioned in local media?  Yes  No

# of times via print? \_\_\_\_\_

# of times via television/cable? \_\_\_\_\_

# of times via radio? \_\_\_\_\_

How many times did you meet with reporters? \_\_\_\_\_ How many letters of appreciation did your unit send? \_\_\_\_\_

Did you utilize any of the resources available on the National website?  Yes  No

Dollars spent on PR efforts: \$ \_\_\_\_\_ Hours spent on PR efforts: \_\_\_\_\_

**Brand Loyalty:**

How did your unit members work to build the image of the American Legion Auxiliary in your community?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mail completed report to your District Public Relations Chairman**







Department of Minnesota
2024-2025 Unit Annual Report Form
VA&R

Unit Number Location District
Name of Unit Chairman's Name Unit Membership

Support veteran caregivers, family members and survivors

How did your unit support veteran caregivers, family members, and survivors?

Blank lines for text response

How many members volunteered? How many hours were volunteered?
Total number of dollars spent? Total value of in-kind donations?

Auxiliary members as VA Voluntary Service (VAVS) volunteers at VA health care facilities

How many members did your unit recruit for VAVS?
How many unit members are volunteers for VAVS? How many hours did they volunteer?

Support rehabilitation and healing of veterans through arts, crafts, and hobbies.

Did your unit donate items for the rehabilitation of veterans? Yes No

Total number of dollars? Total value of in-kind donations?

Did your unit participate or volunteer at local Creative Arts Festivals? Yes No

Did your unit donate funds to local Creative Arts Festivals? Yes No

Total number of dollars spent? Total value of in-kind donations?

Did your unit sponsor and event at a local veteran's home or VA Health Care System? Yes No

Total number of dollars spent? Total value of in-kind donations?

Find opportunities for Auxiliary members to serve veterans in your community

Did your unit adopt a veteran this year? Yes No

How many unit members participated? How many hours did they volunteer?

Total number of dollars? Total value of in-kind donations?

Did your unit participate in a Minnesota Stand Down program? Yes No

How many unit members participated? How many hours did they volunteer?

Total number of dollars? Total value of in-kind donations?

**Volunteer with partner organizations**

Did your unit participate in Wreaths Across America?  Yes  No

How many members volunteered? \_\_\_\_\_ How many hours were volunteered? \_\_\_\_\_

Total number of dollars spent? \_\_\_\_\_ Total value of in-kind donations? \_\_\_\_\_

Did your unit participate in an Honor Flight?  Yes  No

How many members volunteered? \_\_\_\_\_ How many hours were volunteered? \_\_\_\_\_

Total number of dollars spent? \_\_\_\_\_ Total value of in-kind donations? \_\_\_\_\_

**This area is for all other hours, dollars, and in-kind donations made not listed above  
(This may be to veterans' homes, VA Health Care systems, nursing homes, community, etc.)**

Total number of hours unit member hours for VA&R: \_\_\_\_\_

Total number of dollars spent for VA&R: \_\_\_\_\_

Total value of in-kind donations for VA& R: \_\_\_\_\_

PLEASE include a narrative to include additional information about events, projects, etc. that your unit did to work the Veterans Affairs & Rehabilitation program.

**Mail this completed report with narrative to your District VA&R Chairman**

