

Hello Department ALA
Members,



REMINDER It's Reporting

Time!

Here is our Program Reporting Information. Please share with your units and members.

Who Needs to Report? Everybody! We all have a role in the reporting process.

What do we Report? All the hours, money, donations, and miles spent working our program in support of our veterans, active-duty soldiers, and communities. Pictures are a wonderful addition!

Where do the reports end up at? The process starts with you! Eventually your hard work ends up being reported to Congress. America is reminded how valuable the American Legion Family is and hears about all the work we do supporting our mission and our various programs.

Members>Unit>District>Department>Division>National>Congress

What Reports are we talking about?

The Impact Numbers Report and the Chairmen Program Reports.

1. Impact Report is the hours, miles, and dollars spent while working our programs.

Reporting Pathway is Member>Unit President>District President>Dept President

UNITS turn in Impact forms to District President by January 31st

DISTRICT PRESIDENTS combine and turn in Impact forms to the Dept President by Feb 28

2. The Program Report is a written narrative for a specific program and can include pictures.

Reporting Pathway is [Member>Unit Chairs>District Chairs>Dept Chairs>Division Chairs>National](#)

UNITS turn in Program Reports to your Unit President/Chairmen
by January 31st

UNIT PRESIDENT'S turn in Program Reports to District Chairmen
by February 28th

DISTRICT CHAIRMEN turn your reports into your District
President for her Book of Reports by her deadline.

DISTRICT CHAIRMEN turn in your complete reports to your
Department Chairmen by April 15th

DISTRICT PRESIDENTS turn in your reports to Department
Headquarters by April 15th

[Our Reporting year is January 1st through December 31st](#)

All Report Forms are Available on our website
<https://www.kansasala.org/dept-forms>