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 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!

American Legion Auxiliary

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!

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!*