

REMINDER – YEAR END REPORTS WILL SOON BE DUE TO YOUR RESPECTIVE COMMITTEE CHAIRMEN

Please send your reports, either by email or United States Postal Service, no later than APRIL 30, 2016. Reports postmarked with that date will be considered timely. You are encouraged to include narratives, photos, newspaper articles, or any other information which details activities and projects undertaken by your unit.

Forms for year-end reporting for many programs were included in the October mailing when Plans of Action were provided to each unit. The following pages include some abbreviated report forms which might be useful to you. *If no reporting form is or was provided, you are asked to provide a narrative describing your units activities on the following programs:*

Americanism	Mary Towery, 3345 Goble Dr., Maiden, NC 28650	marybartlett2003@yahoo.com
Education	Jill Puett, 2041 Eaker Dr., Cherryville, NC 28021	jpuett@carolina.rr.com
Past Presidents Parley	Karen Ennis, 111 Huggins Lane, Winterville, NC 28590	karen.ennis@pittcountync.gov
Public Relations	Betsey Lee Hodges, 102 Dogwood Dr., Washington, NC 27889	blh1480@hotmail.com
Cavalcade of Memories	Judy Stancil, 319 Bargate Dr., Cary, NC 27518	fandjstancil@nc.rr.com

LEADERSHIP Mail to: Janice MacLeod, 8268 Ferrell Place, Harrisburg, NC 28075 jhm1018@aol.com

How many training events did your unit hold? _____
Total number of members attending all those trainings? _____
What topics or presentations were included in your trainings? _____

Did you hold training on nurturing a culture of goodwill? _____
Did your unit provide New Member Kits to new members? _____
How many of your experienced members acted as mentors for newer unit members? _____
How many unit members took the "Welcome to the American Legion Auxiliary Senior Auxiliary Basics, a Course on our History and Legacy"? _____
How did your unit recognize members who participated in unit activities or who excelled with service beyond "the call of duty"? _____
Describe ways in which your Unit worked this year to develop leaders at all levels. _____

POPPY Mail to: Vickie Jenkins, 104 Mill Creek Dr., Fuquay-Varina, NC 27526 vickiej@nc.rr.com

- How many poppies or poppy items did your unit distribute? _____
- How much money did your unit raise from the poppies and poppy items distributed? _____
- How many veterans made poppies or poppy items for distribution?(Not applicable for pre-assembled poppies your unit purchased from another source) _____
- How much did your unit pay to veterans who made poppies? _____
- How many Unit hours were donated to Poppies? _____
- How many Unit members donated time? _____

LEGISLATIVE Mail to: Gale Jones, 324 Rocky Ford St., Morganton, NC 28655 Gjones50_2000@yahoo.com

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

1. How many times did members contact (phone calls, emails, letters, faxes, visits, etc) their national elected officials?
2. What legislative activities (town hall meetings, legislative receptions) did members attend in their communities and departments? Please describe.
3. What methods were used to develop relationships with elected officials? Please describe.
4. How did members communicate the legislative priorities of the American Legion in their communities?
5. Did your Unit have a planned legislative program for its members?

NATIONAL SECURITY

Mail to: Mary Wright, 108 Glendale Street, Morganton, NC 28655

mmwright@brcainc.org

1. Number of Blue Star/Gold Star banners presented ___ # hours spent __. \$ ___ spent. # volunteers _____
 2. Emergency Preparedness Kits to military families: Spent \$ _____; # hours spent _____, # volunteers _____ Value in kind donations \$ _____
 3. E-Mentor: # of hours spent _____; # of spouses mentored _____
 4. CERT Training: # of participants registered for training _____; # of participants completing training _____; Dates of training _____
 5. Yellow Ribbon Integration: # hours _____; Money spent \$ _____; volunteers _____
 6. USO (not included in Bagram project): # hours _____; Money spent \$ _____; # volunteers _____ Value of in kind donations \$ _____
 7. Heroes to Hometown: # hours _____; Money spent \$ _____; # volunteers _____
 8. Operation Comfort Warrior: # hours _____; Money spent \$ _____; # volunteers _____
 9. POW/MIA: # hours _____; Money spent \$ _____; # volunteers _____; # meetings POW/MIA Resolution used _____; POW/MIA ceremonies performed _____
 10. Red Cross: # hours _____; Money spent \$ _____; # volunteers _____
 11. ROTC/JROTC: # hours _____; Money spent _____; #volunteers _____
 12. How many MIA families were recognized following notification of remains; # Families _____
 13. How many families were connected to other units when moving or transitioning? # families _____
 14. Did your unit host any deployment of welcome home events? _____ If yes, # deployments _____; # welcome home events _____; # of service members served _____; #volunteers _____; # hours _____; money spent \$ _____; Value in kind donations received \$ _____
 15. Did your unit assist active or transitioning military families? Yes _____ No _____ If yes, # events # of families assisted _____; #volunteers _____; # hours _____; money spent \$ _____; Value in kind donations received \$ _____ Describe event or assistance _____
 16. Did your unit adopt a military family? Yes _____ No _____ If yes # of families assisted _____ # in family _____; #volunteers _____; # hours _____; money spent \$ _____; Value in kind donations received _____; Describe event or assistance.
 17. Did your unit coordinate with similar mission focused organizations like the Red Cross Service to Armed Forces to provide for active duty service members and their families? Yes _____ No _____ If yes, # events _____; # of families assisted _____; #volunteers _____; # hours _____; money spent \$ _____; Value in kind donations received _____. Describe event or assistance.
 18. Did your unit coordinate with similar mission focused organizations like the Red Cross Service to Armed Forces to provide for active duty service members and their families? Yes _____ No _____ If yes, # events _____; # of families assisted _____; #volunteers _____; # hours _____; money spent \$ _____ Value in kind donations received \$ _____. Describe event or assistance.
 19. Did your unit work as a Legion Family to provide practical assistance to service members and their families? Yes _____ No _____ If yes, # events _____; # of families assisted _____; #volunteers _____; # hours _____; money spent \$ _____; Value in kind donations received \$ _____. Describe event or assistance _____
 20. Did you assist military spouses in getting and/or maintaining employment? Yes _____ No _____
 21. Yes _____ No _____ # families _____; List names _____
-

COMMUNITY SERVICE

Mail to: Debra Harris, 313 Moore Street, Stanley, NC 28164

debrajonesharris@gmail.com*As part of your reports, please include answers to the following questions:*

- What was the number of volunteers (members and non-members) completing Community Service activities and/or projects?
 - What was the number of volunteer hours completed by members and non-members for Community Service activities and/or projects?
 - How much money was spent on Community Service activities and/or projects during the administrative year?
 - What was the value of in-kind donations received for Community Service activities and/or projects during the administrative year?
-

CHILDREN AND YOUTH

Mail to: Evelyn Lewis, 3304 Rockford Rd, Durham, NC 27713

EHL1309@AOL.COM

- 1) Did your unit promote "Star Spangled Kids"? Yes___ No___ If yes, give a brief description f the activities. Number of children served___ Number of volunteer hours served for all children, not just military #Children___. Total dollars raised to benefit all children \$_____
- 2) Did your Unit promote the "Kid of Deployed are Heroes 2" (KDH2) program? Yes___ No___. If yes, give a brief description of the activities. Number of Children served___ Number of Volunteers hours served for all children, not just military children; total dollars raised to benefit all children \$_____
- 3) Did your Unit put forth efforts for children of active military, such as troop welcoming and sendoffs, USO parties for military families, donations to tragedy assistance programs (TAPS)? Yes___ No ___ If yes, describe. Number of children served ___ Number of volunteer hours served for all children, not just military children, total dollars raised to benefit all children \$_____
- 4) Did your Unit nominate a youth for the Youth Hero Award and Good Deed Award? If so, please list names and descriptions of deeds.
- 5) Did your Unit support the local children in the community? Yes___ No___ If yes, describe the activities and how this was accomplished. Number of children served___ Number of volunteer hours served for all children, not just military children ___; total dollars raised to benefit all children \$_____

AUXILIARY EMERGENCY FUND

Mail to: Jane Hoppenworth, 1002 Fate Washington Rd., Stem, NC 27581

janehopp@gmail.com

Include photographs of your AEF fund-raising activities and promotions such as pictures of raffle items or collection containers and unit members working at fund-raiser events. Write a short description about the activity shown and identify people & items in the photos.

How did your unit promote the Auxiliary Emergency Fund?

Describe fund-raising activities for AEF contributions.

How much money did you raise from your promotion and fund-raising activities>

How much did your AEF contributions increase since last year? \$_____

Who should get special recognition in your unit for their work on the AEF program? _____What did they do? _____

JUNIOR ACTIVITIES

Mail to: Sue Campbell, 114 Bayview Trail, Edenton, NC 27932; sweetsue1950@embarqmail.com

1. How many new Juniors did your unit recruit? _____
2. Did any Juniors recruit new Juniors? YES ___NO___ If Yes, How many Juniors recruited new Juniors? _____
3. Name of Junior recruiting the most new Junior Members: _____
4. Did your Juniors participate in the Junior Patch Program? YES___ NO___ If yes, how many? _____
5. Name of the Junior completing the most Patch Program categories for patches: _____
6. How many Juniors completed the Junior American Legion Auxiliary Course? _____
List the names of Juniors Completing the Course: (Please print)

7. What service projects were your Juniors involved with?

_____ How many Juniors were involved: _____
_____ How many juniors were involved: _____
(If more please write them on the back of the form)
8. What percentage of volunteer hours were performed by your Juniors? _____%
9. How many Juniors regularly attend meetings? _____

Please include a brief description of your Junior Activities Program and include any pictures of events with explanation.

VETERANS AFFAIRS & REHABILITATION

Mail to: Tammy Snider, 1807 Rhyne Rd, Dallas, NC 28034

snidelee1@gmail.com

1. How many total hours did your unit members volunteer in helping veterans and their families? ____ Number of veterans assisted. _____
 2. How many dollars did your unit spend on veterans and their families? \$ _____
 3. What is the value of in-kind donations your unit received to give to veterans and their families? \$ _____
 4. Total amount of contributions made to other organizations on behalf of veterans \$ ____ Organizations you supported _____
 5. Number of Veterans in the Classroom presentations facilitated? _____
 6. Number of new Service to Veterans (previously known as Home Service and Field Service) volunteers recruited? _____
 7. How many hours did your unit volunteer for Service to Veterans? ____ How many veterans served? ____ Dollars spent \$ _____
 8. Did anyone in your unit earn a Service to Veterans pin? If so, who and how many hours? _____
 9. Did your unit participate in the caregiver support of a veteran through the Elizabeth Dole Foundation or any other means? ____ If yes, explain. _____
 10. Did anyone in your unit make quilts? ____ If so, how many quilts were given to Quilts of Valor? _____
-

TAR HEEL GIRLS STATE

Mail to: Barbie Creech, 329 Bayleigh Ct., Garner, NC 27529

bcreech469@aol.com

1. How many citizens were sponsored by your Unit? ____ Did you select alternates? ____ How many? ____
 2. How many schools were originally contacted by your Unit for applicants? ____ In what month? _____
 3. How many new schools does your Unit have represented this year? _____
 4. Does your Unit pay the entire fee for each citizen? ____ If not, who pays the fee(s)? _____
 5. Describe your selection process and how and by whom the Final selection was made _____
 6. Did all of your citizens attend one of the area orientations conducted by the Girls State Commission? ____ If not, why? _____ Did you remind them? _____
 7. Describe and enclose any publicity coverage of your Girls State activities _____
 8. How do your citizens report back to the Unit reflecting their week at Girls State? _____
 9. How can the Girls State Commission help you? Are there changes you think we need to make within the program? _____
-

CONSTITUTION & BYLAWS

Mail to: Beverly A. Waller at 198 Highlands Loop, Maggie Valley, NC 28751.

As part of your Narrative Report, please include answers to the following questions:

1. Have you done an annual review of your Constitution and Bylaws?
 2. When were your Unit Constitution and Bylaws last revised?
 3. Has your Unit sponsored any Constitution and Bylaws activities? If so, what were those activities?
 4. Did your unit participate in a web based Constitution and Bylaws activity? ____ If so, was it helpful? _____
-