

American Legion Auxiliary  
**YEAR-END IMPACT REPORT FORMS**  
2018-2019

***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 in belonging to the world's largest patriotic women's organization, 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 help 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 include only essential information. If you aren't sure, 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 her unit president. This usually happens in April, but check with your unit.
2. The unit president (or her 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. Just report it somewhere.
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 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 is available on the national website under the Members Only, Annual Report Forms section: [www.ALAforVeterans.org](http://www.ALAforVeterans.org).**

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

# MEMBER Year-End Impact Numbers Report

I am a member of Unit # \_\_\_\_\_ Unit Name \_\_\_\_\_

Department \_\_\_\_\_

My name \_\_\_\_\_

Here is what I did in the 12 months from MAY 1, 2018 TO APRIL 30, 2019.

1. **My ALA Service for Veterans/Active Duty/Reserve Military** (Examples: 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 child care 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 ALA 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 My direct cash aid to help a needy child: \$ \_\_\_\_\_

Line 12 Number of children/youth served: \_\_\_\_\_

Line 13 Dollars I donated to all other child service charities (ex: Make a Wish, St. Jude's): \$ \_\_\_\_\_  
Do not include donations to American Legion funds—these are reported by the Legion.

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: \$ \_\_\_\_\_

5. **Mileage**

Line 16 Miles driven in providing my above ALA service (not attending regular meetings): \_\_\_\_\_

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!**

# 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 12 months from MAY 1, 2018 TO APRIL 30, 2019.

## 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 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	<i>Member Form Line 14</i>		N/A	
Line 20	Total dollars spent	<i>Member Form Line 15</i>	\$	\$	\$

**5. Mileage**

		Obtain Total From	Total
Line 21	Total miles driven in providing ALA service	<i>Member Form Line 16</i>	

**6. Scholarships Presented/Awarded by Our Unit**

	Scholarships	Obtain from	Total
Line 22	Number of unit scholarships presented/awarded	<i>Unit Records</i>	
Line 23	Total dollar amount of unit scholarships	<i>Unit Records</i>	\$
Line 24	Total dollar amount donated to department scholarships	<i>Unit Records</i>	\$

*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!**

# DISTRICT/COUNTY Year-End Impact Numbers Report

District/County \_\_\_\_\_ Department \_\_\_\_\_

Number of Units in District/County \_\_\_\_\_ Number of Units Reporting \_\_\_\_\_

Total Number of Members Reporting \_\_\_\_\_

Your Name \_\_\_\_\_ Email \_\_\_\_\_

Here is what our units did in the 12 months from MAY 1, 2018 TO APRIL 30, 2019.

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

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

\*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	Total
Line 8	Total hours members volunteered	Unit Form Line 8	
Line 9	Total dollars spent	Unit Form Line 9	\$
Line 10	Total number of military families served	Unit Form Line 10	

## 3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Total
Line 11	Total hours for ALA Girls State	Unit Form Line 11	
Line 12	Total dollars spent for ALA Girls State	Unit Form Line 12	\$
Line 13	Total hours for other Legion Family youth activities	Unit Form Line 13	
Line 14	Total dollars spent on goods for youth activities	Unit Form Line 14	\$
Line 15	Total dollar amount of direct aid to help a needy child	Unit Form Line 15	\$
Line 16	Total other UNIT expenses (parties, dinners, paper goods, trophies)	Unit Form Line 16	\$
Line 17	Total number of children/youth served	Unit Form Line 17	
Line 18	Total dollars to other child service charities	Unit Form Line 18	\$

**4. Our Service Representing the ALA in Our Communities**

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

**5. Mileage**

		Obtain Total From	Total
Line 21	Total miles driven by members in ALA Service	Unit Form Line 21	

**6. Scholarships our Units & District/County Presented/Awarded**

	Scholarships	Obtain Total From	Units	District or County	Total
Line 22	Total number of scholarships presented or awarded	Unit Form Line 22			
Line 23	Total dollar amount of scholarships	Unit Form Line 23	\$	\$	\$
Line 24	Total dollar amount donated to department scholarships	Unit Form Line 24	\$	\$	\$

*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 DISTRICT/COUNTY'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 not only counts as service hours under Section 1, but also mileage associated with shopping for care packages may be reported under the new section "Section 5: Mileage."*
- 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 care-giver (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!**