

SUPPLEMENTALS: (is a written narrative report) You do not need to write them; it is all about telling your units amazing journey thru-out the year. BUT this is how the unit wins awards. It does not have to be the max word count. Sometimes it only takes a paragraph or two to tell what you did, it can and does win awards. BE PROUD, blow your horn tell your story. YOU ALL do awesome things for your veterans, our youth, and the communities you live in. Shout your accomplishments, get your feet wet, they are fun and an immensely proud feeling when YOUR unit is called to receive an award. Look at the award listings with your bulletins, if you qualify, GO for it. If you did not write anything down, you may give a reasonable estimate, that is OK. A reliable source is your unit's minutes and check book for funds spent or your post newsletter for events you participated in. DO NOT use your minutes as your report, only glean your information.

You do not need a chairman to qualify for an award. Just, report it and use the President's name, and write the report on unit's accomplishments on the program.

READ, follow all the rules and requirements for the award you are applying for. Some are geared to membership numbers; this is to encourage all units large or small to write their units' story. If it asks for a NAME or SIGNATURE make sure it is there or it will be disqualified, and THAT is sad when you put in all the effort. Pay attention to the deadline dates, ALL are due to the Department Chairman and your District President by May 1st, covering the unit activities from May 1st previous year (2020) to April 30th of this year. (2021)

If you chose not to write a supplemental(narrative) that is ok. BUT PLEASE REPORT the unit's IMPACT numbers. These are the dollars the unit spent, your in-kind donations received for a project or event, number of the volunteers needed and the number of volunteer hours for the year of 2020/2021. It is **VITAL we make a strong statement to congress. Therefore, a voice in helping veterans and their families.** Added up thru-out the nation it is most impressive what we do and why we matter, they listen to the Legion Family. Just think of the numbers we would have if we just reported half of what we do. So, ladies please, please report something. The American Legion Auxiliary DOES MAKE A DIFFERENCE in the lives of our veterans and our communities. A unit cannot possibly work all the programs. Just pick the ones your unit is passionate about. A unit is making a difference every day, share it. Cannot stress enough how important this is at Department and National level for what we do, why we matter to so many lives.

At the start of your unit's year, you can create a template for the award ahead of time with the information needed, header etc. and cover page. Go in every month or two report what you did in story form. When the deadline is approaching you have most of it done with maybe a few tweaks. Wa la done and a lot less stressful.

If you do not work a program write N/A and return to Chairman this is also considered reporting and we need to know that too.

VA & R: Field and Home Service are now combined as Service to Veterans.

This includes all services to veterans, if you helped on projects with other community organizations, IT COUNTS, it does not have to be just what you do with-in the unit, but only if you did not report it to that organization. You cannot report it twice because they may report to different agencies if they are non-profit.

Did you sew for veterans, donate clothing for homeless, bake cookies, help at shelters, at county stand downs? These are all reportable hours. If you did not keep any records it is OK to give a reasonable estimate that is acceptable. Your unit treasury is a reliable source of funds spent, also your minutes where you planned your events.

HOURS DEFINED: Veterans services REMEMBER you CANNOT count volunteer hours for a family member OR receive any kind of monetary gain from your time volunteering.

HOSPITAL and VETERANS HOMES if you volunteer helping at the facility you are required to have the hospital orientation. Helping or attending functions and parties is not the same as a scheduled volunteer, you would then count it as volunteer hours for VA & R program.

NATIONAL SECURITY: Example, USO, coupons, welcome home, and deployments. Comfort warriors (troop boxes) MIA-POW events, gold, and blue star banners, as well as your community readiness. Some of these have areas cross over to VA & R, so decide where to report it. You cannot report it twice.

CHILDREN & YOUTH: Where their children involved? Be it veterans or children of the community. Example, were funds expended to help, hours involved in an event or programs? Such as Girl or Boy scouts, Girls or Boy State etc. Mentoring youth, read at libraries or schools. School supplies given, lunch programs or other projects involving children. If you cannot report it as C&Y or VA&R it is community service, report it there, but report it.

COMMUNITY SERVICE: Example, community and post beautifications, soup kitchens, food pantries, visiting shut ins, habit for humanity etc. Clothes and blankets for shelter centers, blood drives, there are multiple events you can count when you are visible in your community.

UNIT ACTIVITIES: This is a unit's report written in chronological order, May 1st previous year to April 30th of present year. The award is presented by the Department President for the best all-around unit activities report based on your unit's membership numbers. Always start with the unit's installation of its new officers. Your unit may install later than May 1st and will make it out of order, BUT ALWAYS report installation FIRST, then go back to your activities from May 1st date. NO pictures allowed. You could also use this same report as your unit's history with a little tweaking if you wish.

UNIT HISTORY: You must write it in chronological order the same as unit activities. Pictures are allowed, this award has more rules and instructions, follow them **carefully**. Every unit should have a written history whether you submit it to be judged or not. You need to report what you do, so the ones that follow you will know the amazing things the unit has done. The stories told of accomplishments and the pictures are a lot of fun to look back on. PASS IT ON!!

I have enclosed an example of 2 reports from Community Service:

Lois Peterson PDP Best Project and Best over-all, unit 150 and less Award

If you have any questions or need help of any kind that is what I am here for.

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