

## **REPORTING HOW, WHEN, WHY**

The reporting procedures have changed once again. National has created another new report form, which is not useful for the Department of New York. So we are going back to report forms for each committee. This is what we are used to and it is what will work for us. We are trying our best to do what is best for the Department, the units and our members. Please be patient and give this a try. If it doesn't work for us, then next year we'll try something new. The only constant is life is change! So here we go changing again!

### **HOW**

You will find a report form for every committee listed at the end of each committee plan. There is a unit and county report form. The form is easy to use, short and very quick. It asks for unit and county totals and a brief narrative description of your activities. There is a check list for activities. If your unit did an activity listed, check it off. If it is not listed add it to the list. There are dollar values listed. Write in the total dollar value for all activities. Add all the required lines together for a grand total. The County Chairmen must consolidate each unit report. Simply check off the activities that units have done. Add up all the totals, including the dollar amount for volunteer hours and submit your report to the Department chairmen. Copy or attach the narrative reports. It's pretty simple.

### **WHEN**

**There will be two reporting dates only.** The dates are November 1 and March 1 for units. For counties the dates are November 10 and March 10. Any activity after March 10 should be held for the November report the following year. Don't worry it will all get reported. Doing it this way eliminates the need for the May report. *If you are entering an award paper and want to include activity after March 10, write a narrative report and attach it to the report form.*

### **WHY**

Why have we changed the report form again?

The report form that National is using is not helpful for the Department of New York. It does not give us the information we need for Award determinations, reporting committee activity to the members and the annual "Book of Reports.

Why report at all?

The numbers you report are reported to Congress on an annual basis. The American Legion Auxiliary compiles numbers from every Department and passes that report to the American Legion. The American Legion drafts a report to Congress that includes the numbers from the entire American Legion Family.

Ann Geer, Department President

