



2010-2011
AMERICAN LEGION AUXILIARY
CONSOLIDATED UNIT REPORT

The Consolidated Unit Report is a new, one-page form that replaces the individual report forms previously included with each committee Plan of Action. This report form is to be completed by the Unit, and depending on your Department's own guidelines, may be sent to your District or County President for consolidation of the reports from her area. She will then forward one Consolidated Report to the Division President, or if you do not have Divisions, it will be forwarded to your Department Headquarters to be consolidated into one report as your Department directs. Be sure to keep a copy for your Unit's records. A copy of the Department's Consolidated Report should be forwarded via e-mail, fax or mail to each Department Chairman so she can retrieve the information needed for her Department report and send a copy of the Consolidated Report to National Headquarters via e-mail to natlpres@legion-aux.org. The Department Chairman will forward her Consolidated Report to the National Chairman by June 1, 2011.

At first glance, the report form may appear complicated and something you don't want to complete, but it is perhaps the most important document your Unit can complete and submit. This information will be combined with that of other Units to be put into the report annually compiled by the National Organization. This information is used to report to Congress, via The American Legion, and the public, the many volunteer hours and monetary or in-kind support the members of the American Legion Auxiliary give to our veterans, our military, our children and our communities. Your Unit is encouraged to send a photocopy to your own U.S. Representative. We have a story to tell, and when we speak collectively, our strength is magnified...your Unit needs to be a part of that united force.

If the Unit has only one program, then that should be the one reported. Every blank or line does not have to be filled in. Few Units can claim activity for every item listed. Some questions can be answered by an X in the space provided. An X means Yes; a blank means No. Many questions call for figures, such as the number of hours provided by volunteers, or the number of veterans served. Some of the items being assessed ask for the number of dollars spent. There is a dollar sign (\$) at the beginning of each blank space which requests a response in dollar amounts. Do NOT report cents—round out your response to the nearest dollar.

Whoever is given the responsibility of completing the form may have to get some of the answers from other Unit officers or committee members. If you can't get exact amounts or numbers, please make a reasonable estimate. All answers to the blanks should be typed or printed clearly, using a pen with black or dark blue ink.

If your Unit had projects, activities or events which cannot be adequately covered on the report form, a narrative (written description/pictures/newspaper articles) should be sent directly to the Department Chairman for including with her report to the national committee as directed in the Plan of Action. Department Chairmen should review the complete Plan of Action for their committee and send winning narratives and reports appropriately as outlined therein to the committee person named in the Plan of Action. Unit Chairmen are encouraged to send pictures with their narratives.

All Department Chairmen are responsible for sending a Mid-Year Report to their National Chairmen by January 15, 2011, and their final report should be sent to the National Chairmen by June 1, 2011. Department Chairmen should direct all questions regarding their reports to their appropriate National Chairman.