



American Legion Auxiliary

Department of Minnesota
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Date: April 20, 2018

To: District Chairmen

Re: Annual Reports

One of the responsibilities you have as District Chairmen is to compile a complete report of the accomplishments of the Units in your District under your program. The report you send in will be your District's record of this year's accomplishments.

GUIDELINES FOR PREPARING YOUR REPORT

1. The report copies from the Units in your District will be mailed to you from the Department Office on/about April 20th. If you do not receive them by April 22nd, contact the Department Office.
2. Included in the mailing are three **white** copies of your District Chairman's report form.
3. Using the Unit reports you are sent, tabulate the answers to the questions and enter them on the District Chairman's report form.
4. If you, as District Chairman, carried on some activities within the District under your program, be certain to include them with your District report.
5. Mail original copy of the District Chairman's report to the Department Office on or before **May 2nd**.
6. One copy of your report is to be sent to your District President. Retain one copy of your District report for your District's permanent files.
7. If the Department receives "late" Unit reports, we will send them to you for you to make up a "supplemental" report.
8. Retain the Unit reports until June 1st so they are available to the Department Chairman if she wishes to see them or asks for additional information. They may be destroyed after June 1st.

The Department of Minnesota would like to see 100% reporting this year. We know we can depend on you. Call if you have any questions as we are available to help you in any way we can.

Thank you for your cooperation and Happy Reporting!!

Sandie Deutsch
Department Secretary