



American Legion Auxiliary

Department of Minnesota
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DATE: December 31, 2019
FROM: Sandie Deutsch, Department Secretary
TO: Unit Presidents
RE: Unit Annual Reports

Your Unit Annual Report forms were mailed in the January/February Unit mailing. Annual Reports should include everything your Unit has done from April 1, 2019 through March 31, 2020. Please distribute the forms to the appropriate Chairman. Each Chairman will have to fill out the form only once. Please instruct them to use a ballpoint pen **and press hard** so the carbon goes through all the copies. Annual Reports are also available on our web page – www.mnala.org

Please collect all completed reports from your Chairmen and mail them back as listed below. These must be returned on or before April 15, 2020. Please do not have each Chairman mail their reports back individually.

This year all copies are white – top copy comes to Department Office, middle copy goes to your District President and you retain the bottom copy for your files.

If your Unit did not have any activity in a program this year, complete the top informational part of the report and mark it “Did Not Participate” and send it in with the other reports. Your Unit will receive credit for filing a report for the program.

If you are attaching a narrative or additional pages of a report, please make sure they are attached to the DEPARTMENT copy of the reports. These are the copies that will be forwarded to your District Chairmen, who will be using them to make recommendations for Certificates of Merit to the Department Chairmen.

Certificates of Merit are awarded by the Department Chairmen in Americanism, Children & Youth, Community Service, Education, History-Senior and Junior, Junior Activities, Leadership, Legislation, Memorial, National Security, Past President Parley, Poppy, Public Relations, VA & R, and Service to Veterans. These are based on the activities of your Unit in the programs as reported in your Unit’s Annual Reports. Please note that Senior and Junior History certificates will be awarded based on histories submitted.

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Let's try and have 100% reporting this year. We need everyone's help and cooperation to do it!!

If you have any questions regarding the reports, please contact the appropriate Department Chairman (see Unit Guide) or the Department Office. We will be happy to assist you in any way we can.

You are receiving the Plaque and Awards packet along with the Annual Report forms this year as I see them working hand in hand. While filling out Annual Reports, please check through the Trophy and Awards to see if you have programs you would like to enter for an award. Units work so hard that I feel more need to enter and be recognized for their efforts.