



American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

WHY DO WE NEED ANNUAL REPORTS???

Everyone always is asking why do we need to do these reports? What value do they have? Who uses them? Yes, this year more than ever, we need to know what your unit has been doing to work the mission of the American Legion Auxiliary. If your unit made a donation to any program, you can claim that on an annual report. We understand that COVID changed our world as we knew it – it's been hard for everyone. But we also know of some units who haven't missed a beat in being their for our veterans and our communities.

This is the impact your report makes:

- Annual reports from units across the country record the activities and accomplishments of the American Legion Auxiliary and is the only record that is available that shows the activity of units, districts, and departments.
- Every Unit's activities and donations, no matter the size, make up a record of what almost a million women have done in service to others.
- Unit reports are used to compile District reports, which in turn are used to compile Department reports, so they can make one comprehensive report that The American Legion presents to congress each September.
 - These accomplishments are shared in District Books of Annual Reports, our Department Book of Annual Reports and finally our National Book of Annual Reports.
- The American Legion uses the information from these reports to lobby Congress for veteran's benefits and other issues that can improve the quality of life for veterans and our military families. All facts and figures are taken from the Annual Reports.
- The American Legion Department of Minnesota uses the facts and figures, programs and activities, as reported in the annual reports when testifying before our Minnesota Legislature when supporting or proposing legislation on behalf of our veterans and their families. The information provided in the Unit annual reports is invaluable.

Also consider entering a competition for a plaque or award this year.

Your Unit Annual Report forms are enclosed in this special mailing. Annual reports should include everything your Unit has done from April 1, 2020 through March 31, 2021. We understand that COVID has severely limited many units from meeting, but please do your best to complete these reports. Please distribute the forms to the appropriate unit chairman. The forms are carbonless and in triplicate. Please have them use a ballpoint pen and press hard so that the copies are clear to read all the way through. Annual Reports are also available on our web page – www.mnala.org.

Please compile all completed report forms from your unit chairmen and mail them back as listed below. These must be returned on or before April 15, 2021. Please do not have chairmen return the reports individually.

Again this year, all copies are white but are clearly marked at the bottom where they need to be sent. If your Unit did not have any activity in a program this year, please mark it Did Not Participate and return it 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 to the report, please make sure that they are attached to the Department copy of the reports. These are the copies that the Department office will forward to the District Chairmen. They use these to make recommendations for Certificates of Merit to the Department Chairmen.

American Legion Auxiliary Department of Minnesota

State Veterans Service Bldg. - 20 W. 12th St. Suite #314 – St. Paul, MN 55155 | P: (651) 224-7634 | F: ((651) 224-5243 | (888) 217-9598
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Certificates of Merit are awarded by the Department Chairmen for the following programs: Americanism, Children & Youth, Community Service, Education, History – Senior and Junior, Junior Activities, Leadership, Legislative, Memorial, National Security, Past Presidents Parley, Poppy, Public Relations, Service to Veterans and Veterans Affairs & Rehabilitation. Please note that Senior and Junior History certificates will be awarded based on the histories submitted.

Let's try to do your best to report whatever you can. We need everyone's help to do this!

If you have questions regarding the reports, please contact the respective Department Chairman (see attached listing) or the Department office. We will be happy to assist you. Don't forget to check the Trophy and Awards information to see if your unit should enter for an award. We appreciate everything our members do – no matter how large or small! It's not the size of the unit, it is the impact that you make on other people's lives. Tell your story – be proud of all that you do.

Also, please do not forget to complete the form for deceased members. This is very important so that we have an accurate listing of our deceased for the current year.

Thank you for all you do for the American Legion Auxiliary.

Marsha Bible
Department Secretary

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