

American Legion Auxiliary  
**YEAR-END IMPACT REPORT FORMS**

***Why report these numbers?***

Every hour, every dollar ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers. These numbers proclaim our impact and make membership in the ALA meaningful.

These numbers are also reported to The American Legion, which includes them in its annual report to Congress. To make this process easier for you, it has been simplified and the form has been condensed to essential information. If you aren't sure, even giving an estimate is better than not reporting at all.

***How to complete the Impact Report Form***

1. **Each ALA member** should fill out the Member Form and give it to the unit president. This probably happens in April, but check with your unit.
2. The unit president (or designee) compiles all of the member data on the Unit Form and adds any additional data not reported individually by unit members. This form then gets forwarded to either the district/county (if applicable) or department, which compiles all the records.
3. It is more important that you report information in one section of the form only rather than worry if you have selected the right category. For example, if you provide a service for children, it should go in either Service for Military Families (for example, camps for military children only) or Service for Children & Youth (Legion Family camps for all children) but not in both places.
4. Please round to whole dollar values (for example, \$149.50 should be \$150).

***Report Simplifications***

1. All service for all military whether active duty, retired, or reserve component is now combined in one section.
2. Each section has better defined examples of the service that should be reported.
3. **For Units, Districts/Counties, and Departments:**  
“**Line numbers**” and “**Obtain Total From**” **columns** assist in transferring data from form to form. For example, units can find the number of Volunteer Hours for Military Families on Line 5 of the Member Form.

**A downloadable fillable monthly tracking worksheet and annual report form is available on the national website under the Members Only, Annual Report Forms section: [www.ALforVeterans.org](http://www.ALforVeterans.org)**

**Thank you for taking the time to REPORT your VALUABLE SERVICE and helping us TELL OTHERS about our INCREDIBLE IMPACT!**

# DEPARTMENT Year-End Impact Numbers Report Guide

The Department Impact Report will be submitted online. Below is a guide that corresponds to the online form and the online tracking information sheet and will help guide you complete the online form. Do NOT send this form to national headquarters – information will only be accepted at <https://member.legion-aux.org/Impact-Numbers-Report-Form>

Here is what our department did in the past 12 months since May 1.

## 1. Our ALA Service for Veterans/Active Duty/Reserve Military

	Service for Veterans/Military	Obtain from Unit or District/County Forms	Total
Line 1	Total hours members volunteered	Line 1	
Line 2	Total dollars spent	Line 2	\$
Line 3	Total number of veterans/military assisted	Line 3	
Line 4	Total number of “Veterans in Community Schools” presentations facilitated	Line 4	
Line 5	Total value of in-kind donations* received	Line 5	\$
Line 6	Total number of poppies or poppy items distributed	Line 6	
Line 7	Total dollars raised from poppies	Line 7	\$
Line 8	Total number of veterans who made the poppies for distribution <i>(Does not apply to pre-assembled poppies)</i>	Dept. Records	
Line 9	Total amount paid to veterans who made poppies	Dept. Records	\$

\*Estimated cash value of non-cash donations from NON-MEMBERS of goods (like paper goods, clothing) or services (pro-bono CPA services from a local firm)

## 2. Our ALA Service for Military Families

	Service for Military Families	Obtain Totals from Unit or District/County Forms	Total
Line 10	Total hours members volunteered	Line 8	
Line 11	Total dollars spent	Line 9	\$
Line 12	Number of military families served	Line 10	

## 3. Our ALA Service for Youth

	Service for Children/Youth	Obtain Totals from Unit or District/County Forms	Enter Totals from Units or District/County Forms	Enter Department Amount	Total
Line 13	Total hours for ALA Girls State (include non-member volunteers)	Line 11			
Line 14	Total dollars spent for ALA Girls State	Line 12	\$	\$	\$
Line 15	Total hours for other Legion Family youth activities	Line 13		N/A	
Line 16	Total dollars spent on goods for youth activities	Line 14	\$	\$	\$
Line 17	Total dollar amount of direct aid to help a needy child	Line 15	\$	\$	\$
Line 18	All other expenses (parties, dinners, paper goods)	Line 16	\$	\$	\$
Line 19	Total number of children/youth served	Line 17			
Line 20	Total donations to other child service charities	Line 18	\$	\$	\$

4. Our Service Representing the ALA in our Communities

	For any service not included in Sections 1-3	Obtain Totals from Unit or District/County Forms	Total
Line 21	Total number of hours	Line 19	
Line 22	Total dollars spent	Line 20	\$

5. Scholarships Our Units, Districts, Counties and Department Presented/Awarded

	Scholarships presented by Units, Districts/Counties and Department	Obtain Totals from Unit or District/County Forms	Enter Totals from Units or Districts/Counties	+	Enter Department Amount	=	Total
Line 23	Total number of scholarships presented/awarded	Line 21					
Line 24	Dollar amount of scholarships	Line 22	\$		\$		\$
Line 25	Dollar amount donated to department scholarships	Line 23	\$		\$		\$

**Department Impact Numbers are to be submitted online by July 1 at <https://member.legion-aux.org/Impact-Numbers-Report-Form>**

# END OF YEAR IMPACT REPORTING

## FAQs

- Question: Where do I report my service for a National Guard “Welcome Home” activity?  
Answer: *Service for ALL members of the military, whether they are retired, active-duty or in the reserve component such as the National Guard is now reported in “Section 1: My Service for Veterans, Active-Duty, and Reserve Military.”*
- Question: Do I report my VAVS (Veterans Administration Voluntary Services) on the Impact Form since I already sign in at the VA when I volunteer?
- Question: Does time shopping for care packages for deployed military count as service?  
Answer: *Yes, shopping for care packages counts as service hours under Section 1*
- Question: So.... does driving my daughter to Junior Meetings count as service?  
Answer: *Sorry, that falls within your responsibility as a parent. You get kudos for being a great ALA parent though!*
- Question: My unit volunteered at a summer camp for military kids. Where should I report this service?  
Answer: *You may report service for summer camps open only to military kids under “Section 2: My ALA Service for Military Families.” If the camp is open to ALL children, then your service would be reported under “Section 3: My ALA Service for Youth.” But don’t worry if you don’t remember. Just report it somewhere.... once!*
- Question: My neighbor is deployed, so I help her husband by babysitting their children once a week. Does this count?  
Answer: *Absolutely! Report this under “Section 3: My ALA Service for Military Families.”*
- Question: What if I don’t know exactly where on the form to report my service?  
Answer: *You can always report it under “Section 4: My Service Representing the ALA in My Community.”*
- Question: Can I count hours spent taking care of a veteran who lives with me but is not a blood relative?  
Answer: *As long as you are not receiving compensation in return for your role as a caregiver (such as when you care for your spouse), you may report it under “Section 1: My ALA Service for Veterans, Active-Duty and Reserve Military.”*
- Question: Can I count hours spent preparing meals for Legion meetings and administrative support for TAL commanders as hours spent in Service to Veterans?  
Answer: *Those hours count but should be reported under “Section 4: My Service Representing the ALA in My Community.” Some of our members aptly describe those activities as family chores.*

THANK YOU FOR SERVING **AND** REPORTING!