

TO: UNIT PRESIDENTS
FROM: DEPARTMENT HEADQUARTERS

This envelope addressed to the Unit President contains important information which needs to be completed and returned according to the following instructions.

Unit officers and chairmen may wish to have a special meeting to fill out the Annual Report forms. Sometimes several heads are better than one at remembering all the good things done by your members. If your Unit has participated in activities not covered in the questions, use the back of that program section OR attach a separate sheet for each program area. Be sure the program title, Unit Number and Location appears on each added sheet.

EACH UNIT PRESIDENT IS RESPONSIBLE FOR HER UNIT'S REPORTS.

Before mailing the reports, check to see that each part has been identified with your Unit number, Town and District number so you will receive proper credit.

SEND BY FIRST CLASS MAIL WITH SUFFICIENT POSTAGE TO:

**American Legion Auxiliary
Department of Nebraska
PO Box 5227
Lincoln, NE 68505-0227**

DEADLINE DATES:

MAY 1, 2010 -- ANNUAL REPORTS FORMS
1 -- Children and Youth Form
3-- Veterans Affairs and Rehabilitation

MAY 15, 2010 -- Citation of Merit
Rosemary of Remembrance

Accomplishments of your Unit can be included in the Convention Annual and reports to National only if you complete and return the Annual Reports forms by the above deadline dates. Department Chairmen are looking forward to have 100% reporting.

Your report is needed!

***AUXILIARY EMERGENCY FUND**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

Program Activities

Did your Unit:

- 1. Make AEF brochure and information available at Unit meetings? 1 yes no
- 2. Post AEF brochure on bulletin board in Post Home? 2 yes no
- 3. Hold one or more fundraisers for Auxiliary Emergency Fund? 3 yes no
- 4. Junior members assist in Auxiliary Emergency Fund fundraiser? 4 yes no

Donation Information:

- 5. Contributed to the Auxiliary Emergency Fund this year? 5 yes no \$ _____
- 6. Was this more or less than in 2008-2009? 6 check one more less

Gertrude Johansen, 2009-2010 Auxiliary Emergency Fund Chairman

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***GIRLS STATE**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

Program Activities

Did your Unit:

- 1. Sponsor one or more 2009 Girls State Citizen(s)? 1 yes no
- 2. Make the final selection of the delegates 2 yes no
- 3. Did a school official work with your Unit? 3 yes no
- 4. Will you have a recognition activity for Girls State Citizen(s)? 4 yes no

If yes, type of recognition by Unit:

Banquet _____ Unit Meeting _____ Other (Identify)
Joint with Legion? _____

- 5. Will you invite school officials to the recognition activity? 5 yes no
- 6. Will you invite community leaders to the recognition activity? 6 yes no
- 7. Did you publicize Girls State? 7 yes no

If yes, type of publicity used by Unit: _____

Charlotte Zieg, 2009-2010 Girls State Chairman

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***MUSIC**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

Program Activities

Did your Unit:

Program Activities

Did your Unit:

- 1. Sing the National Anthem during meetings? 1 yes no
- 2. Sing or listen to "God Bless America" during meetings? 2 yes no
- 3. Members share music with care center, hospitals or shut-ins? 3 yes no
- 4. Donate to the music program at your local school (s)? 4 yes no \$ _____
- 5. Recognize singers of the National Anthem in school? 5 yes no

Thanks for all you do,

Jean Vacklner, 2009 - 2010 Music Chairman

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***MEMBERSHIP**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

Program Activities

Did your Unit:

- 1. Use Legion Roster to invite new members to Unit? 1 yes no
- 2. Retain 80% of Membership? 2 yes no
- 3. Add new members to roster? 3 yes no

Lisa Moore, 2009-2010 Membership Chairman

***JUNIOR ACTIVITIES**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____
 UNIT CHAIRMAN: _____ ADDRESS _____
 Program Activities How many Juniors in your Unit? _____

Did your Unit:

- | | | | |
|--|------------------------------|-----------------------------|-------|
| 1 Have an active Junior group? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 2 Organize a Junior Group this year? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 3 Re-organize your Junior Group this year? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 4 Participate in Junior Member of the Year | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 5 Participate in the National Junior Plaque Award? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 6 Have Junior members take the Junior Leadership Course? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 7 Did your Juniors attend the Department Junior Conference? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 8 Have Juniors participate in Veterans History Project? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 9 Have Juniors participate in Community Service Projects? Hours? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 10 Have any Junior Volunteers? Volunteed Hours _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 11 Have any Juniors participate in the Pocket Flag program? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 12 Have Juniors adopt a Veteran? | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 13 How many new Junior Members? _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 14 How many Junior Recruiters? _____ | | | _____ |

Please list all activities and programs in which your Juniors participated. Use back of this page or attach another sheet of paper if needed. Please elaborate as much as you feel is necessary so I can write a complete report for National.

What type of activities were done by Senior members to prepare Juniors for leadership?

Please tell me how your Unit worked with your Juniors on the Patch Program.

Barbara Washburn, Junior Activities Chairman

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***COMMUNITY SERVICE**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

Program Activities

of volunteers Money Hours

Here are the questions I will report to National. See your ABC book for more info.

Did your Unit Participate In :

- | | | | | |
|---|----|-------|-------|-------|
| 1 Army Community Covenant Welcome Home Troops | 1 | _____ | _____ | _____ |
| 2 Martin Luther King Jr. Day of Service | 2 | _____ | _____ | _____ |
| 3 Community Emergency Response Team (CERT) | 3 | _____ | _____ | _____ |
| 4 Make a Difference Day | 4 | _____ | _____ | _____ |
| 5 Community Service for our Troops | 5 | _____ | _____ | _____ |
| 6 Welcome Home Troops | 6 | _____ | _____ | _____ |
| 7 Community Beautification | 7 | _____ | _____ | _____ |
| 8 Recycling | 8 | _____ | _____ | _____ |
| 9 Homeless Shelters | 9 | _____ | _____ | _____ |
| 10 Food Banks | 10 | _____ | _____ | _____ |
| 11 Habitat for Humanity | 11 | _____ | _____ | _____ |
| 12 Adopt a Highway | 12 | _____ | _____ | _____ |
| 13 Blood Donation | 13 | _____ | _____ | _____ |
| 14 Domestic Violence Centers | 14 | _____ | _____ | _____ |
| 15 Libraries | 15 | _____ | _____ | _____ |
| 16 Senior Citizens Centers | 16 | _____ | _____ | _____ |
| 17 Nursing Homes | 17 | _____ | _____ | _____ |
| 18 Loaning of Medical Equipment | 18 | _____ | _____ | _____ |
| 19 Youth Appreciation Week | 19 | _____ | _____ | _____ |
| 20 Organ and Tissue Donation | 20 | _____ | _____ | _____ |
| 21 Individual Community Needs (list programs) | 21 | _____ | _____ | _____ |

***CONSTITUTION & BYLAWS**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

Program Activities

Did your Unit

- | | | | |
|---|---|------------------------------|-----------------------------|
| 1 Check eligibility relationships, dates and dues amount? | 1 | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2 Send an updated copy of C&B to Department Headquarters? | 2 | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3 Have members memorized the Preamble? | 3 | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 4 Have members studied the meaning of the Preamble? | 4 | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 5 Have a program to study your Constitution and Bylaws rules? | 5 | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Rita Wagner, 2009-2010 Constitution & Bylaws Chairman

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***LEADERSHIP**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

UNIT LEADERSHIP CHAIRMAN _____ how many _____

- | | | | | |
|--|---|------------------------------|-----------------------------|-------|
| 1 Unit taught about the programs? | 1 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 2 Unit provided officer training? | 2 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 3 Members completed correspondence course 2009-2010? | 3 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 4 Members passed correspondence course 2009-2010? | 4 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 5 Unit had leadership training sessions at meetings? | 5 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 4 Unit developed / encouraged mentor relationships? | 4 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 5 Unit provided officer training? | 5 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 6 Unit provided member education/training? | 6 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |

Please give details of all Yes answers on the back of this section, or on a separate sheet entitled Leadership

Erma Naber, 2009-2010 Leadership Chairman

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***POPPY**

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

Program Activities

Did your Unit:

- | | | | | |
|---------------------------------------|---|------------------------------|-----------------------------|-------|
| 1 Order small poppies? | 1 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 2 Order large poppies? | 2 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 3 Increase its poppy order this year? | 3 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 4 Decrease its poppy order this year? | 4 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 5 Select a Miss Poppy age 6 - 12? | 5 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 6 Select a Miss Poppy age 13 - 18? | 6 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 7 Sponsor a Poppy Poster Contest? | 7 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 8 Promote the Poppy? | 8 | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ |
| 9 Describe Poppy Activities | | | | _____ |

Contributions - May 1, 2009- April 30, 2010

Amount

- | | | |
|--|----|----------|
| 10 Unit received from Poppy Distribution? | 10 | \$ _____ |
| 11 Unit amount expended for Poppy Supplies? | 11 | \$ _____ |
| 12 What type of Media contact did your Unit use? _____ | | |

Remember to send 1/2 Poppy proceeds to Department Headquarters .

Do Not send to Poppy Chairman.

Barb Skillman, 2009-2010 Poppy Chairman

UNIT DEVELOPMENT & REVITALIZATION

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

Program Activities

Did your Unit or Unit members:

- 1 Identify potential members and invite them to join, either by letter, phone or personal contact? 1 yes no
- 2 READ DEPARTMENT and DISTRICT newsletters AT UNIT MEETINGS? 2 yes no
- 3 Any old or past members returned to at least 2 meetings? 3 yes no
- 4 Provide orientation for new members? 4 yes no
- 5 Provide mentor(s) for new members? 5 yes no

Please share your success stories on the back of this section or use a separate sheet of paper.

Mary Ann Otte, 2009-2010 Chairman, UD&R Committee

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*PAST PRESIDENT'S PARLEY

UNIT NO: _____ UNIT TOWN: _____ DISTRICT NO: _____

- 1 Does your unit have a Past President's Parley? 1 yes no
Did your Unit:
- 2 Donate \$10 or more to the PPP Nurse's Scholarship Fund? 2 yes no
- 3 Honor an active servicewoman or female OEF/OIF war veteran? 3 yes no
- 4 Adopt a woman veteran in long term care? 4 yes no
- 5 Recognize outstanding Unit members? 5 yes no
- 6 Honor an outstanding Female National Guard? 6 yes no
- 7 Select a Unit Member of the Year? 7 yes no
- 8 Salute an Active Duty Service Woman? 8 yes no
- 9 Write a Narrative for the National Awards as described on pages 108-109 of the 2009-10 ABC Book? 9 yes no

Gayla Schmid, 2009-2010 Past President's Parley Chairman

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*PUBLIC RELATIONS

Please circle the types of media forms your unit used; describe below:

- 1 Interviews with reporters , articles published , letters to editor, aired programs, interviews, event coverage, public service announcements, print advertisements, sent letters of appreciation, other PR materials used

Unit had entries in :

- 2 Unit Program Emphasis Award 2 yes no
- 2.1 Community Display Award 2.1 yes no

Does your unit:

- 3 Send newsletters to members? 3 yes no
- 4 Send e-bulletins? 4 yes no
- 5 Send joint publication with the post? 5 yes no
- 6 Have a web site? 6 yes no
- 7 Have a Public Relations plan? 7 yes no

Care to share a Public Relations story... write below or use back of this section

Fran McIntyre, 2009-2010 Public Relations Chairman