

REPORTING AND NARRATIVES

IMPORTANCE OF REPORTING

- If the Unit can't or haven't participated in a specific pillar or part of a pillar. Report that fact. This "Zero participation" report lets everyone know the Unit is aware of the requirements of the program and assistance for the next year to participate in a portion of a specific program under a pillar can be offered.
- All the hours, mileage, unreimbursed expenses associated with a member volunteering in each program is important to the final Impact Report.
- If the Unit does not wish to send in a narrative, send in the report even if it contains only one positive number.

- Review the Impact Report at the beginning of the year.
- Each Unit should have a board to track volunteerism completed at the Post.
- All other volunteer hours, mileage, and unreimbursed expense should be handed in once a month to the Secretary.
- Start the tracking for all reports at the beginning of the year.
- What is the beginning of a year?
- When did you submit the last report? The new reporting year starts there.
- If you cut off the last reporting year on April 15th to allow for completing and submitting the report, your new year starts April 16th.

IMPACT REPORT

- This report is a compilation of all the Unit efforts throughout the year.
- All other reports should be completed prior to completing this report so the numbers agree.
- This report is then compiled with all other Unit Impact reports at the Department level to be forwarded to the National level.
- The National level compiles all the reports from the states into a large report for Congress.
- Congress disburses money to our VA hospitals based on information contained in these reports, so each volunteer's efforts need to be reported.

- This report is broken out into five areas:
 - Service to Veterans/Active Duty/Reserve Military
 - Service to Military Families
 - Service for Youth
 - Service to the Community
 - Scholarships by Units

Has an instruction page.

Must be completed on-line.

It is not even two full pages of information requested.

When the report is completed, submit.

THIS IS YOUR MOST IMPORTANT REPORT – IF YOU DON'T COMPLETE ANY OTHER SUBMIT THIS REPORT TO DEPARTMENT

WHERE TO START

- I have a report that is required yet I am lost. Make a strategic plan.
- What is required?
 - Review the program.
 - Review any forms.
 - Review awards associated with the program both Department and National.
 - Due dates.
- What requirements did I accomplish?
- What didn't I accomplish?

Are there specific dates to accomplish parts of the program?

Are there specific dates to cut off my reporting and start my narrative so I can be sure it is submitted on time?

Am I submitting for Department or National – check specifics.

PLAN

Set the cover page with the appropriate items as specified.

Set one inch margins.

Set for double spacing, justify margins, and page numbering.

Page numbering starts on the page with the narrative, not the cover page.

This is your master and can be utilized for all narratives by just changing the cover page.

The word count for the document starts at the narrative and does NOT include the cover page or the signature page.

Include pictures with captions on a separate page.

Change the format with pictures when done to pdf.

List all the events, hours, number of members involved, mileage and any expenses not reimbursed by members.

For Department look at the report and go down the report first.

Take each part of the report and enhance what you did.

If there is an area that you did not or could not participate state why.

EXAMPLE:VA&R – In review of the report item 3 -The Unit is too far away from any military installation so members were unable to participate in this area of the report; however members did participate in other areas as stated later in this report.

For National submission make sure the cover sheet is appropriate, and the narrative is put on the correct form and is submitted in pdf to Western Division Chair and National.

Pictures are on a separate page than the narrative and must have explanation.

Size the pictures down to fit on one or two pages prior to placing into the on-line form.

Did you keep a copy of all that you submitted?

Did you get it proofread?

Did you make sure there were no “I, We, Me, You, Us, They, Our, Their, He, She” words.

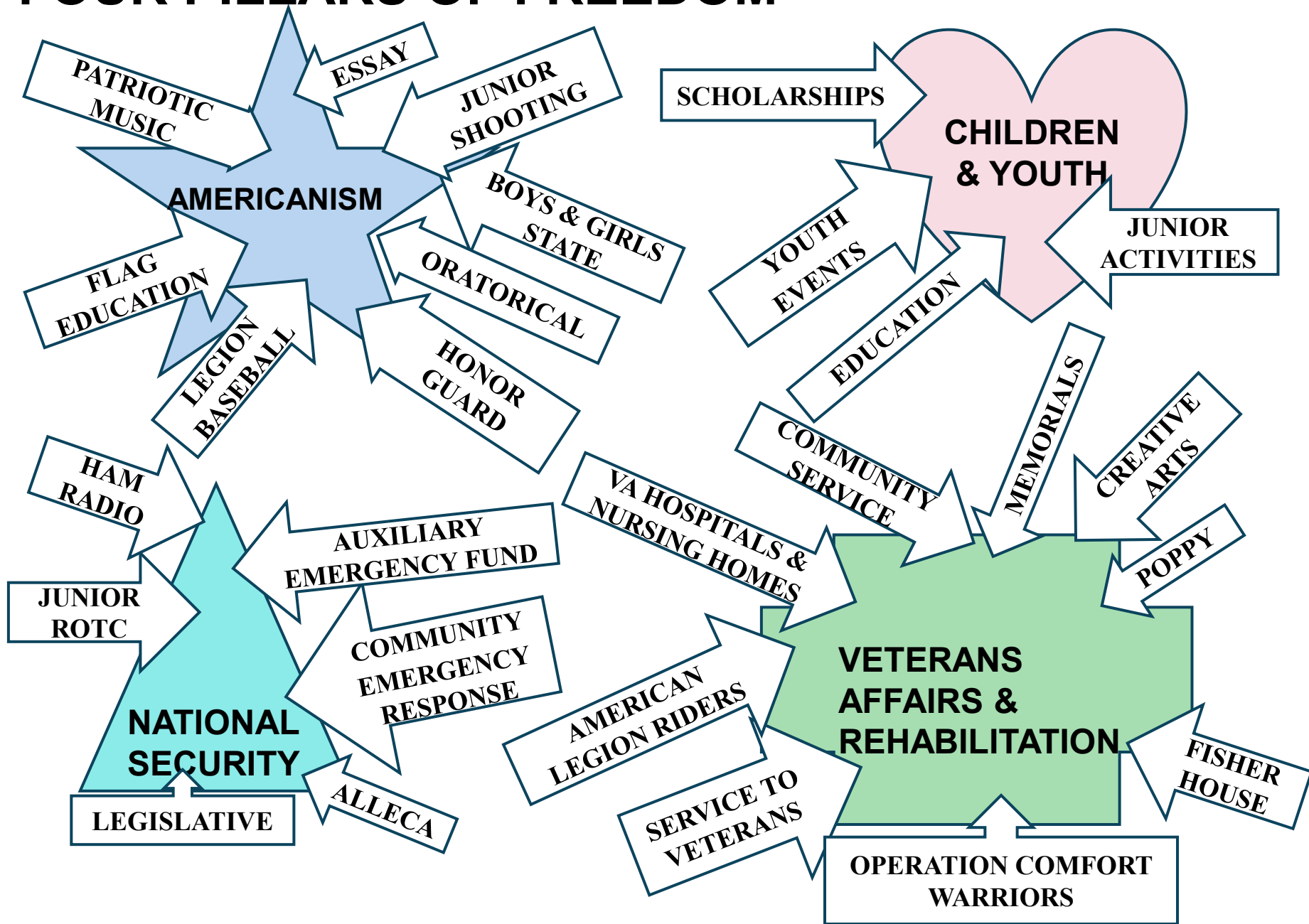
You must make sure you used The Unit or Unit members in place of personal pronouns.

Is the original signed?

- When putting your narrative together you need to be aware of the word count for the narrative.
- Concise statements about each event should be reviewed and re-written so it is more concise using alternate words.
- Everyone tends to utilize “that” when talking and the narratives follow how we talk.

- What are the Legion Pillars?
- Americanism
- Children & Youth
- National Security
- Veterans Affairs & Rehabilitation

FOUR PILLARS OF FREEDOM



VA&R PILLAR

- In reviewing the required report for VA&R this Unit was unable to find any members willing to travel to Phoenix to volunteer at the VA hospital.
- Unit members supported the local nursing home veterans several times this year providing clothing, hygiene products and parties.

LET'S GET STARTED

Patti, a member of a new Unit, offered to chair the VA&R Pillar which oversees Poppy, VA hospital events and visits, veterans home events, nursing home events, service to Veterans, and creative arts events to name a few.

After gathering all the information necessary she started with the first report and narrative.

If you are the only person filling out the reports for your volunteer area, always choose the one that you participate in the least to complete first.

By doing this, you may not have enough for a narrative for this report, but you are working towards the most important narrative and pillar report, and the final Impact Report.

Patti has only 5 people actively participating in this Pillar and trying to cover as many aspects as possible.

Which one did she choose?

Which one would you choose?

Since this unit is new and in a rural area, there is minimal participation in Creative Arts, so this is the first report to be completed.

Information from this report although minimal is carried over for the VA&R narrative.

Let's see what the first narrative attempt is like and how it is corrected to be more concise.

Which part of the pillar does this pertain to?

Fran and Judi set up a table at the local grocery store for poppies. They gave out 200 poppies and got \$300. They were there all day.
(28 words)

Members Judi and Fran handed out 200 poppies at a local business and received \$300 in six hours.
(18 words)

In the Poppy and VA&R narrative this one simple statement could be enlarged.

Members Judi and Fran handed out 200 poppies at a local business and received \$300 in six hours. This money was utilized to buy hygiene products, socks, and underwear for the ten Tucson Veteran's hospital residents.

Carry over the numbers to your impact report.

Hope and Anne spent the day at a Veterans Resource Fair.

Hope and Anne participated in a Veterans Resource Fair for seven hours handing out flags, poppies, and information about the poppy and flag. The attendee count was 126 with 45 veterans attending, and nine new members signed up.

Programs covered are Poppy, Americanism, Education, Community Service, Membership, Service to Veterans, and VA&R. Don't forget to divide the hours between the programs.

Handing out information is Education; to non-members is Community Service: Flags is Americanism; new members is Membership

- In review of the report item 3 -The Unit is too far away from any military installation, so members were unable to participate in this area of the report; however members did participate in other areas as stated later in this report.
- Members Judi and Fran handed out 200 poppies at a local business and received \$300 in six hours. This money was utilized to buy hygiene products, socks, and underwear for the ten Tucson Veteran's hospital residents.
- Hope and Anne participated in a Veterans Resource Fair for seven hours handing out poppies and flags, and information about the flag and poppy. The attendee count was 126 with 45 veterans attending, and nine new members signed up.

HISTORY

- Take notes throughout the year. Start compiling at the beginning of the year and have a copy of the notes submitted to the District. Break the areas of reporting down into the four pillars so you can show support to those areas.
- The Jose Delgado Unit 211 is located in rural northwest Arizona and currently has forty-seven members. Fifteen members are currently actively working the Auxiliary programs under the Legion pillars.
- This Unit started the new year reporting in mid-April with an initiation of seven new members.
- Under Americanism in May ten members volunteered fifty-six hours placing flags on veterans graves at local cemeteries. In June the Unit gathered forty flags for disposal from local businesses.

CONTENT SURVEY

- Did you gain knowledge from this?
- Is it helpful for tracking, reporting and narratives?
- Would other program assistance be helpful?
- Need more assistance? Contact Department
- Thank you for volunteering



Kat productions