

**AUXILIARY EMERGENCY FUND REPORT FORM
2017-2018**

Unit Number _____ Total Membership _____

Chairman Name _____

Address _____

Phone Number _____

Supporting the Program

Number of members involved in support of the program _____

Number of juniors involved in support of the program _____

Total dollar amount given to the AEF by Seniors _____ Juniors _____

Did your Unit increase the donation to AEF from last year? If so, by how much?

Did your Unit invite a guest speaker? Is yes, who and what organization did they represent?

List the different ways your Unit supported the AEF Program, such as different fundraisers, donation jars, etc.

Did your Unit involve the Legionnaires, the Sons and the Legion Riders? How many of each group participated?

What were the other community resources you used to assist needy members?

You may use separate paper, if needed.

Please return this form to the AEF Chairman, **Linda Ruyle, 3238 E Fairview St, Gilbert, AZ 85253; 480-766-1550; lindaruyle@gmail.com**

Reminder: A typed narrative, not to exceed 1000 words, must be submitted to be eligible for the Patricia M. Lee – Gloria Elliott Memorial Plaque.

Americanism

Year-End Report 2017-2018

Please return your Unit's report and narrative by May 1, 2018 to:
Americanism Chairman Michele Root, 2220 N. Stockton Pl, Mesa, AZ 85215

Unit Number _____ Americanism Chairman _____ # of 2018 Members _____

1. Did your Unit encourage local businesses to fly the American Flag on Patriotic days or events? Yes ☐ No ☐
2. Did your Unit participate in the Pocket Flag Project? Yes ☐ No ☐ Did your juniors participate? Yes ☐ No ☐
How many flags were folded and sent to the troops? _____
3. Did your Unit participate in a flag disposal ceremony? Yes ☐ No ☐
How many and where were they held? _____
4. Did your Unit encourage participation in the Americanism Essay Contest? Yes ☐ No ☐
How many essays were received for judging? _____
5. Did your Unit go into the local schools to teach flag/pledge etiquette? Yes ☐ No ☐
How many children were involved? _____
How many flag/pledge etiquette programs did you hand out? _____
6. How many members participated in local patriotic events? Senior _____ Junior _____
Explain these events? _____
7. Did your Unit support *The American Legion* programs such as Baseball, Junior Shooting Sports, and ALLECA? Yes ☐ No ☐ Please elaborate, including amount of money donated, if any. _____
8. How many children did your Unit sponsor in the Oratorical Contest? _____
9. Did Unit members encourage of the support the flag amendment? Yes ☐ No ☐
How? _____
10. How did your Unit promote the American Legion Auxiliary and its programs to potential members? _____
11. Did Unit members encourage your Community to get out and vote? Yes ☐ No ☐
12. How many Unit members have participated in Color Guards, Parades, Fall Conference, or other activities? _____
13. Has your Unit enclosed a narrative(s) for the Department Americanism Plaque(s) this year? Yes ☐ No ☐
14. Has your Unit enclosed a narrative(s) for the National Americanism Plaque this year? Yes ☐ No ☐

An extra page or the reverse of this form may be used, if needed, for all questions.

CAVALCADE OF MEMORIES
Report Form 2017-2018

Please return to Chairman by May 15, 2017:

Mail to: Paula Burgess, 345 W Windsor, Phoenix, AZ 85003

Phone: 602-472-8302

Unit Chairman and Address _____

1. Does your Unit have an active Cavalcade of Memories Committee? _____

2. Did your Cavalcade of Memories work with your Unit Historian? _____

3. Did your Committee contribute to Department? _____ Money _____ Item(s) _____

4. Did your Committee contribute to National? Yes? _____ No? _____

5. Does your Unit have photos of past Unit President displayed? _____ Describe _____

6. Has your Unit had any Past Department Presidents? _____

Name(s) and year of service: _____

7. Describe other ways your Cavalcade of Memories has carried out it's program. _____

Public Relations Reporting YEAR END (2017-18)

Unit Name & #: _____

1. Has your Unit started a new Facebook page or other social media account in the last year or so? If so, what is the name of your page? (Hint: If your Facebook page is listed on the Department website under the "map", you do not need to report it again).
2. Did your Unit have an event or activity where you successfully promoted the Auxiliary to the public? Please tell us about the event (what, when, where) and what you did to promote the ALA (banners, emblems, media coverage, etc).
3. If your unit is participating in posting to the "Ring Your Bell Arizona ALA" group Facebook page (either directly or through emailing department), you may skip down to question 4. **If your unit is NOT participating in posting to the "Ring Your Bell Arizona ALA" group Facebook page, please answer the following questions:**
 - a. Why not? Would you like help in getting started?
 - b. What community engagement activities or events has your unit conducted or participated in since July 2017?
 - c. Has your unit been recognized by any other outside organizations? If so, which ones and for what?
 - d. Has your unit been recognized in any media (newspapers, radio, TV, social media)? If so, which ones?
4. What is your name, position within the Unit & email address?

Please return to:

Marge Christianson
aladeptazpr@gmail.com
9611 W Bonita Court
Sun City, AZ 85373

Acceptable methods of sending it—

- Write in your answers. Then:
 - Take a photo and email it from your phone
 - Scan it and email it from your computer
 - Mail it
- Just send me an email with the answers—forget the form!!!

Juniors Activities Report From 2017-2018

Please return form no later than May 15, 2018, to
Karon Quigg, 1443 W Rosemonte Dr, Phoenix, AZ 85027
623-582-5399; grannyqbear@cox.net

Unit Number _____ Total Membership _____
Charimen _____ Phone _____
Address _____

Unit Participation

1. Number of new Juniors signed up this year? _____
2. Number of Juniors attending fall conference (Senior Level)? _____
3. Number of Juniors attending JR fall conference? _____
4. Number of Juniors attending JR Spring conference? _____
5. Number of Juniors planning on attending Nationals Convention? _____
6. Was your unit an active JR group? YES _____ NO _____
7. Was your unit a newly formed JR group? YES _____ NO _____
8. Is your unit submitting a narrative? YES _____ NO _____
9. Do you have an entry in the JR Member of the Year? YES _____ NO _____

Junior Participation

10. Number of Juniors Taking Leadership Course? _____
11. Number of Juniors participating in the Veterans History Project? _____
12. Number of Juniors participating in the Patch Program Sheets? _____

Americanism Patch _____

VA & R Patch _____

Leadership Patch _____

Community Service Patch _____

Field Service Patch _____

Physical Fitness Patch _____

Poppy Patch _____

Membership Patch _____

Volunteerism

13. _____ # Community Service Projects # _____ Juniors # _____ Hours
14. _____ # Volunteens # _____ Juniors # _____ Hours
15. _____ Pocket Flag Projects # _____ Juniors # _____ Hours
16. Other Department Projects
 - a. _____ # Juniors _____ # Hours Spent _____
 - b. _____ # Juniors _____ # Hours Spent _____
 - c. _____ # Juniors _____ # Hours Spent _____
 - d. _____ # Juniors _____ # Hours Spent _____
17. Special Unit Projects _____ Hours Spent _____

Miscellaneous Facts

18. What types of awards did you give to your Juniors?
19. What types of activities were done by Senior members to prepare Juniors for leadership in the American Legion Auxiliary?

**American Legion Auxiliary Department of Arizona
VA&R Annual Report Form
2017-2018**

Please return to:
Patricia Lugo; 7232 W Sells Dr, Phoenix, AZ 85033 plugo1@cox.net

REPORT MUST BE RECEIVED BY MIDNIGHT – Monday, MAY 1, 2018

UNIT NAME AND NO: _____ **Membership Number:** _____

UNIT CHAIRMAN NAME: _____

HOME ADDRESS: _____

Activity Mileage	No. Vets Assisted	No. Active Mil.	Volunteer Hrs.	\$ Spent
1. Service to Vets				
2. VA Hosp. Phoenix				
3. VA Hosp. Prescott				
4. VA Hosp. Tucson				
5. VA Gift Shop				
6. State Veterans Home				
7. Homeless Veterans () – Agency				
8. Women Veterans () - Agency				
9. Creative Arts				
10. Job Fair Assistance				
11. Assist Vets with Benefits				
12. Stand Downs				
13. Assist Student Vets				
14. Assist Children of Vets				
15. Welcome Home Events				
16. Food Baskets for Vets				
17. Fisher House				

Additional Event Participation please use back.

Are you submitting a Narrative? _____ Plaque _____

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Department Chairman
Patricia Thomas
4534 N. 50th Ave.
Phoenix, Arizona 85031-1319
(623) 670-1788
mpthomas4@msn.com

Unit Chairman: _____

Auxiliary Unit: _____



Legislative Program

2017-2018 Mid-Year Program Narrative Report

This report covers the period of June 26 – November 30, 2017
Due Date to the Department Chairman: **December 15, 2017**

The Legislative program provides information and assistance to advocate for the legislative agenda of The American Legion.

As part of your narrative report, please include answers to the following questions. Questions are broken down in sections to assist with composing your narrative:

1. How did you educate members in the legislative issues promoted by The American Legion and how did your members employ those methods?
2. What legislative activities (town hall meetings, legislative receptions) did members attend in their communities and departments? What suggestions did members have to improve those activities? Please describe?
3. Number of contacts made personally by members of the Auxiliary to legislators or elected officials on veterans' issues:

Personal Contact: _____ E-mails: _____ Faxes: _____

Letters: _____ Phone Calls: _____ Other: _____

(*Personal Contacts* may include visiting town, city, county council meetings, AZ State Legislature or National Congressional sessions or legislative/congressional field visits, etc. *Other Contacts* refer to watching anything televised (candidate debates, State of the Union address, etc.)

4. How did members develop relationships with their elected officials? Please describe.
5. How many Auxiliary members signed up (or are signed up) to the Legions Legislative Action Alerts? _____ The Legion Legislative Update? _____ Visited the Legion's legislative website, www.lwgiion.org/legislative, to keep current on legislative priorities? _____
6. Please describe how members were able to connect with their local and state officials and what were their successes.

Should you e-mail your narrative to me, please type ALA – Unit (your unit number) Narrative Report, in the subject line. I belong to many Veterans Service Organizations (VSO) and this will help me keep order with ALA.



American Legion Auxiliary
Department of Arizona

**“HIGH HEELS AND SPURS IN SERVICE TO VETERANS”
YEAR-END MUSIC REPORT
Due May 1, 2018**

Hello you wonderful ladies:

It's that time of year when our thoughts are on springtime and vacations. Before you get too far off-track, please send me a short narrative telling me how you used music in your activities throughout this year. Even if the Unit or District doesn't have a Music Chairman, send in a report anyway. I want to include as many responses as possible in the year-end report.

1. If your unit/district had a special song selection using President Yolanda's theme of "High Heels and Spurs in Service to Veterans," what song was it? _____.
2. Did your unit/district sing/play a song at regular meetings? If so, which songs were sung/played?
_____.
3. Did members regularly participate in music programs in their individual churches and communities?
Give some examples: _____.
4. Were regular visits made to VA Hospitals/facilities to entertain with songs? If so, what locations were visited and what kind of programs were held? _____.

Submitted by: _____; Unit/District: _____; Total Membership: _____

Please email or mail this form to me no later than May 1, 2018 so that I will have time to submit them to Department by deadline.

Department Music Awards are as follows:

MUSIC PLAQUES

**Frances Aros Memorial Music Plaque awarded to Unit with membership of 151 and over
Millicent Kasun Music Plaque awarded to Unit with membership of 150 and under**

Visit the website: www.aladeptaz.org under Ruling Documents for more information

Monica Rae Stein, Department Music Chairman
11533 E. Kilarea Ave., Mesa, AZ 85209
steinent@cox.net
480.272.1255 cell

Carmelite Staker Creative Arts Award
Annual Report Form
2017-2018

Please complete and send to: Margaret Ellis
178 W Liberty Ln
Gilbert, AZ 85233
Or email to maggylou@cox.net

Reports must reach me no later than May 1, 2018

Unit Name _____

Unit Number _____ #Members _____

Unit Chairman or person completing this report: _____

Contact address or email _____
_____ Phone number _____

Did your Unit have a special fundraiser or event for Creative Arts this year?
Please briefly describe. _____

Did anyone from your Unit volunteer at a Veteran's Hospital Creative Arts Festival
this year? How many _____ Total Hours _____

Did others **attend** a Creative Arts Festival, not as a volunteer? Number _____

Total \$ amount donated for Creative Arts this year from your Unit. _____



Service to Veterans Annual Report Form

Please complete and return by May 1, 2018

Colleen Heck, 21128 E Roundup Way, Queen Creek, AZ 85142 602-290-5568;
check@ionet.net ; 602-290-5568

Unit Name and number _____

Chairman _____

Did your Unit or Members Adopt-a-Veteran? _____

How many? _____ Cost Involved _____

Did your Unit or Members participate in one of the following?

Stand Downs _____ Where _____ Cost _____

Assist Homeless Veterans _____ Hours _____ Cost _____

Participate in Salute to Veterans _____ Hours _____ Cost _____

Please fill in lines below with **Numbers** so that all of your hard work can be counted.

Volunteers	Hours	Number of Veterans Served
Legion _____	_____	_____
Auxiliary _____	_____	_____
Sons _____	_____	_____
Juniors _____	_____	_____
Non Affiliated _____	_____	_____
Totals _____	_____	_____

Total Miles Driven _____ Total Expense _____

Be sure to attach your narrative for Department Awards.

**EDUCATION MID-YEAR AND YEAR END REPORT
2017-2018**

Unit Number: _____ Total Paid Members: _____

Unit Chair Person: _____

Address: _____

Phone Number: _____ e-mail address: _____

Senior members involved in this program: _____ Junior members involved in this program: _____

Number of entries submitted to:

- _____ Children of Warriors National Presidents' Scholarship
- _____ The Non-Traditional Student Scholarship
- _____ The Spirit of Youth Scholarship
- _____ Wilma-Hoyal -Maxine Chilton Memorial Scholarship

Number of Unit Scholarships awarded: _____ Dollar value _____

Briefly describe how the Unit promoted Unit, Department or National Scholarships:

Number of Legionnaires, SAL Members, and Legion Riders involved in scholarship and in what way:

Number of **Need a Lift** books distributed to schools: _____

Number of schools contacted: _____

Briefly describe activities associated with American Education Week:

Briefly describe activities associated with *Give 10 to Education* :

Certificates given for this activity: _____

Briefly describe activities associated with *Veterans in the Classroom* :

Briefly describe Unit activities regarding supporting veterans associations on college campuses:

Briefly describe activities associated with assisting needy students:

Briefly describe activities or community resources used to assist students, teachers or support staff:

Awards- must have a typed narrative, not to exceed 1000 words with a cover page to be eligible for the Jean Batley Plaque or Chrysteen Fritzinger Plaque

Turn all forms and narratives in to the Education Chair Kat Sticklin at 1519 S. 2nd Avenue, Safford, AZ 85546 or by e-mail to gsticklin@cableone.net on or before **May 1, 2018**

MID-YEAR REPORT DUE DECEMBER 05, 2017 - FILL IN AREAS COMPLETED TO ASSIST WITH MY REPORT

DISTRICT OR UNIT FINANCE REPORT FORM (please circle which)

Information requested on this form is to be completed and returned to Dept. Finance Chrm. Helen Stout, 3701 E. Helena Stravenue, Tucson, AZ 85706-1929 **NO LATER THAN MAY 15, 2018.** This is necessary to keep the Units and Districts of the Department of Arizona in compliance with National, the State of Arizona & new rules put forth by the Internal Revenue Service for Non-Profit Organizations as well as the State. The I.R.S. continues to monitor Non-Profits (**which includes American Legion Aux. Units**), as witnessed by Units & Districts losing their Tax-Exempt Status. Notification comes to the Department from the National organization of the Auxiliary. AZ must notify national of each Units EIN number whether you are a NEW UNIT or have been in business for some time. Policies & Procedures states, "A Unit not incorporated at least 30 days prior to Department Convention is not eligible for Trophies and Awards excepting Membership Awards and Citations at the Convention. All requested information WILL ONLY BE USED FOR REFERENCE and will be in the Department Office after review by the Finance Committee. Please supply a copy of the first page of your I.R.S reporting form with this report.

UNIT or DISTRICT NAME: _____
(EXACT AS LISTED WITH THE INTERNAL REVENUE SERVICE)

Person completing this form: _____ Ph.# _____

Address: _____ email _____

Fiscal Year Beginning Month: _____ Year _____ Ending Month: _____ Year _____

Has your Unit/District filed some form of the IRS form 990: Yes ___ No ___ Which one? _____

If not, why?(be sure to answer) _____

If yes, date last filed: _____ Signed by: _____ Title _____

What is your Units EIN number? _____ (not that of your Post)

Is your Unit incorporated with the AZ. Corporation Commission (ACC)? Yes ___ No ___

If yes, date last filed _____ Signed by _____ Title _____

If not, why?:(be sure to answer) _____

What is your AZ. Corporation Commission file #: _____

What is the **EXACT** name your Unit or District is listed with the ACC?: _____

Who is your Statutory Agent with the ACC?: _____

Has your Unit or District registered with the Secretary of State? Yes ___ No ___
(this is a 3rd class misdemeanor if you do not register)

(dollar amounts are not to be included in answers to any of the above questions)
rev. 9/28/17

HISTORY
ANNUAL REPORT FORM
2017-2018

Please complete and send by May 1, 2018 to Jennie Molina, P.O. Box 448, Douglas, AZ. 85608

For further assistance contact Jennie at truelepa@gmail.com

<hr/> <div>(Unit/District Name)</div>	<hr/> <div>(Unit/District District #)</div>	<hr/> <div>(Unit/District Historian)</div>
<hr/>	<hr/>	<hr/>
<div>(Street Address of Historian)</div>	<div>(City)</div>	<div>(State)</div>
		<div>ZIP</div>

1. Unit/District Membership _____
2. Did your Unit/District participate in the Veterans History Project? Yes _____ No _____
- A.) If yes, explain what your Unit/District did to promote/collect those histories:

B.) Did your Juniors participate Yes _____ No _____

If yes, explain what your juniors did to promote/collect those histories:

C.) Number of recorded histories: Seniors _____ Juniors _____

3. Did your Unit/District collect information about Famous Auxiliary members? Yes _____ NO _____
- A.) If yes, explain what your Unit/District did to promote/collect the information:

B.) Name of famous Auxiliary Members.

C.) Where/How information was found:

D.) Did your Juniors participate? Yes _____ No _____ How Many? _____

4. Did your Unit/District do any special projects for History? Yes _____ No _____

A.) If yes, explain: _____

5. Did your Unit/District develop a system to compile your history? Yes _____ No _____

A.) If yes explain: _____

6. Is your Unit/District submitting a History for the trophies awarded at Department Convention?
Yes _____ No _____

7. A.) If yes, which award: _____

Use another sheet of paper to describe additional information and/or to highlight all special activities.

GIRLS STATE
ANNUAL REPORT FORM
2017-2018

Please complete and return no later than MAY 15, 2018, to Penny Maklary. 1354 12th Street,
Douglas, AZ 85607 520-364-5038 FAX 520-805-0404

UNIT NAME _____ UNIT NUMBER _____

UNIT CHAIRMAN _____

ADDRESS _____

TOTAL MEMBERSHIP _____ PHONE _____

1. Number of delegates sponsored? _____

2. How were schools contacted? _____

3. Did your UNIT hold or participate in an orientation? _____

4. Did your UNIT hold as activity where Girls State Citizens were asked to speak? _____

What type of activity? _____

5. How many Girls were eligible to be Auxiliary Member? _____ Enrolled? _____

6. Describe any publicity coverage: _____

7. Are you submitting an entry for the Yvonne Granger Plaque? _____

8. What type of fund raising events did you hold? _____

9. Please give names of those contributing for our delegates here, on back or separate sheet: _____

10. Please include any comments or information you would like to share on a separate sheet or back
of this form.