

ANNUAL REPORTS

Each year awards are given at the National Convention for the best report according to Auxiliary Membership. Study the reports carefully and they will aid in documenting your unit's activities in these programs.

Annual report forms are sent to each state department adjutant prior to January 1 of each year. The state adjutant puts a return address and due date on each report, makes **three** copies of each report and sends a set to each unit along with a cover letter and instructions for completing the reports.

The units compile the information, complete the reports and make sure they are signed by the unit commander or chairman. The unit keeps one copy of all the reports and sends two copies to the address on the top of the report. They must be postmarked prior to the date on the top of the report.

The state adjutant sends **one** copy of the reports received from each unit to the respective national chairmen, postmarked no later than May 15. The national chairmen will give credit to the unit for reporting. The second copy of the "Mae Holmes Report" is sent to your N.E.C.

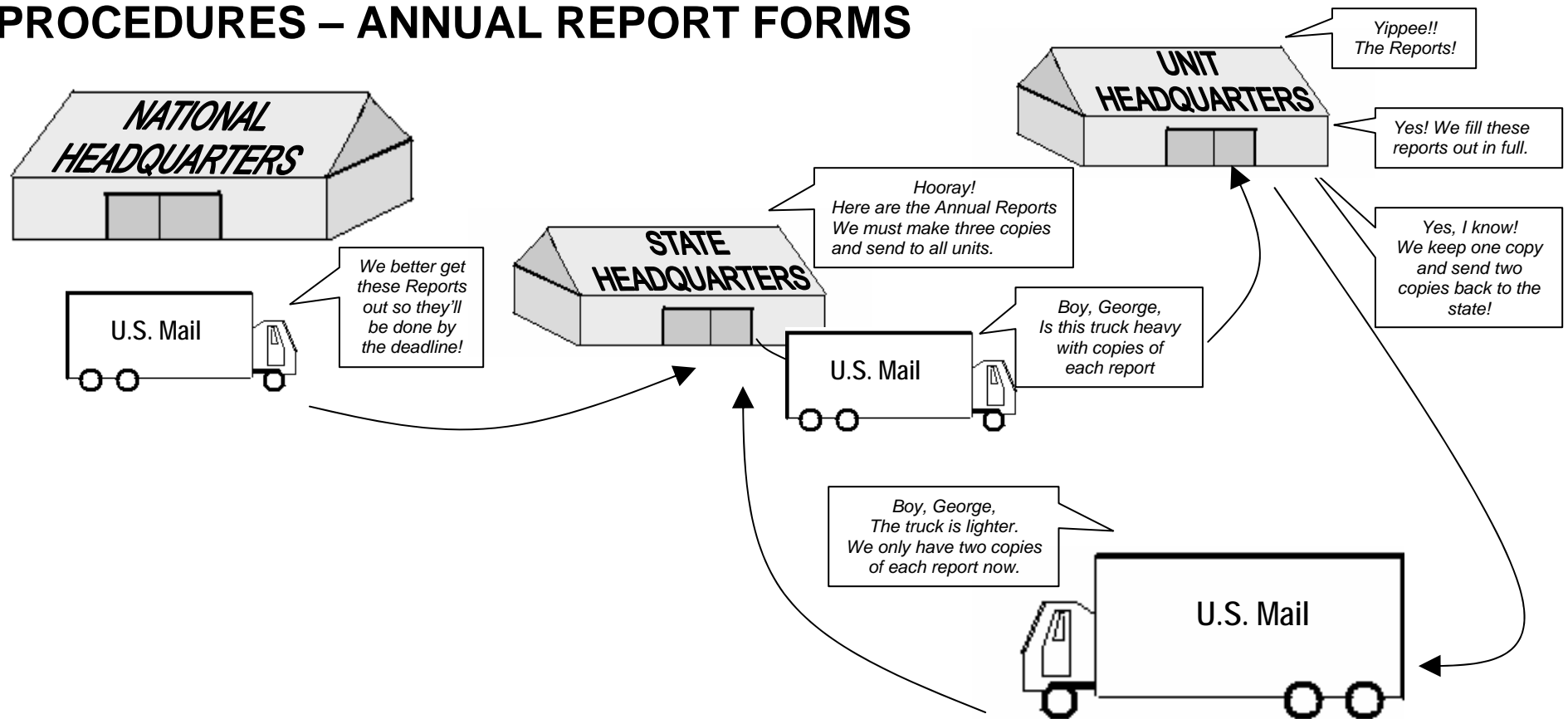
The remaining report from each unit is retained by the state adjutant until judging at the state convention or sent to the individual state chairmen for preparation of their reports.

The reports are judged by convention committees at the state convention. The state adjutant must send the winning reports in each category to National Headquarters. If there should be a tie in any category, the reports must be clearly marked as a tie to be considered for judging.

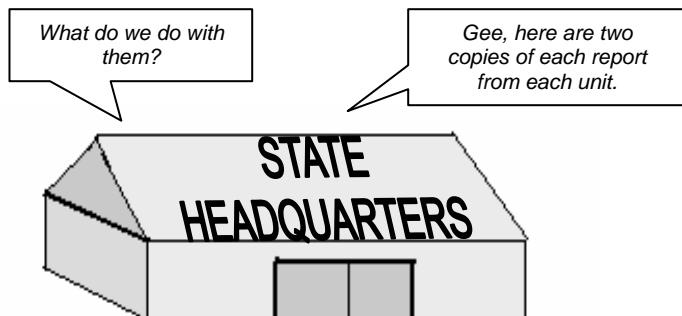
The state adjutant should keep the remaining reports. Do not mail them to the national chairmen or national headquarters.

The winning state reports will be judged at the national convention by the national convention committees. These committees are made up of one member from each national district chosen at the district caucus. The district caucuses are held prior to the opening of the convention.

PROCEDURES – ANNUAL REPORT FORMS



SOMETIME AFTER THE DEADLINE DATE INDICATED ON REPORTS BY STATE: State's Choice of Date Deadline



DEADLINE DATE CANNOT BE LATER THAN MAY 5 And a Voice Came From Above:

"Read the Cover Letter." Blessed are those who read the instructions and follow directions. Since you have two copies of each, keep one copy to judge at your convention. Send other copy to the respective National Chairman postmarked no later than **May 15**. The National Chairman will give credit to the unit for reporting. Second copy of Mae Holmes will go to your N.E.C. **AFTER** your state convention send **only** the **Winning Reports** back to the beginning. AMEN

GUIDELINES TO BE USED BY THE STATE DEPARTMENT IN JUDGING REPORTS

1. DO NOT DISQUALIFY a report for spaces left blank. It is not necessary to write "None" if there has been no activity.
2. HEADING must be completed in its entirety and correctly.
3. REPORT must be signed by chairman and/or commander of unit.
4. ALL unit reports must be submitted to the state Adjutant or designated receiver.
5. Americanism, Legislation, Community Service, Hospital, Mae Holmes, and VAVS will be judged in the following categories according to membership:

10 - 50	51 - 100	101 - 200	201 and over
---------	----------	-----------	--------------
- 6a. For Junior Activities, membership breakdowns are: 1-25, 26-50, 51-100, 101 and over.
 - b. There will be three Junior Awards, one per age category.
State departments may honor junior unit history books in their own way. However, ALL junior unit history books should be brought to the national convention for judging in committee. **DO NOT MAIL THEM TO NATIONAL HEADQUARTERS.**
 - c. Unit History Books: Will be judged on state department level only. There will be no national award for unit history books. Therefore, **DO NOT, DO NOT, DO NOT** bring them to national convention. Each state department will set up its own guidelines for judging unit history books. They may use the former guidelines set up by national headquarters or they may choose to initiate their own.
 - d. State Department History Books: State departments may submit a state department history book for judging. However, only one award will be given at national convention.

We realize you may not have entries for all categories. Therefore, judging should just be in the categories that you have. If there should be a tie in any category so state when sending to National Headquarters for it to be considered for judging.

Within five (5) days of the close of the state convention, the winning reports from each category must be mailed to National Headquarters to be available for the national judging. This will be the responsibility of the State Adjutant.

MAE HOLMES REPORT

This report is to be reproduced in triplicate. One copy to be retained by the unit, and two copies sent directly to the state department. Upon receipt, it will be the state department's responsibility to forward one copy to the National Executive Committee Member of their respective district and it shall be postmarked no later than **May 15, 20XX**. The other copy will be held for judging on the state level. The state department will select a winner for each category based on their senior membership. The winning reports must be submitted to national headquarters within five (5) days after the close of the state convention. It is not necessary that a state department create another type of plaque, trophy, award, etc., but it will be necessary that they judge the reports. Since this report is judged on the unit's excellence in all membership programs, quota must have been met to make the unit eligible.

On the reverse side is a sample of a report and steps to follow for completion. Please check dates indicated on this instruction. Also, it indicates when the latest date can be utilized on a report. However, it is up to the state department to set up the date that they want the unit reports to come back to the state department since some state conventions are the last of April or the first of May. Should there be any questions, contact national headquarters.

SEE REVERSE SIDE

LEGISLATIVE REPORT 20xx-20xx

Fill out in triplicate.

#1

Send two copies to address listed at right:

#2

Keep one copy for Unit files.

Must be postmarked by:

#3

PLEASE TYPE OR PRINT

NAME OF UNIT _____ UNIT NUMBER _____

CITY _____ STATE _____

TOTAL NUMBER OF SENIOR MEMBERS _____

THIS NATIONAL LEGISLATIVE REPORT IS FOR LEGISLATION ON VETERANS' BILLS ONLY

Contacts include letters, telephone calls, telegrams, e-mails, faxes and personal visits made and/or received by a member from: Federal level - President, Senators or Representatives; State level - Governor, State Senator or Representative; Local level - Mayor, City or Town Council, County Commissioners or other elected officials.

1. Total number of meetings Unit participated in discussion on Veterans' bills _____

Subject and bill numbers _____

2. Total Legislative contacts at Federal level _____. Subject and/or bill numbers _____

Follow-up "Thank you for your support" letters on listed bills _____

3. Total Legislative contacts at State level _____. Subject and/or bill numbers _____

Follow-up "Thank you for your support" letters on listed bills _____

4. Total Legislative contacts at the County, City, or Local Level _____. Subject and/or bill numbers _____

Follow-up "Thank you for your support" letters on listed subjects _____

If additional space is needed, list subject and bill numbers on the back of this report.

Do not attach bulletins or letters to your report.

Submitted by: _____

Signature of Commander and/or Chairman _____

#1

Indicates amount of copies to be sent to each unit within the state department.

#2

Type name and address of the State Adjutant or designated receiver of the reports. (The unit must be aware of whom and where to send the completed forms.)

#3

Date that the state department wants the reports completed and returned. This date will vary due to the time of the state conventions. However, under no circumstances can it be later than **May 5, 20XX**.

Two (2) copies of each report will be returned to the state department from each unit. The state department is to retain one copy that will be judged at their state convention. The second copy is to be forwarded immediately to the national chairman of that program or, in the case of the Mae Holmes report, to the national executive committee member. They must be postmarked no later than **May 15, 20XX**, to be given credit.

The copy retained by the state department will be judged at the state convention and the first place winners in each category will be mailed to National Headquarters within five days after the closing of the state convention. These are the only reports that will be considered for awards. It should be indicated on each report that it was a first place winner.

These are the only reports that are necessary for state and national judging. As stated previously, there will not be a membership report as our figures are obtained from computer listings. If you have any programs within your state department that are not under the national programs, you can continue to send out the unit forms and give awards on the state level.