

2025-2026 End-of-Year Report Forms

You must use the Awards Booklet to guide you in submitting Reports for awards. Unit End-Of-Year reports are judged by Department Committee Chairmen on the Department level before forwarding winning entry to National for judging. For National Judging you must include a narrative report. The narrative must be typewritten, not to exceed 1,000 words (in most cases) and use a special cover page. Please refer to the Unit Awards Manual for specific rules. The “National President’s Award for Excellence” is included in the Awards Manual Book. ***To be eligible for an Award, please refer to the guidelines that are in the Unit Awards Manual.*** If you have questions on any of these report forms, contact the Department Chairman of that report or contact this office at 1-304-845-7410 for any assistance.

NEW THIS YEAR

EMAIL/MAIL REPORTS TO

DEPARTMENT CHAIRMEN
AND CC; TO PRESIDENT AND SECRETARY

BY APRIL 15, 2026

ANNUAL PROGRAM NARRATIVE DEPARTMENT REPORT

Program _____

Unit Name/Number _____

Chairman _____

Email _____ Phone _____

UNIT PRESIDENT ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: president@wvaux.org

Mail: Kim Mellie, Dept President
48 Breakiron Hill,
Morgantown WV 26508

Unit President's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. How many meetings did your Unit hold this year? _____

When and where are your meetings held? _____

Average attendance at your meetings _____

2. Did your District President attend any of your Unit meetings this year? _____

Did your District President contact your Unit throughout year by phone/mail/e-mail? _____

3. Did your Unit meet Membership Target Dates this year? _____ How many? _____ Current % _____

4. Did your Unit support the President's Special Project "Rhododendron Girls State" _____?

Amount Donated _____

5. Did your Unit work with your Post on a Membership Drive? _____

Activities _____

6. Did your Unit work with your Post on "Make a Difference Day" by helping a veteran in your community?

Activities _____

7. Were any Distinguished Guests invited to your Unit meetings? _____

Explain _____

8. Did your Unit attend how many for each: Fall Conference _____ Spring Conference _____

Mid-Winter Conference _____ Fall Membership/Officers Workshop _____

Department Convention _____

9. Were the Auxiliary "SPIRIT" messages from the President and Chairmen shared at your Unit meetings? _____

District Information shared? _____

10. Did your Unit sell Department Fundraiser tickets this year? _____ How many? _____

11. Did your Unit use the Policy and Procedures Guide? _____

12. Did you encourage members to use the State Web Site and National Web Site for more program information?

13. List any accomplishments for this year that you achieved as Unit President.

You must do a narrative report to be eligible for a Department Award

UNIT CHAPLAIN ANNUAL REPORT

Must be received no later than April 15, 2026 to:

Email: chaplain@wvaux.org

Mail: Rebecca Farley, Department Chaplain

22066 Ripley Road

Leon, WV 25123

Chaplain's Name _____

Unit Name and Number _____

Number of Members in Unit _____

1. How many meetings attended? ____ #opening prayers ____ #closing prayers ____
2. Number of Gold Star Mothers in your Unit: ____ Describe how your Unit supported or honored Gold Star Mothers this year: _____
3. Total Unit departed members: Seniors ____ Juniors ____ Gold Star Mothers _____
4. How many funerals did you perform for a deceased member? _____
5. How many times did you drape the charter for deceased members? _____
6. How many memorial services were held for others in the Legion Family? _____
7. How many juniors were included in the funerals or memorial services? _____
8. List organizations you gave memorial donations to including the amount _____

9. How many Grace Cards were distributed by your unit? _____
10. Total Hospital Visits ____ Total Home Visits ____ Total Nursing Home Visits ____ How many visits included Juniors? _____
11. How did your Unit observe The Four Chaplains Sunday? _____

12. What amount did your Unit donate to the Chapel of 4 Chaplains _____
13. Describe participation in observances, Memorial Day, Veterans Day, Four Chaplains, etc. _____

14. How many members participate in your Unit Prayer Chain? _____
15. Number of devotions or moments of reflection offered with community partners or in the broader community. _____
16. Did you prepare a Prayer Book for your Unit President? _____
17. How many prayers did you send for the Department President's Prayer Book? _____

To be considered for **Department Awards**, a narrative describing your accomplishments must be submitted with this report.

Supporting documentation may include **JPEG** photographs of Unit activities.

UNIT HISTORIAN ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: historian@wvaux.org

Mail: Holly Adams, Dept. Historian

847 Phoenix Ave.

Chester WV 26034

Historian's Name _____

Unit Name and Number _____

Number of Members in Unit _____

1. Are you submitting a Senior history book for judging at Department Convention? _____
2. Did your Unit study the History of the American Legion Auxiliary? _____
3. Did your Unit actively promote the Oratorical Contest with your Post? _____
4. Did your Unit promote the Oratorical Contest as a link to US History? _____
5. Does your Unit have a Junior group? _____ How many? _____
6. Is your Junior group submitting a History book for judging? _____
7. Did your Juniors participate in the Veterans History Project? _____ Recorded History _____
How many? _____

History of American Legion Auxiliary **Formerly Cavalcade of Memories**

1. Does your Unit have space set up to show off your pride and brag about the past history of your Unit?

2. Did your Unit make a donation to the Department History of American Legion Auxiliary? _____
Amount _____

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award.

You may handwrite or type your narrative report

UNIT AMERICANISM & FLAG ALLIANCE ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: americanism@wvaux.org

Mail: Sandra Harper, Dept. Americanism & Flag Alliance
298 Aarons Creek Rd.
Morgantown WV 26508

Americanism Chairman's Name _____

Unit Name and Number _____

Number of Members in Unit _____

1. Did your Unit participate in Flag Education? _____
of presentations to local groups _____ # of presentations to local schools _____
Cost to Unit _____
2. Did your Unit make and send pocket flags to troops? # of flags _____ Cost to Unit _____
3. Did your Unit participate in Flag Day _____ Get Out The Vote _____ Veterans Day _____
Other _____
If so explain how _____

4. Did your Unit participate in Community Events such as Memorial Day and July 4th 2023? Please explain _____

5. Did your Unit participate in Supporting Awareness of the Flag Amendment? _____
If so, how? _____

6. Did your Unit contact Schools and other Youth Groups on the Americanism Essay Contest "**What Does Freedom Mean To Me?**" _____ Did they submit an essay? _____
Cost to Unit \$ _____
7. Did your Unit support American Legion Baseball? _____ Oratorical Contest? _____ Junior Shooting Sports? _____ Please explain _____

8. How did your Unit promote Star-Spangled Kids program? _____ How? _____

9. Did your Unit request a Star-Spangled Kids Kit? _____ If so, how did you put it to use? _____

10. How did you "promote" your pride belonging to the American Legion Auxiliary?

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award.

UNIT AUXILIARY EMERGENCY FUND ANNUAL REPORT

Please submit no later than **April 15, 2026** to

Email: aef@wvaux.org

Mail to: Melanie Shambaugh, Dept. AEF
635 Orleans Rd.
Great Cacapon WV 25422

Auxiliary Emergency Fund Chairman's Name _____

Unit Name and Number _____

Number of Members in Unit _____

1. Did your Unit submit an application for a member in need? _____
2. Was the application approved by National? _____ Amount approved \$ _____
3. Did your Unit do any fundraisers to help a member in need? _____
4. Did your Unit make a donation to the "Auxiliary Emergency Fund?" _____ Amount \$ _____
5. Did your Unit do anything extra to raise Donations for the Auxiliary Emergency Fund? _____
6. Did you present a program to your Unit on the Auxiliary Emergency Fund program? _____

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award.

UNIT CHILDREN & YOUTH ANNUAL REPORT

Please submit no later than **April 15, 2026** to

Email: 3609mbk@gmail.com

Mail: Beth Kilgore, Dept. Children & Youth

3609 Hughes St. Apt. 9

Huntington WV 25704

Children & Youth Chairman Name: _____

Unit Name and Number: _____

Number of Members in Unit _____

1. Did your Unit support military children? _____ List How _____
List what was donated _____ How many? _____
2. Did your Unit host a “Kids of Deployed are Heroes 2” (KDH2) program? _____
3. Did your Unit host events for children of veterans? _____ List _____

4. Did your Unit provide safe activities for the community’s children and youth such as Christmas party, Easter Egg Hunt or Trick or Treat? _____

5. Did you nominate a child for Youth Hero Award? _____ Good Deed Award? _____
6. Did your Unit promote *outstanding* Unit activities? List: _____

7. Number of Military Children helped _____
Number of children in community helped _____
Direct Aid to military children _____ Community children _____
Non Direct Aid to military children _____ Community children _____
8. Number of Unit hours volunteered _____
9. Did you collect donations for the ALCWF (American Legion Child Welfare Foundation)? How much was collected? _____
10. Did your Unit perform the Military Child Table Setting Ceremony? _____ Did you participate in Purple Up for Military Kids Day on April 15? _____ Wear purple? _____
11. Did your Unit support these Children and Youth programs: National Family Week _____ Make Halloween a Fun and Safe Night _____ Fireworks safety _____ Temporary Financial Assistance _____ April is Children and Youth Month _____
12. Did your Unit distribute American Legion Auxiliary coloring books? _____ How many? _____ Have a Safe Halloween coloring book? _____ America the Beautiful coloring book? _____ ALA Poppy coloring book? _____

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award. If you want this report to be eligible for
National Award, submit cover page and supporting photos of activities.

UNIT COMMUNITY SERVICE ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: kitbasket@hotmail.com

Mail: Kelli Immel, Dept. Community Service

Community Service Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

Please report the number of Unit volunteers that participated in the following programs, the amount of money spent and hours volunteered.

List of some suggested programs:	<u>Money</u>	<u>Hours</u>
Make a Difference Day (Oct. 22)	_____	_____
Veterans Day (Nov. 11)	_____	_____
National Day of Service and Remembrance: (9-11)	_____	_____
Martin Luther King Jr. Day of Service: (Jan. 18)	_____	_____
Month of the Military Child (April)	_____	_____
National Family Week	_____	_____
Flag Day (June 14)	_____	_____
Recycling /Adopt A Highway	_____	_____
Homeless Shelters/Food Banks	_____	_____
Blood Drives	_____	_____
Senior Citizens Centers/Nursing Homes	_____	_____
National Volunteer Week	_____	_____

Please use the Department Narrative Form or submit a Narrative Report of what your Unit has done to be eligible for the Department Award.

UNIT EDUCATION ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: education@wvaux.org

Mail: Lisa Harbour-Adkins, Dept. Education

4240 Altizer Ave.

Huntington WV 25705

Education Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Did your Unit participate in **Veterans in the Community Schools**? _____
Veterans participating _____ # of Hours _____ # Schools served _____
2. Did your Unit participate in "**American Education Week**"? _____ # Hours _____
Schools served _____ # Children served _____ Cost \$ _____
3. Did your Unit promote "**Teacher Appreciation Week**"? Number of Hours _____
Number of Schools served _____ Number of Recognized Events at Local Schools _____
4. Did your Unit participate in "**Give 10 to Education**" _____ Cost \$ _____
Items Donated _____

5. Did **Juniors** participate in education activities _____? # Hours _____
Juniors involved _____ Number of children served _____
6. Number of schools who received Scholarship applications _____
7. Number of scholarships the Unit received? _____
Children of Warriors Scholarship _____
Junior Auxiliary Loyalty Scholarship _____
Spirit of Youth Scholarship _____
Non-Traditional Student Scholarship _____
Department Scholarship _____
8. Number of Unit scholarships presented/awarded _____ Cost \$ _____
9. Total dollar amount of Unit scholarships Unit records \$ _____
10. Total dollar amount donated to Department scholarships (education fund) \$ _____
11. Did your Unit submit entry for the Children of Warriors Scholarship _____?
Did your Unit submit entry for the Spirit of Youth Scholarship _____?
Did your Unit submit entry for the Non-Traditional Student Scholarship _____?
Did your Unit submit entry for the Department Scholarship _____?
12. Did your Unit donate to the National Presidents Scholarship Fund? _____ \$ _____

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award.

UNIT GIRLS STATE ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: LancasterL@aol.com

Mail to: Lynda Lancaster-Loyd, Dept. Girls State
PO Box 1511
Mathews VA 23109

Girls State Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Number of schools you serve _____ County _____
Name of School (s) _____

How were schools contacted? _____
Did you have new schools participate this year? _____ How Many? _____
How many officials do you work with at Schools _____ Principals _____ Counselors?

Activity Director _____ Others _____
2. Number of students your Unit is sending to Girls State this year _____
3. Do you invite citizens to report to your Unit? _____ Do the citizens report to your contributors? _____
4. How many Certificates of Appreciation were presented to contributors? _____
5. List ways your Unit used to promote publicity for Girls State Program _____

6. Did you have an orientation for your citizens? _____ Did you include the past citizens? _____
Was your orientation in the Unit _____ a joint orientation with another Unit _____?
7. Do you choose your citizens for Girls State _____ Do the school(s) choose your citizens _____
8. Did your Unit encourage members and students to use RGS Web Site for more information _____?
9. What recognition is done by Unit for the Girls State Program and citizens that attend?
Banquet _____ Invite Community Leaders _____ Invite school Officials _____
Other (Identify) _____
Joint with Legion Yes _____ No _____
10. Is your Unit submitting a Girls State Scrapbook for judging at Convention? _____

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award.

UNIT JUNIOR ACTIVITIES ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: patsygirl2@gmail.com

Mail: Patsy Greiner, Dept. Junior Activities
708 45th Street
Vienna WV 26105

Junior Activities Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Number of Juniors in your Unit _____ Number of new Juniors _____
2. Number of Junior meetings held _____ Number attended – Juniors _____ Seniors _____
3. Did your Unit hold the following ceremonies for Juniors?
Initiation _____ Installation _____ Graduation _____
4. Did your Unit Junior Group receive newspaper coverage on their events/programs? _____
5. Did your Juniors participate in: Junior Activity Sheets _____ Number _____?
Leadership Correspondence Course _____ Number _____ Junior Member of The Year Nominee _____
Veteran History Project _____ Number _____
The Patch Program Activity Sheets _____
Americanism Patch _____ VA & R Patch _____
Leadership Patch _____ Community Service Patch _____
Membership Patch _____ Physical Fitness Patch _____
Poppy Patch _____ Field Service Patch _____
National Security _____ Education _____
National President's Scholarship _____ History Patch _____
6. Did your Unit submit a Junior for the WV Junior Member of the Year? _____
7. Did Juniors teach the basics of email and Internet to members/Leaders in Unit? _____
Did Juniors work with the Unit to create and maintain ALA Unit website? _____
Do your Juniors practice and teach Internet Safety? _____
8. Did your Juniors participate in volunteering projects? _____ # Hours _____ # Junior volunteers _____
Special Unit Project _____ # Hours _____ # Junior volunteers _____
VOLUNTEENS _____ # Hours _____ # Junior volunteers _____
Community Service Projects _____ # Hours _____ # Junior volunteers _____
Pocket Flag Project _____ # Pocket Flags _____ # Hours _____ # Junior Volunteers _____
9. What did your senior members do to prepare Juniors for Leadership roles in your Unit?

10. Did you have Juniors attend Fall Workshop? _____ # _____ # Junior Volunteers
Mid-Winter Conference _____ # _____ Junior State Convention _____ # _____
National Convention _____ # _____
11. Total hours of participation for the Juniors in your Unit _____

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award.

UNIT LEADERSHIP ANNUAL REPORT

Must be received no later than April 15, 2026 to:

Email: leadership@wvaux.org

Mail: Rebecca Farley, 22066 Ripley Road, Leon, WV 25123

Leadership Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Did your unit provide officers and chairs training for their positions? _____ What materials/tools were used for the training? _____
2. What resource books did your Unit use during meetings? _____
3. Did your Unit utilize the Member Data Survey Form? _____ #completed surveys _____
4. Did your Unit share leadership topics at monthly meetings? _____ Topics presented _____
5. How many presentations did your Unit present to community organizations? _____
6. How many members attended the Department Fall Workshop? _____ #first time _____
7. How many members attended the Mid-Winter Leadership Conference? _____ #first time _____
8. Did your Unit attend Spring and Fall District Conferences? #attended Spring _____ Fall _____
9. How many members completed the Lead With Purpose WV training series? _____
10. How many members attended the Department Convention? _____ National? _____
11. How many members attended the National Mission Training? _____ Location _____ 12. How many courses were completed in the ALA Academy? _____ members _____
12. Did your unit include Junior members in meetings? _____ Duties performed _____
13. Every Unit has someone who shows up, lifts others, and leads by example. Name the member your Unit is nominated for Unit Member of the Year _____
14. Summarize your Unit's Leadership Development Plan _____

To be considered for Department Awards, a narrative describing your Unit's leadership activities and accomplishments must be submitted with this report. Supporting documentation may include JPEG photographs of Unit activities. In addition, **Unit Member of the Year** nominations must include a supporting narrative explaining why the individual is being nominated and how their service and leadership exemplify the mission of the ALA.

UNIT LEGISLATIVE ANNUAL REPORT

Please submit no later than **April 15, 2026**:

Email: legislative@wvaux.org

Mail: Elaine Sampson, Dept. Legislative
3509 Maple Court
Morgantown WV 26508

Legislative Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. # of Communications with Legislators: National _____ State _____ Local _____
2. # of staff members of your Representatives or Senator invited to a Unit meeting? _____
3. # of Communications by: Letters _____ Emails _____ Phone Calls _____ Office Visits _____
4. Used Advocacy Guide as informational tool? Yes _____ No _____
5. # of Responses received from Legislators: National _____ State _____ Local _____
6. # of members receiving Dispatch subscription or reading online _____
7. Used Legion Legislative Action Alerts for updates and emails? Yes _____ No _____
8. Did you use the Legion Legislative Action Center for updates and emails? Yes _____ No _____
9. Did your Unit host or help your Post host a "Meet the Candidate" night? _____
10. Subscribe to 3-newsletters of your elected officials to monitor what they consider priorities for Veteran/Military and National Security issues? _____
11. Did you meet with your Representatives or Senators? _____
12. How did you educate members in the legislative issues promoted by The American Legion and how did your members employ those methods? _____

13. What legislative activities (town hall meetings, legislative receptions) did members attend in your community and Department? _____

What suggestions did members have to improve those activities? Please describe _____

14. How did members develop relationships with your elected officials? Please describe _____

15. Please describe how members were able to connect with your local and state officials and what were their successes _____

You may include a typewritten narrative report not exceeding 1000 words.
Please include any news articles and pictures with your report.

UNIT MUSIC ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: pauletteanderson2848@gmail.com

Mail: Paulette Anderson, Dept Music

1251 Doolin Run Rd.

New Martinsville WV 26155

Music Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Do you open each meeting with the Star Spangled Banner, whether singing or by tape? _____
2. Do you use Patriotic music at each meeting? _____ At Ceremonies? _____
3. Did your Unit provide music for community affairs and veterans in nursing homes, hospitals or VAMC?
_____ # Volunteers _____ Cost \$ _____
4. Did your Unit utilize resources from the schools and community, such as choirs, dance teams, bands for your Unit meetings? _____
List _____
5. Did your Unit make monetary contributions for scholarships for music in local schools, for bands or community groups? _____ Amount \$ _____
6. Did your unit participate in Memorial Day either by playing or singing Taps? _____
7. Did your Unit have singing or musical programs at nursing home, hospitals or VAMC? _____
8. How many Juniors help with music programs? _____
9. Did your Unit participate in the "Membership Song" Video this year? _____
10. Did your Unit enjoy music this year? _____ Explain _____

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award.

UNIT NATIONAL SECURITY ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: katndebbie@gmail.com

Mail: Debbie Michael, Dept National Security
234 Breedens Lane
Berkeley Springs WV 25411

National Security Unit Chairman: _____

Unit Name and Number: _____

Number of Members in Unit _____

Service of US Service Members:

Number of Volunteers: _____ Number of Hours _____

Dollars Spent \$ _____ In-Kind Value \$ _____

Number of US Service members Served: _____

Service for Military Families:

Number of Volunteers _____ Number of Hours Volunteered _____

Dollars Spent \$ _____ In-Kind Value \$ _____

Number of Military Families served: _____

Did your Unit participate in:	\$ Spent	In-Kind Donations \$ Amount	#Volunteers	# Hours
Local Law Enforcement	_____	_____	_____	_____
Welcome Home Events	_____	_____	_____	_____
Operation Home Front	_____	_____	_____	_____
Family Readiness Groups	_____	_____	_____	_____
Family to Family Support	_____	_____	_____	_____
Family Support Network	_____	_____	_____	_____
USO	_____	_____	_____	_____
Operation Comfort Warriors	_____	_____	_____	_____
Gold Star & Blue Star Banners	_____	_____	_____	_____
POW/MIA Initiatives	_____	_____	_____	_____
ROTC & JR ROTC	_____	_____	_____	_____
National Military Appreciation Month (May)	_____	_____	_____	_____
“TAPS”	_____	_____	_____	_____
“Remember Everyone Deployed” Wear Red on Friday	_____	_____	_____	_____
Coupons	_____	_____	_____	_____
Troop Packages (Boxes)	_____	_____	_____	_____
Other Specify _____	_____	_____	_____	_____

Hold CERT (Citizen Corps) training? Date: _____ Location: _____ # Registered: _____
#stayed for event: _____ #of flyers handed out: _____

To Compete for National Awards You Must Follow the Rules in the Awards Book

Please use the Department Narrative Form or submit a Narrative Report
of what your Unit has done to be eligible for the Department Award.

UNIT PAST PRESIDENTS PARLEY ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: ala.lauraclark@gmail.com

Mail to: Laura Clark, Dept. PP Parley

4023 Piedmont Rd.

Huntington WV 25704

Past Presidents Parley Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Does your Unit have an active Past Presidents Parley? _____
If so, does your Past Presidents Parley do a fundraiser for your Unit Past Presidents Parley? _____
List Fundraiser _____ Money Raised _____
2. Does your Unit plan to submit a nomination for the WV Timeless Award? _____
(Rules for this are in the Awards Book)
3. Does your Unit have a nursing scholarship? _____ Donates to a nursing program? _____

**To submit a nomination for the Timeless Award,
you must follow all Rules outlined in the Awards Book.**

UNIT POPPY ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: psdavis1524@msn.com

Mail: Shirley Davis, Dept Poppy
1524 Sycamore St.
Kenova WV 25530

Poppy Chairman's Name _____

Unit Name & Number _____

Number of Members in Unit _____

1. Number of Poppies ordered/made this year _____ Number of Poppies ordered last year _____
Is this a decrease or increase over last year? _____ # of Poppies _____
Amount of contributions collected last year \$ _____
Projected amount of contributions this year \$ _____

2. Did your Unit sponsor a Poppy Poster Contest? _____ Number of Schools participating _____
Students from:
Class 1, Grade 2 & 3 _____ Class 4, Grade 8 & 9 _____
Class 2, Grade 4 & 5 _____ Class 5, Grade 10-12 _____
Class 3, Grade 6 & 7 _____ Class 6, Special Needs _____
How many Volunteers _____ Hours _____

3. Did your Unit submit a Poppy Picture at Midwinter to be judged? _____

4. Did you select a Miss Poppy? (6-12) _____ (13-18) _____
Did you enter her in the National Miss Poppy Contest? _____
How many volunteers _____ Hours _____

5. Number of seniors helping with Poppy Day _____ Juniors _____ Legionnaires _____
SAL _____ Other groups (list each) _____
Did your Unit send/give Poppies to elected officials in your Community? _____ # _____

6. Did you order Poppy items to use for other occasions then Poppy Day? _____ \$ _____ # _____
Explain how your Unit decorated for Poppy Day _____

7. Were Poppies placed in houses of worship? _____
Did your Unit use Poppies for tray favors at local Nursing Homes or Personal Care Homes? _____
Poppies used _____ \$ _____ # Hours _____

8. Did you hand out certificates to Businesses, Organizations, and News Media for help in promoting the Poppy Day program? _____ How many? _____

9. Did your Unit use the Auxiliary *Spirit* and/or Poppy messages to promote the Poppy program?
Yes _____ No _____

10. Did your Unit use Poppies for decorations, etc.? _____ List _____
Did you involve your juniors with the decorations or crafts involving the Poppies? _____

11. Does your Unit have a Poppy Club? _____ \$ _____ to Dept. \$ _____ to Unit.
Describe how your club works _____

12. Did you have newspaper/television/radio coverage? _____ How much? _____

13. Did your Unit promote poppies throughout the year (not just on Veterans Day or Memorial Day)? _____

14. Did your Unit submit a Poppy Scrapbook? _____

You can use the Annual Narrative Report Form for your Department Narrative.

Narratives sent to National Must Follow National Rules.

UNIT PUBLIC RELATIONS ANNUAL REPORT

Please submit no later than **April 15, 2026** to:

Email: pjwithrow1958@gmail.com

Mail: Patti Withrow, Dept PR Co-Chairman
812 Washington St.
St. Albans WV 25177

Public Relations Chairman's Name _____

Unit Name & Number _____

Number of members in your Unit _____

Press Information

Number of interviews with Reporters _____

Number of articles published _____

Number of pictures published _____

Number of letters to the Editor _____

Number of letters of Appreciation _____

Number of Press Releases _____

Did your Unit enter in Press Book Competition?

Yes _____ No _____

Radio/Television

Number of Programs _____ Number of Announcements _____

Total Minutes of Broadcast Time _____ Was Public Access Radio/TV used? Yes _____ No _____

Describe programs on Public Access Radio/TV _____

Feel free to use back if more room is needed

Type of Unit Publication

Does your Unit have a publication? Yes _____ No _____

What type of Unit publication? Newsletter _____ Bulletin _____ Web-Site Newsletter _____

Joint publication with the post? _____

Does your Unit subscribe to the "Auxiliary News" for Friends _____ Health Facilities _____?

Schools _____ Churches _____ Community Agencies _____

Congressional Offices/Others _____

Resource Materials from the National/Department Websites:

Did your Unit encourage members to use?

National Auxiliary Web-Site for additional information? Yes _____ No _____

Department Auxiliary Web-Site? Yes _____ No _____

Number Used: (Each copy posted counts as one, example if you use one version of the poster or banner and place in 10 businesses, it counts as 10.)

American Legion Auxiliary Posters to local business? _____ Banners _____

Flyer/Newsletter Templates _____ Brochures _____

Social Media, does your Unit have a:

Is it actively used & updated?

Website? Yes _____ No _____

Yes _____ No _____

Facebook Page? Yes _____ No _____

Yes _____ No _____

Other social Media, such as Twitter, Instagram Yes _____ No _____

Yes _____ No _____

Newly created this year? Yes _____ No _____ What? _____ When? _____

Did your Unit order Auxiliary Appeal, Honor Their Service button, Auxiliary Name Tags:

of members? _____ Worn at number of events: _____

Does your Unit have the "ALA Branding Guide"? _____ Do you use it for reference? _____

Did your Unit use or distribute New Membership Kits? Yes _____ No _____ # of Kits _____

If you are submitting a Press book for Department competition, a copy of this report must be included.

UNIT VETERANS' AFFAIRS AND REHABILITATION ANNUAL REPORT

Please submit no later than April 15, 2026 to:

Email: var@wvaux.org & copy: department@wvaux.org & president@wv.org

Mail: Lisa Cadwallader, Dept VA & R

42 Trout Circle

Kearneysville WV 25430

Unit Name & Number _____

Chairman's Name _____

Number of Members in Unit: _____

- * VA Supervised Facilities includes anything done at a VAMC & hours logged
- * Active-Duty includes anything done for the active-duty member themselves
- * Other Service to Veterans includes anything done for Veterans outside a VA & not including active-duty (hours volunteering/helping wounded warriors, elderly veterans at home [non-family count all, family not receiving professional compensation living with Veteran count 10 hours a week, not living with Veteran count 5 hours a week, providing transportation, distributing poppies, raising money or assisting with Veterans Creative Art Festival, fundraising, events, planning and assisting with veterans job fairs, etc.)
- * Service To Military Families includes anything done for families, not including the Veterans themselves

#Volunteers	Total Hours	Expenditures(Goods)/Donations (Cash)	# Vets Served
VA Supervised Facilities	_____	\$ _____ /\$ _____	_____
Active-Duty	_____	\$ _____ /\$ _____	_____
Other Service to Veterans	_____	\$ _____ /\$ _____	_____
Totals	_____	\$ _____ /\$ _____	_____
Service to Military Families	_____	\$ _____ /\$ _____	_____
Number of poppies purchased for distribution	_____	Dollars raised from distribution \$ _____	_____
Number of Veterans in Classroom presentations	_____	Volunteer Hours _____	_____
Unit Scholarship for Veterans Family Members: # awarded	_____	Dollar amount of Local Scholarships \$ _____	_____
Dollar amount donated to Department Scholarships	_____		
Gift Shop #volunteers	_____	Amount _____ # Veterans served _____	

NUMBER OF NEW VOLUNTEERS RECRUITED:

VA: Seniors _____ Juniors _____ Outside the VA: Seniors _____ Juniors _____

How did you recruit volunteers:

Attach a separate piece of paper: List names and all Volunteer hours for "Service to Veterans" & at a VA Hospital.

Name as it is listed on Roster, Membership # Total hours per member for each Service to Veterans & Hospital/VAMC

SAMPLE: Mary Smith 123456789 Service to Veterans: 16 hours Hospital: 25 hours

Please use the Department Narrative Form to submit your Narrative Report of what your Unit has done to be eligible for the Department Award.

Units submit their own reports to National per National guideline, dates & coversheet, if they want to submit for a National Award Additional information does not take the place of the narrative.

Total Participation

Please submit no later than **June 1, 2026** to:

Email: president@wvaux.org

Mail to: Kim Mellie, Dept President

48 Breakiron Hill

Morganton WV 26506

Unit Name & Number: _____

Chairman's Name _____

Number of Members in Unit _____

1. Did your Unit participate in the following programs?

Americanism _____

Auxiliary Emergency Fund _____

Children & Youth _____

Community Services _____

Education _____

Girls State _____

Junior Activities _____

Leadership _____

Legislative _____

Membership _____

Music _____

National Security _____

Past President's Parley _____

Poppy _____

Public Relations _____

Veterans Affairs & Rehabilitation _____

2. **To be eligible** for the "Total Participation" Traveling Plaque, you must include a **narrative** of not more than **500 words** describing what your Unit participated in **ALL** programs of the American Legion Auxiliary Department of West Virginia for 2024-2025 membership year.

3. Cover page to include (centered and double spaced)

Total Participation 2024-2025

Unit President's Name

Unit Name and Unit Number

Total Membership in Unit

4. Unit President's signature at end of narrative

5. Include this **Year-End Report Form** with your narrative