

# 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



## UNIT PRESIDENT ANNUAL REPORT

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

Email: [president@wvaux.org](mailto:president@wvaux.org)

Mail: Kim Mellie, Dept President

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@wvvaux.org](mailto:chaplain@wvvaux.org)

Mail: Rebecca Farley, Department Chaplain

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@wvvaux.org](mailto:historian@wvvaux.org)

Mail: Holly Adams, Dept. Historian

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](mailto:americanism@wvaux.org)

Mail: Sandra Harper, Dept. Americanism & Flag Alliance

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 4<sup>th</sup> 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: [ae@wvaux.org](mailto:ae@wvaux.org)

Mail to: Melanie Shambaugh, Dept. AEF

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: [childrenandyouth@wvaux.org](mailto:childrenandyouth@wvaux.org)  
Mail: Beth Kilgore, Dept. Children & Youth

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: [communityservice@wvvaux.org](mailto:communityservice@wvvaux.org)

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.

<b>List of some suggested programs:</b>	<b><u>Money</u></b>	<b><u>Hours</u></b>
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](mailto:education@wvaux.org)

Mail: Lisa Harbour-Adkins, Dept. Education

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: [girlsstate@wvaux.org](mailto:girlsstate@wvaux.org)

Mail to: Lynda Lancaster-Loyd, Dept. Girls State

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: [juniors@wvvaux.org](mailto:juniors@wvvaux.org)

Mail: Patsy Greiner, Dept. Junior Activities

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 \_\_\_\_\_  
VOLUNTEERS \_\_\_\_\_ # 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@wvvaux.org](mailto:leadership@wvvaux.org)

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@wvvaux.org](mailto:legislative@wvvaux.org)

Mail: Elaine Sampson, Dept. Legislative

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](mailto:pauletteanderson2848@gmail.com)

Mail: Paulette Anderson, Dept Music

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: [nationalsecurity@wvvaux.org](mailto:nationalsecurity@wvvaux.org)

Mail: Debbie Michael, Dept National Security

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](mailto:ala.lauraclark@gmail.com)

Mail to: Laura Clark, Dept. PP Parley

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](mailto:psdavis1524@msn.com)

Mail: Shirley Davis, Dept Poppy

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: [publicrelations@wvaux.org](mailto:publicrelations@wvaux.org)

Mail: Patti Withrow, Dept PR Co-Chairman

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@wvvaux.org & copy: department@wvvaux.org & president@wv.org

Mail: Lisa Cadwallader, Dept VA & R

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](mailto:president@wvaux.org)

Mail to: Kim Mellie, Dept President

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 2025-2026 membership year.

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

Total Participation 2025-2026

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