

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 25-28, 2026
RESOLUTION**

SUBMITTED BY: Debra Munchbach, Marge Christianson

SUBJECT: Reporting vs. Awards

DATE: March 27, 2026

Resolution No. R12
(Assigned by Resolutions Committee)

DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF RESOLUTION AS A SEPARATE PAGE

Routing: _____

Submitted by: Name and Signature _____

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_____ Approved _____ Rejected _____ Revised _____

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Convention Action: Approved _____ Rejected _____ Date _____

WHEREAS, There are a multitude of Department and National reports at all levels of the organization which are MANDATORY and even more Department and National award submissions at all levels that are OPTIONAL; and

WHEREAS, In the last 5 years National has made many changes to their reporting and award submissions which have greatly confused Department members, chairmen, and officers; and

WHEREAS, Department leadership is dedicated to providing guidance when there is confusion; now therefore be it

RESOLVED, To adopt the following as a new section titled “Reporting vs. Award Submissions” to the Department of Arizona Policies and Procedures Manual and insert this new section on the current page 24 between sections titled “Department Committee Chairmen-General Rules” and “Advisory Committee”.

REPORTING VS AWARD SUBMISSIONS

REPORTING

Department Chairmen

Your reporting role as a department chairman is to be the intermediary information provider between Arizona Units and the National organization. THIS REPORTING IS MANDATORY.

Step 1: As you start your year as a program chairman, review the Annual Reporting Guidelines and other information about your program on the National website: alaforveterans.org. This will require you to log in and in most cases go to the National Committee for your program. That is where you will find the types of information the National organization wants for your program at the end of the year (typically due May 15). Questions about this can be directed to the Western Division Chairman for your program.

Step 2: Using the information from Step 1, design a single page “report form” for Units to complete. Keep in mind that every Department Chairman will be asking for reporting from the Units, so your form should be as simple and direct as possible. The ideal form would solicit only the program information requested by National (in addition to a header requesting Unit information, where to send the form, due date (May 1) etc.) . This report form is generally due to Department in January so it can be put on the Department website for Units to retrieve.

Step 3: Throughout the year, watch Ring Your Bell and other sources for information that Units are conducting your program. Keep notes so that you can include it in your year-end narrative report to National.

Step 4: Unit report forms are due to you as a Department Chairman by May 1. As you receive them, acknowledge back to the Unit that you have received their report form. Review and consolidate the information provided-- as well as your other knowledge-- to complete your narrative report to the National organization. Follow the process set up by your Western Division Chairman.

Step 5: Send a copy of your National narrative report to your Western Division Chairman and copy to the National Chairman and the Department President. You must send a copy to the Department Executive Director of Operations for inclusion in the Department Book of Reports.

District Presidents

Your reporting role as a District President is to gather “Impact Reports” from each of your District Units and consolidate it for Department. You are responsible to make sure Units understand the process, answer questions and provide the information in a timely manner. THIS REPORTING IS MANDATORY.

As a District President you are also required to write a narrative summary report of your year that will be included in the Department Book of Reports. Please send this to the Department Director of Operations.

Units

Your reporting role as a Unit is twofold:

1. Impact reporting:

The Unit Impact Report is a critical report. It is aggregated across the country to nationally demonstrate to interested parties (donors, legislators etc.) the impact our organization makes for veterans, military, families and community. The Impact Report is to be completed by every Unit in the Department of Arizona and submitted to their respective District President so it can ultimately be totaled for Arizona. This is MANDATORY. Forms and instructions are on the Department website. Questions should be directed to your District President.

2. Program reporting:

Every Department Program chairman is required to report to National about the work done in Arizona to support their mission program. Your Unit role in this process is to complete the Program Report forms for your Unit's efforts for every program (entering "none" for programs you did not work). Report forms are on the Department website and any questions should be directed to the Department Program Chairman.

AWARDS

Both the Department of Arizona and the National Organization provide the opportunity for recognition of excellent mission-driven efforts. These awards are independent of each other. That means, as a member, Unit, Junior group, District, Department Chairman, or Department Officer you may seek recognition for a Department award, for a National award, for both, for either or neither. Submitting for an award is encouraged, but OPTIONAL.

Department Chairman

Your role with Awards is to:

- encourage member, Unit, Junior Group, and District participation, as applicable, in both Department and National award submissions for your program;
- understand, judge and present your program awards for Department award submissions
- participate in award submissions for National awards related to your Department program.

Step 1: As you begin your year, review all Department and National awards for your program to ensure you understand the criteria, process etc.

Step 2: Note any areas of confusion or any out of date references in Department awards or policies and procedures so they may be addressed at the next Department Executive Committee meeting. It is your responsibility to bring these issues forward. Please submit them to the Department Executive Director of Operations and make sure you convey the message that the information is

provided for possible revision of a Department Award or a policy. Make sure to clearly state the award or policy to which it pertains.

Step 3: Promote your program's Department and National award options to members, Units or Districts as they apply. Especially encourage the ones you know to be working your program.

Step 4: For Department awards, assemble your judging team as outlined in the award criteria and develop a format for judging award submissions. You will be selecting a Winner and a Runner-up for each award category for which you have at least one submission (if you have only one submission, by default, that submission is the winner). You are responsible to ensure that your judging is fair and impartial— for example, avoid having judges from Units that have made award submissions. *To ensure equal treatment across the programs, no award submission may be disqualified without approval by the Department President.* This process is confidential including judges' names as well as winner and runner-up names.

Step 5: For National awards, your role is to encourage, advise and assist members and Units in following the National process for award submissions.

Step 6: Present the Department award winners as outlined in the award submission rules (generally at the Department Convention). Ensure award winners are reported to the Department Executive Director of Operations using the process they outline.

Step 7: At the invitation of the Department President, present any National award winners at the next Fall conference.

Award Submissions to the Department of Arizona

Award submissions to the Department of Arizona are due May 1. A list of the awards, the criteria and process for submission is posted as the "Department Awards Manual" on the Department website. There are awards that are for individual members, Units, Junior groups, and Districts so be sure to read through the requirements for your submission. You may find information from your year-end report helpful in completing your award submission. Pay special attention to Standing Rules Addendum #4 at the front of the Manual which augments the information in this policy.

Awards Submissions to the National Organization

I. National Awards Members May Apply for:

The National organization has several awards recognizing individual efforts, such as Junior Member of the Year, Junior Rising Star, and Little Miss Poppy. Submissions for these awards do not need to be approved by the Unit. Please review the information on the National website for more information.

II. National Awards Units may apply for:

A. “Outstanding UNIT” by Program for each Division

If included in the National Program Engagement Plan for any Auxiliary Program, one Unit from each National Division will be recognized as the Outstanding Unit of the Division for that program. The submission for this honor is the RESPONSIBILITY OF THE UNIT following the procedure and using the forms required by the National organization. Winning a Department Plaque no longer means that a Unit's “narrative” will automatically be advanced for a National Division Award, although the Department Chairman may give advice on a submission to any Unit requesting input. Any Unit in the Division may apply for an Outstanding Unit Award in any program, meaning there may be several submissions from different Units in one Department. You may find information from your year-end report helpful in completing your award submission.

B. National President’s Unit Award for Excellence

A UNIT can win this award by highlighting the amazing work they accomplished while working the programs listed in the rules online at alaforveterans.org for the National President's Award for Excellence. There will be a maximum of Five (5) Unit winners irrespective of the Division to which their Department belongs.

III. National Awards Department Chairmen may apply for: “Outstanding DEPARTMENT” by Program for each Division

If included in the National Program Engagement Plan for any Auxiliary Program, one Department from each National Division will be recognized as the Outstanding Department of the Division for that program. The submission for this honor is the RESPONSIBILITY OF THE Department Chairman following the procedure and using the forms required by the National organization. You may find information from your narrative year-end report to your Western Division Chairman helpful in completing an award submission.

VERY IMPORTANT: Following Rules online at alaforveterans.org, please remember that your narrative report to the Western Division Chairman will not be considered for Outstanding Department of the Division unless you fill out the proper submission form asking them to consider it. Without the proper submission form which is posted on the National website, your narrative report will only be a report and not a Division award submission.

EXTREMELY IMPORTANT: 1. The report to your Western Division Chairman is usually due on MAY 15, but be sure to check the National website.

2. The Outstanding Department of the Division award submission with proper entry form attached is usually due on JUNE 1, but be sure to check the National website.

IV. National Awards the Department President may apply for:

National President’s Department Award for Excellence

A DEPARTMENT can win this award by highlighting the amazing work they accomplished while working the programs listed in the rules online at alaforveterans.org for the National President's Award for Excellence. There will be only one Department winner nationwide. SUBMISSION FOR THIS AWARD IS THE PURVIEW OF THE DEPARTMENT PRESIDENT.