
How to Complete the Legislative Year-End Report

A simple walkthrough for every Unit

Box 1 – Unit Information

This one is easy! Just fill in your Unit name, number, and contact information. This helps me reach you if I have questions — especially if your handwriting gets a little creative.

Box 2 – What Your Unit Did to Promote Legislation

Tell me what your Unit did this year at the **Unit level**. Examples include:

- Sharing monthly updates on grassroots bills with your members
- Encouraging members to write letters during Legislative Month
- Promoting “Get Out the Vote” efforts for the state
- Or the most common answer: **N/A — we didn’t do anything**
 - And yes... **that is completely OKAY!**
 - Reporting “nothing” still counts and still helps Arizona.

Box 2, Question 2 – Did you do any of the following?

This section is simply a checklist to help jog your memory.

If you didn’t do something, just check **No**.

(Hint: This is a state election year with races for Governor, Attorney General, U.S. House seats, and State Legislature seats.)

Box 3 – Campaigns (Grassroots Advocacy)

This refers to actions taken through the American Legion’s grassroots system:

<https://www.votervoice.net/AmericanLegion/Register>

If you participated:

- How many actions did you complete

- Did you receive any responses
- How did you keep track

For example, in my Unit we report in March how many actions we submitted and whether we received replies. Personally, I save all response emails in a special folder so I can easily count them at year-end.

(And yes... Arizona is rarely in the top 20 for participation. Wouldn't it be great to change that? Just do your best!)

You can also report if you:

- Hand-wrote and mailed letters
- Called or texted an official
- Contacted national, state, or local leaders

How did you promote these efforts?

Examples:

- Mentioned them in meetings
- Included them in your newsletter
- Or... didn't promote them at all — and that's fine, just report it.

Box 4 – Final Page

- Did your Unit promote the Auxiliary at the local, state, or national level?
 - If not, simply mark **N/A**.
- Is there anything else you want me to highlight or promote for you?
- Are you including a narrative?
 - If yes, I'll make sure it stays attached.
 - If no, I'll use the contact information from Box 1 if I need clarification.

Submitting Your Report

 **Email your Year-End Report by May 1, 2026**
alalegislativaz@gmail.com

Subject line:
Unit # – Leg 25-26 Year-End

I will respond within 24 hours.
If you don't hear from me, please call **623-640-0134**.

 **If you prefer to mail:**

Kathy Amery
9902 W Desert Hills Drive
Sun City, AZ 85351

Please reach out anytime (except during sleeping hours!) if you have questions or want to send photos.

Legislative Report Year-End 2025-2026

Department Arizona **Box 1**

Unit Number _____

Unit Name _____

Unit Chairman_____

Contact email_____

Contact Phone_____

Unit meetings- Tell me about it! **Box 2**

What have you done to promote Legislative at your meetings?

Did you do any of the following?

Legislative Rallies No Yes Town Hall Meetings No Yes

Meet the Candidates Night No Yes

Did you do something else to promote legislative activities? No Yes

Did you promote outside your unit? For example, to Legion, Riders or SAL?

No Yes

Voting

Did the Unit promote voting to its members? No Yes

Give details on a separate sheet or make sure to include them in the narrative.

Are you including pictures? No Yes If so, please make sure to include event, who is in pictures, date.

Please provide details here or on another sheet or in your narrative.

Campaigns Box 3

Are anything you did writing letters, conversations or grass roots efforts. Give details on a separate sheet or make sure to include them in the narrative.

Were there any campaigns to White House, U. S. Senators, Reps, State or Local Officials?

No Yes

How many emails through Grass Roots action center sent?

U.S. Senators _____ U.S. Reps _____ State Officials _____ Local Officials _____ White House_____

How many letters were sent to:

U.S. Senators _____ U.S. Reps _____ State Officials _____ Local Officials _____ White House_____

Number of Other Contacts (visits, telephone calls, or direct e-mails etc.) with?

U.S. Senators _____ U.S. Reps _____ State Officials _____ Local Officials _____ White House _____

Number of Replies Received:

U.S. Senators _____ U.S. Reps _____ State Officials _____ Local Officials _____ White House _____

How did you promote these activities?

Box 4-Last page

Did you or your unit write a resolution, or petition for rights for our Veterans, for example go to your local Mayor and petition for Be the One Day 1st day of each month?

No Yes

Describe any other Legislative activity that you would like to share. Give details on a separate sheet or make sure to include them in the narrative.

Narrative included? No Yes

E-MAIL YEAR-END REPORT BY MAY 1, 2026

alalegislativeaz@gmail.com

- in the subject line put Unit # Leg 25-26 Year End-

I will respond within 24 hours of receiving. If you do not hear from me- call 623 640 0134

If you prefer to mail Kathy Amery | 9902 W Desert Hills Drive Sun City, AZ 85351