GENERAL ADVICE:

--dedicated practice time
--when you open a tab or page scroll all the way to the bottom FIRST so you know what is on that page
--bookmarks?
--Use Dept. site to find National-everything on Dept. website is filed by PROGRAM

*****Member Resources

Tab #12 Department Report Forms
Tab #13 Department Awards and Narratives
Tab #14 Impact Reports and National Awards

We will address tabs one at a time.

Starting with Tab #14.a. IMPACT REPORTS

Unit to District President due May 15, 2027
District President to Department due June 1, 2027

WHY DO UNITS NOT SEND IN REPORTS??? I firmly believe it is because no one made records they can draw from to complete the report.

Simplest of the **Spreadsheets:**
DATE:
ACTIVITY:
NUMBER OF MEMBERS INVOLVED:
HOURS:
MILEAGE:
$$:
REPORT AREA ON IMPACT FORM: 1. Vets & Active Military
2. Military Families
3. Children & Youth (3.a. Girls State)
4. Community Service
REPORT FORM FOR DEPARTMENT: 1. AEF
2. Americanism (and so forth)

SAMPLE OF SERVICE HOURS SPREADSHEET FOR THE UNIT

date	name	activity	impact	program	hours	miles	$	
May 2026	Sally	Dept website	4	leadership	15		250	adobe
May 2026	Sally	Girls State Prep & Computer Work	3a	GS	40		50	supplies
05/01/26	1 member	Funeral Service Natl Cemetery	1	stv	4	60		
05/03/26	Sally	District 12 Orientation	3a	GS	8	40		
05/07/26	4 members	Fundraising Committee	4	com serv	5	40		
05/15/26	3 members	Color Guard Wal Mart reopening	4	americanism				
05/16/26	Sally	District 11 Orientation	3a	GS	10	140		
05/16/26	13 members	Set up and Work Dance	4	com serv	72	235		
05/17/26	1 member	District meeting	4	leadership	3	18		
05/23/26	4 members	Unit meeting	4	com serv	5	40		
05/24/26	Sally	Memorial Day at Church	1	stv	9	54		
05/25/26	7 members	Memorial Day in town	4	americanism	14	70		
05/26/26	5 members	Fundraising Committee	4	com serv	8	70		
May 28 to June 7, 2026	Sally	Girls State	3a	GS	240	180	120	hotel
June 2026	Sally	Convention Prep & Computer Work	4	leadership	20			
06/24/26	10 members	Religious Community Event	4	chaplain	30	100		
06/25/26	7 members	Town Council Meeting	4	legislative	11	70		
6/27 to 6/28	2 members	Department Convention	4	leadership	17	44	80	Registration & food
6/25 to 6/28	Sally	Department Convention	4	leadership	72	100	250	hotel

-DON'T GET HUNG UP ON WHERE SOMETHING BELONGS. JUST PUT IT SOMEWHERE, AND THEN BE CONSISTENT WITH THAT IN THE FUTURE.

-MY EXPERIENCE IS THAT AS YOUR MEMBERS GET FAMILIAR WITH THIS "TURNING IN HOURS" PROCESS, THEY ARE INCREDIBLY PROUD OF YOUR ACKNOWLEDGMENT OF THEIR SERVICE.

-YOU AREN'T THE JUDGE IF SOMEONE IS GIVING YOU ACTIVITIES AND HOURS. NEVER TURN THEM DOWN. MAKE ANY ADJUSTMENTS PRIVATELY. AND SAY THANK YOU !

Keep up with recording events all year-at least once a month. Pass the clipboard at every meeting. Tell them to list everything, not just ALA.
If you can't decide where to place something-it's Community Service.

1. Download Unit Impact form on Dept. website to your computer.
2. Print it then fill in by hand and snail mail to your District President by May 15.

OR

3. Fill in the downloaded form you saved to your computer. Add your tabulated TOTALS from spreadsheet. Save it again with data. Email to your District President by May 15.

SO YOU DON'T KNOW IF YOU CAN HANDLE THE COMPUTER THAT WELL? THEN FIND SOMEONE WHO CAN AND ASK FOR THEIR HELP. LOOK FOR THE QUIET ONES WHO LIKE TO OPERATE INDEPENDENTLY ONCE THEY RECEIVE THE DATA. **Talk to your Historian because all of this data is what she needs to write a Unit History.**

We will come back to National Awards after looking at Department Reporting and Awards.

Tab#12 Department Report Forms

CAN YOU FIND THEM ON THE WEBSITE ?

1. Download Combo Report Form file from Dept website to your computer.
2. Print all, have respective Unit Chairmen fill them in by hand and snail mail to the proper Department Chairmen.

OR

3. Download the individual fillable forms to your computer or have your Unit Chairmen download their specific form. **Get information from spreadsheet.** Answer the questions on the fillable form in the "blue" rectangles. Save the form with the data included. Email to the Department Chairman.
4. If there is not enough space for you to answer the questions, just answer the questions on a separate blank sheet and email it with the report form to the proper Department Chairman. Be sure to number your answers exactly as they are numbered on the form. On the form make a notation to "see the attached page for answers to questions".

-SECRET: YOU DON'T HAVE TO FILL IN EVERY LINE ON THE REPORT FORM, ESPECIALLY IF YOU ARE NOT SUBMITTING A NARRATIVE FOR COMPETITION. GIVE US A DESCRIPTION OF THE ONE THING YOU MAY HAVE DONE. THAT IS 100% BETTER THAN REPORTING NOTHING AT ALL !!!

-DO NOT SELL YOURSELF SHORT. YOUR CONTRIBUTION IS FAR MORE IMPORTANT TO US THAN YOU MIGHT THINK.

<u>Tab#13</u> Submitting for Department Awards

True or False: I'm not going to submit any Narratives for Awards so I don't need to do the Report Form.

1. We have revised several program areas over the summer and the E. Committee approved them yesterday. THE NEW REVISED AWARD RULES ARE ON THE DEPARTMENT WEBSITE. CAN YOU FIND THEM?

2. Department Award Submissions are due on May 1, 2027, to their respective Chairmen.

You MUST fill in and submit the DEPARTMENT REPORT FORMS. YOU DO NOT HAVE TO WRITE A NARRATIVE.

3. DO NOT FORGET TO REVIEW THE GENERAL AWARD RULES, which is Addendum #4, IN THE FRONT OF THE AWARD RULES MANUAL. These "rules" are in place as well as the specific rules for each award. READ BOTH OF THEM. We have done a lot of reviewing to make sure they all have the needed and correct information and that it is consistent.

4. Over the next 2-3 years as we continue revisions, PLEASE BE FLEXIBLE. Whether the narrative is for Department or National, make sure you include the CONTENT that the Department OR National rules ask for: SOMETIMES THEY ARE DIFFERENT. Truth telling, our Department Rules are much more stringent than the National. Start developing the mindset that the content is most important. You can <u>edit</u> your narrative for the Department Award to get it to fulfill National requirements.

5. If the Award has not been revised yet:
--Do your best.
--Use common sense.
--Study some of the awards that have been revised, because you will pick up the pattern. We have worked very hard to make sure THERE IS A PATTERN.
--*****If you have suggestions for an Award that still needs to be revised, put it in writing and get it to Rose Ficklin, or Deb Munchbach. (Especially VA&R)

6. VERY IMPORTANT: Just because an award has already gone through revision, does not mean it is perfect. It is entirely possible we might have to look behind us and do some re-revisions ! WE ARE TRYING TO GET IT AS RIGHT AS WE CAN, AND SOMETIMES THAT MEANS GOING A STEP OR TWO BACKWARDS.

Tab#14.b. Submitting for National Awards

DO YOU KNOW HOW TO FIND THE NATIONAL RULES AND REQUIREMENTS?

1. National Award submissions are due electronically using the Universal Cover Sheet on June 1, 2027.

2. Remember, if you think you have a narrative that National should consider--send it in!! You don't need permission or agreement from an Officer or a Department Chairman.