
Legislative Report – March-April 2026 Message

It's hard to believe we've already reached April. Last month, we reviewed how to complete the Legislative Report Form. This month, we're focusing on the next important step: how to write a strong narrative.

There are two award categories:

- Jessie Gribble Memorial Plaque – Units with membership of 151 and over
- Betty Kent Legislative Plaque – Units with membership of 150 and under

Before writing your narrative, the first step is to KNOW THE GUIDELINES. These are the standards used when judging.

Overall Narrative Rules

1. Word Limit: Unless otherwise noted, narratives must not exceed 1,000 words, excluding the cover page and the word count notation at the bottom.
2. Deadline: Narratives must be received by May 1st. If mailing, the postmark must be on or before May 1st.
3. Formatting: Narratives must be typewritten. Computer-typed pages are acceptable, but no color or special graphics are permitted.
4. Point of View: Narratives must be written in third person.

Replace these words:

- I, me, my, mine
- we, us, our, ours

With:

- the Chairman
- this Chairman

- the Unit
 - the Unit's
5. Cover Page: Include a cover page with:
- Name of the award
 - Unit name and number
 - Chairman's name and address
 - Date
 - Unit membership total at the time of writing
6. Spacing & Margins: Double-spaced with 1-inch margins on all sides.
7. Signatures: Both the Chairman and Unit President must sign the narrative.
8. Include Year-End Report Forms: Completed Year-End forms must accompany all narratives.
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Legislative-Specific Rules

Some items may feel outdated (such as “The Dispatch”), but they remain part of the current scoring system. The intent is to ensure Units stay informed and engaged.

Scoring Breakdown

UNIT PROGRAM ACTIVITIES

- 15% – Subscriptions to *The Dispatch*
- 20% – Letters or telegrams to Congress
 - *Note: Email and VoterVoice actions also count.*
- 20% – Replies received and forwarded to the Department Legislative Chairman

- 20% – Special meetings with the Post and a speaker on legislation, open to the public
- 10% – Information shared with Unit members about the Legislative Program
- 5% – Contact with other organizations on legislative issues
- 5% – Radio, press, or other public outreach
- 5% – Special activities

I'll admit—even after reading these many times—there were a few items I had forgotten, like forwarding replies to the Department Legislative Chairman. 😊

As Always...

If you have questions at any time, please reach out. I'm only a phone call or email away.

A small pebble makes ripples reach far.

Kathy Amery

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2025–2026 Legislative Chairman
