

2009 – 2010

American Legion Auxiliary

Department Children & Youth Annual Report

Department of _____

INSTRUCTIONS

This report should show the total figures of the program year **June 1, 2009 through May 31, 2010**. Prior to May 31, 2010, each Unit within your Department should be sent a Unit Children & Youth Report form (available through American Legion Auxiliary National Headquarters). Please include instructions for completing the report and the name and address of the person to whom the completed form should be sent. Upon receipt of the completed Unit report, it is the Department Children & Youth Chairman's responsibility to tabulate all Unit reports and complete the Department Children & Youth Annual Report. This report should include the total figures as tabulated from the Unit reports and expenditures and activities of the Department.

Completed Annual Reports should be sent to: **The American Legion, Americanism and Children & Youth Division, P.O. Box 1055, Indianapolis, Indiana 46206**. To ensure proper reporting credit for your Department, The American Legion National Headquarters must receive your report by **July 1, 2010**. Retain a photocopy for your records and forward copies to the Divisional and National Children & Youth Chairmen. Please note that this form has replaced the multi-page and multi-color form used in past years.

PART I
GENERAL INFORMATION

The following information should be tallied from the back of the Unit Children & Youth Report. Please total all Unit reports and complete the total for all Units participating in the following Children & Youth objectives.

1. _____ National Family Week
2. _____ Children's Miracle Network
3. _____ Missing Children
4. _____ April is Children & Youth Month observance
5. _____ Halloween Safety
6. _____ Family Support Network
7. _____ Child Safety (drug abuse and youth suicide prevention, safety education)
8. _____ Other (please list on separate sheet)
9. Total number of hours of children & youth related volunteer service by Unit members _____
10. Total estimate of monies spent for administrative expenses by Units (postage, printing, etc.) \$ _____
11. Total number of Units reporting _____
12. Did your Department conduct a special Children & Youth project this year? _____ If yes, please briefly describe the project(s) _____

13. Did the Department hold Children & Youth seminars and/ or conferences? Department _____ District _____
14. Total estimate of monies spent for administrative expenses by Department (postage, printing, etc.) \$ _____

(over)

Sections on this side correspond with the sections on the front of the Unit Children & Youth Report. Please total all Unit reports and complete the total for all Units. Please round to the nearest dollar.

**PART II
CHILDREN & YOUTH EXPENDITURES**

SECTION A – Direct Aid	UNIT	DEPARTMENT
Cash aid given to needy children 1.	\$	\$
Value of goods given to children (reasonable estimate) 2.	\$	\$
TOTAL DIRECT AID (add lines 1 and 2) 3.	\$	\$
SECTION B – Contributions Made To		
American Legion Child Welfare Foundation 4.	\$	\$
Children’s Miracle Network 5.	\$	\$
SECTION C – Other Charitable Contribution for Children at		
Local Level 6.	\$	\$
County Level 7.	\$	\$
State Level 8.	\$	\$
National Level 9.	\$	\$
Other 10.	\$	\$
TOTAL CONTIBUTIONS (add lines 6 through 10) 11.	\$	\$
SECTION D – Special Programs		
Cost of parties, gifts, educational programs, etc.) 12.	\$	\$
SECTION E – Totals		
TOTAL EXPENDITURES (add lines 3,4,5,11, and 12) 13.	\$	\$

**PART III
CHILDREN AIDED**

SECTION A – Direct Aid	UNIT	DEPARTMENT
Number of children given cash aid 14.		
Number of children helped with goods 15.		
TOTAL NO. OF CHILDREN AIDED (add Lines 14 and 15) 16.		
SECTION D – Special Programs		
Number of children served 17.		
Section E – Total		
TOTAL NUMBER OF CHILDREN (add lines 16 and 17) 18.		

PART IV

Name of person making this report _____

Title _____

Address _____

City _____ State _____ Zip _____

Please ensure your Department receives reporting credit by meeting the July 1 deadline. Send reports directly to:

The American Legion
Americanism and Children & Youth Division
P.O. Box 1055
Indianapolis, IN 46206