

LEGISLATIVE
UNIT AND DISTRICT REPORT FORM

Legislative Reporting

Mid-Year Reports

Unit legislative chairman need to send a brief report to the District Chairman by December 1, because each District Legislative chairman is required to submit a narrative report by **December 1S, 2016**, to Sharon Spiker, 705 4th, Wetmore, Ks. 66550 or email to sharon_spiker@yahoo.com.

Year-End Reports

Each Unit legislative chairman is required to submit a narrative report by **April 1, 2018**, to the District Legislative chairman, because she is required to submit her report to Sharon Spiker, ,705 4th Wetmore, Ks. 66550 or email to sharon_spiker@yahoo.com.

As **part of your narrative report, please include answers to the following questions:**

- How many times did members contact (phone calls, emails, letters, faxes, visits, Facebook, twitter, etc.) their national elected officials about Legislative priorities of The American Legion? Please provide details and specific topics/priorities.
- What legislative activities (town hall meetings, legislative receptions) did members attend in their communities and departments? Please describe.
- How did members develop relationships with their elected officials? Please describe.

Unit Report Form

Unit Name _____

Unit _____ **Unit City** _____

Units, please complete and return to your District Chairman twice each year.

The Mid-year report should contain information from March 1 - Nov 30th.

Year end reports should contain information from Dec. 1 - Feb. 28th.

District chairmen *will* submit a mid-year report to Department and save the information to combine with the Unit year-end report to send Department a final year-end report that is all inclusive.

District reports are due to Department chairman Sharon Spiker, 705 4th, Wetmore, Ks, 66550 or sharon_spiker@yahoo.com by Dec. 15 for mid-year and April 1 for year end.

As part of your narrative report, please include answers to the following questions. Please provide details, numbers, and specific topics/priorities as much as possible. The more you share the more others can use your good ideas!

- How many times did members contact, their elected officials about legislative priorities of The American Legion? How were discussions communicated?
- What legislative activities (town hall meetings, legislative receptions) did members attend in their communities and departments?
- How did members develop relationships with their elected officials?
- Following any meeting with U.S. Representatives or Senators, did you complete the Legion's Congressional *Meeting Report Form*? It can be found at legion.org/legislative and is used to get discussions submitted to the Congressional Record.
- How many connected with other civic organizations to communicate The American Legion's legislative priorities?
- Describe other ways members promoted the Legion and ALA legislative priorities.
- Did members obtain Legion and ALA publications and updates available:
 - Subscribe to the Legion's *Legislative Action Alerts*?
www.ca.pwiz.com/legion_mlm/signup
 - Subscribe to the Legion's *Legislative Update*?
 - Obtain a copy of the *ALA Legislative Advocacy Guide* at www.ALA.org/veterans.org
 - Visit the legion's legislative website www.v.legion.org/legislative

District Report Form

District number _____

Chairman Name _____

Address _____

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District chairmen *will* submit a mid-year report to Department and save the information to combine with the Unit year-end report to send Department a final year-end report that is all inclusive.

District reports are due to Department chairman Sharon Spiker, 705 4th, Wetmore, Ks, 66550 or sharon_spiker@yahoo.com by Dec. 15 for mid-year and April 1 for year end.

As part of your narrative report, please include answers to the following questions. Please provide details, numbers, and specific topics/priorities as much as possible. The more you share the more others can use your good ideas!

- How many times did members contact, their elected officials about legislative priorities of The American Legion? How were discussions communicated?
- What legislative activities (town hall meetings, legislative receptions) did members attend in their communities and departments?
- How did members develop relationships with their elected officials?
- Following any meeting with U.S. Representatives or Senators, did you complete the Legion's Congressional *Meeting Report Form*? It can be found at legion.org/legislative and is used to get discussions submitted to the Congressional Record.
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- Describe other ways members promoted the Legion and ALA legislative priorities.
- Did members obtain Legion and ALA publications and updates available:
 - Subscribe to the Legion's *Legislative Action Alerts*?
www.ca.pwiz.com/legion_mlm/signup
 - Subscribe to the Legion's *Legislative Update*?
 - Obtain a copy of the *ALA Legislative Advocacy Guide* at www.ALA.org veterans.org
 - Visit the legion's legislative website www.v.leg.io.n.onv/legislative