



American Legion Auxiliary  
Department of California

## *End of Year Reporting*

### *How to write a Narrative Report (Supplemental)*

The strength of this organization lies within each member. The hours, dollars and items spent by each member are important. Not only to those who are lucky enough to directly receive, but also to those who will indirectly receive. Reporting these donations, whether tangible or intangible, enables our national organization to combine our Department of California statistics with those of all the other departments. They use this valuable information when conducting business that relates to veterans, children and the homeless with our government officials. The power of our numbers can and does make a difference. Take a few moments in April to fill in the reports. Those moments may mean a lot to someone in need.

The blank report forms are sent in February to each Unit. There are usually two copies of each committee report form included. On the back of the form is a listing of the thirty district chairman. The completed report (one) and any supplementals are sent directly to the unit's district chairman. She then in turn, gathers the statistics from the units in her district, fills out a district form and sends it directly to the department chairman. The district chairman will judge the supplementals she receives from the units and send the best one to the department chairman. If the district chairman forwards more than one report, all will be disqualified. The department chairman in each of the major programs forwards the best department supplemental onto the division or national level.

The supplemental is the opportunity for the unit to share a special project or focus on a program. As the district, department, division and national levels, the supplementals are judged and citations or other awards are given. Listed below are a few guidelines to use when writing a supplemental report.

#### **Statistical Form**

- An active chairman will keep notes during the year on activities in her program.
- The statistics she records that are not requested on the end-of-year report form can be used in the statistical supplemental.
- Consider the number of times an activity occurs, the number of participants, hours, dollars spent, miles driven and dollars received. Etc.
- This report is not written in a narrative form, but rather as a listing of statistics gathered.

#### **Historical Form**

- Historical means a chronological sequence of events
- Pertains to the past events of this auxiliary year
- It is factual.
- It is written in the present tense and includes evidence of the facts.
- It is not written as a journal (i.e. day-by-day or month-by-month), but as a narrative.

Think about who, what, where, when, and how. The who should not be a specific name or person. Use Words such as a few, some or the group. Never use the word I.

**Narrative Form - this is a story**

- Give it all the elements given to any good story-interest, characters, a place, an event, and action.
- has a beginning, middle and an end.
- tells about a specific program.
- doesn't mix information about other programs unless they are interrelated.  
Use catchy phrases, be specific, and use statistics to show the magnitude of what was accomplished.
- Follow the rules. Narrative reporting is limited to 1,000 words unless otherwise stated. The count includes the small words too. The cover page is included in the word count.
- If in doubt about the rules, call the district chairman.
- If she isn't sure, she'll get the information from the department chairman.

**Cover Page**

- Must have the name of the department and the district/unit.
- The name of the unit/district president & chairman

All supplemental reporting should be typed, if possible. When double spacing is used it is easier on the reader. Report Cover Sheet must include names of the department and unit, as well as the name of the unit chairman. Supplementals may include; photos, newspaper clippings or memorabilia. Do not package the supplement in a special folder or cover.

Supplemental reports are not usually returned so make a copy.