



## Consolidated Squadron Report Explanations

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**REMINDER:** Do not place anything else on top of this document and write on it, as this is a carbonless document and anything you lay on top of it and fill out will transfer down to all the copies below.

**PLEASE PRINT OR TYPE CLEARLY! For the program details below only mark lines for which you are reporting data (leave '0' values blank).**

Please fill in the membership year we are currently in.

Please check the Squadron box indicating the reporting entity.

- 1) The state is the Squadron in.
- 2) The district is the Squadron in
- 3) The Squadron number.
- 4) The name of the Squadron listed on the charter.
- 5) How many dues paid members does the Squadron currently have?
- 6) How many dues paid members did the Squadron end up with last year as of December 31?
- 7) The town or city where the Squadron resides in.
- 8) The zip code of your Squadron.

Please round all donations and hours to the nearest dollar or hour.

Please account for all the costs/donations, even if they are donations by individuals, as if the Squadron had written out a check for those expenses/donations.

### **AMERICANISM**

- 1) **Donations, Boys State/Girls State:** Squadron may claim the money paid to sponsor any Boys/Girls to the Department Boys/Girls State. Also, if the Squadron donated money to Boys/Girls State you would include it here. If the Squadron donates items to Boys/Girls State, you will need to convert the donation into dollars and list it here as well.
- 2) **No. of Hours, Boys State/Girls State:** If the Squadron has members that have volunteer hours either helping with Boys State/Girls State, driving participants to Boys State/Girls State, and if they helped with orientation programs list their hours.
- 3) **Donations, 5-Star/10-Ideals Education:** Squadron may claim the cost of those 5 Star/10 Ideals tests and awards. Even if the award is homemade, estimate the cost of the award as if the Squadron had purchased it.
- 4) **No. of Hours, 5-Star/10-Ideals Education:** For the Squadron members that took any of the 5 Star/10 Ideals tests, and those that administered those tests.
- 5) **Donations, Flags Presented (All Sizes/Events):** The Squadron may claim the cost of all sizes of flags that they presented to any schools, organizations, or individuals in your communities for either a donation or replacement, placed on a veteran's grave, gave out at parades or other events. They cannot claim any the Squadron sold, but even if they are donated from another organization or individual or leftovers from last year, estimate a cost for those flags used this year.

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- 6) **No. of Hours, Flags Presented (All Sizes/Events):** Squadron members spent presenting to any schools, organizations, or individuals in your communities for either a donation or replacement, placed on a veteran's grave, gave out at parades or other events. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 7) **N/A:** N/A
- 8) **No. of Flags Presented (All Sizes/Events):** The Squadron may claim all sizes of flags that they presented to any schools, organizations, or individuals in your communities for either a donation or replacement, placed on a veteran's grave, gave out at parades or other events. They cannot claim any the Squadron sold, but even if they are donated from another organization or individual or leftovers from last year, include those flags in this years count.
- 9) **Donations, Flag Education Programs:** The Squadron may claim the costs of Flag Etiquette, Education Programs and Retirement Ceremonies they sponsored. This would not include the cost of the flags, but costs of brochures, fuel for retirement program, etc.
- 10) **No. of Hours, Flag Education Programs:** The Squadron may claim the number of hours spent performing Flag Etiquette, Education Programs, and Retirement Ceremonies they sponsored or helped with. Make sure to add up all the hours for each person that was there.
- 11) **Donations, Scholarships Awarded:** The Squadron may claim the amount of money they gave out for their own scholarship, the money they donate to any scholarship funds, individual scholarships, Legion and/or Legion Auxiliary sponsored scholarships. (Any volunteer hours spent deciding scholarship winners should be claimed down in the *other hours* section under Internal Affairs at the bottom of the page.)
- 12) **No. of Hours, Other Educational Programs:** The Squadron can claim the number of hours that its members spend on fundraisers for scholarships, deciding on recipients of the Squadron scholarships, all hours that members volunteer at schools in the community, or any and all educational programs that they put on at schools in the community, such as Veterans Day programs, tutoring students, etc. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 13) **Donations, Oratorical Contest:** Estimated total cost of the Oratorical Contest the Squadron sponsored or participated in. This would include driving contestants, hosting contest, scholarships for contestants, etc.
- 14) **No. of Hours, Oratorical Contest:** Squadron may claim the number of hours spent putting on the Oratorical Contest or assisting with the Post, County, District, Department or National Contests. Make sure to add up all the hours for each person that was there.
- 15) **Donations, Color Guard:** The Squadron may claim the cost of their Color Guard or any donations to any Color Guard for supplies, transportation, etc.
- 16) **No. of Hours, Color Guard:** Squadron may claim the number of hours their members had while participating in a Color Guard. Make sure to add up all the hours for each Squadron member that participated.

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- 17) **Donations, Other Organizations:** All costs/donations to any of the programs mentioned in number 18, such as sports leagues or teams the Squadron is not named as the official sponsor, gun safety programs, donations to fire departments, rescue squads, police departments, police athletic organizations, donations to your Posts and Legion Auxiliaries, donations to any veterans organizations, donations to all medical research programs or hospice and hospital programs, donations made to schools in your community or head start programs, donations to any community food pantries, community shelters or charitable organizations.
- 18) **No. of Hours, Community Service:** The following items should be classified under Community Service:
- a) Volunteer hours spent for any sports leagues in your community (basketball, football, soccer, lacrosse, wrestling, softball, baseball etc. if you don't receive payment for your services or the Squadron is not listed as the official sponsor.)
  - b) Volunteer hours spent teaching a gun safety courses.
  - c) Volunteer hours spent on a church council, Session, Board of Deacons, Sunday School teacher, church team or committee. Hours should also be counted as a worship leader and hours preparing to be the worship leader.
  - d) Volunteer hours spent as a firefighter, paramedic, rescue personnel, volunteer policeman, etc. if you don't receive compensation for your services. Examples would be your time on calls, training sessions and meetings. To also help you better understand the how to classify volunteer I found this to use as a basis for all mentioned in this category. The Department of Labor classifies volunteer firefighters as firefighters that receive no compensation or nominal fees up to 20% of the compensation a full-time firefighter would receive in the same capacity.
  - e) Volunteer hours performed for your Post and/or Unit such as repairs to/or for the Post and/or Unit, volunteer hours helping with fundraisers for the Post and/or Unit, assistance with Legion/Legion Auxiliary Programs. This is where you can claim the Boys and Girls State volunteer hours.
  - f) Volunteer hours spent raising money for Medical Research such as MD, MS, Epilepsy, AHA, ACS, UCP, Casey Cares, MD Special Olympics, etc.
  - g) Volunteer hours spent as a hospital volunteer, nursing facility volunteer or any health care facility volunteer.
  - h) Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 19) **Donations, Scouting:** The Squadron may claim all costs associated with the sponsoring the Boys/Girls Scouting units and any donations made to other Boys/Girls scouting units.
- 20) **No. of Hours, Scouting:** The Squadron may claim all hours spent leading, assisting or hosting a Boys/Girls Scout unit. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 21) **Donations, Junior Shooting Sports:** The Squadron may claim the cost of training courses for leaders, sponsorship of the group or any donations that were given to Junior Shooting Sports Program.

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- 22) **No. of Hours, Junior Shooting Sports:** The Squadron may claim the total number of hours that were spent on Junior Shooting Sports taught/coordinate by Squadron members. Make sure to add up all the hours for each person that was there; include those hours of anyone who went privately to coach other teams.
- 23) **Donations, American Legion Baseball:** The Squadron may claim the cost or donations to American Legion Baseball Teams.
- 24) **No. of Hours, American Legion Baseball:** The Squadron may claim the number of volunteer hours associated with an American Legion Baseball. Make sure to add up all the hours for each person that was there.
- 25) **Donations, Other Teams Sponsored:** The Squadron may claim the cost or donations of any sporting team they sponsor. (Donations to community sports leagues or teams the Squadron is not listed as the official sponsor should be listed under number 17).
- 26) **No. of Hours, Other Teams Sponsored:** The Squadron may claim the hours of any sporting team they sponsor, unless you receive payment for your services. Make sure to add up all the hours for each person that was there. (Hours volunteered to community sports leagues or teams the Squadron is not listed as the official sponsor should be listed under number 18).
- 27) **Donations, Blood Drives:** The Squadron may claim the cost of hosting a Blood Drives or donations given to Blood Collection Organizations.
- 28) **No. of Hours, Blood Drives:** The Squadron may claim all the hours spent for blood drives. This would include the hours spent giving blood as well as hosting a blood drive. Make sure to add up all the hours for each person that was there or donates blood anywhere.
- 29) **Donations, National Emergency Fund:** The Squadron may claim any donations that were made to the National Emergency Fund (N.E.F.) by the group or members privately.
- 30) **No. of Hours, National Emergency Fund:** The Squadron may claim all hours assisting in fund raising, assisting members in processing claims, or helping clean up, rebuild, move, etc. after a disaster where National Emergency Fund (N.E.F.) funds can be used. Make sure to add up all the hours for each person that was there.
- 31) **Donations, Legacy Scholarship Fund:** The Squadron may claim all donations made to the Legacy Scholarship Fund by the group or members privately.
- 32) **No. of Hours, Legacy Scholarship Fund:** The Squadron may claim all hours assisting in fund raising or assisting the youth in applying for the scholarship. Make sure to add up all the hours for each person that was there.
- 33) **Donations, Other Americanism Projects:** The Squadron may claim any donations the Squadron **hasn't claimed before** in this section.
- 34) **No. of Hours, Other Americanism Projects:** The Squadron may claim any hours the Squadron **hasn't claimed before** in this section. Make sure to add up all the hours for each person that was there.

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### CHILDREN & YOUTH

- 1) Donations, **Child Welfare Foundation:** The Squadron may claim all donations given by the Squadron or individual members to the Child Welfare Foundation.
- 2) No. of Hours, **Child Welfare Foundation:** Total number of hours your Squadron spent doing fundraisers for Child Welfare Foundation, assisting groups to apply. Make sure to add up all the hours for each person that was there.
- 3) Donations, **Special Olympics:** The Squadron may claim all donations given by the Squadron or individual members to Special Olympics.
- 4) No. of Hours, **Special Olympics:** Total number of hours your Squadron spent doing fundraisers, volunteering at events, coaching athletes for Special Olympics. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 5) Donations, **Children's Miracle Network:** The Squadron may claim all donations given by the Squadron or individual members Children's Miracle Network.
- 6) No. of Hours, **Children's Miracle Network:** The Squadron may claim the total number of hours the Squadron spent doing fundraisers, volunteering at hospitals, chaperoning for Children's Miracle Network, assisting with telethons for Children's Miracle Network. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 7) Donations, **Ronald McDonald House:** The Squadron may claim all donations given by the Squadron or individual members to Ronald McDonald House. This would include financial, food donations or meals prepared at the Ronald McDonald House.
- 8) No. of Hours, **Ronald McDonald House:** The Squadron may claim the total number of hours the Squadron spent doing fundraisers, volunteering at the houses, Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 9) Donations, **Children's Organ Trans. Assn.:** The Squadron may claim all donations given by the Squadron or individual members to Children's Organ Transplant Association.
- 10) No. of Hours, **Children's Organ Trans. Assn.:** Total number of hours the Squadron spent doing fundraisers, volunteering with kids for Children's Organ Transplant Association. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 11) Donations, **T.A.L. Vets. and Child. Found.:** The Squadron may claim all donations given by the Squadron or individual members to The American Legion Veterans and Children's Foundation.
- 12) No. of Hours, **T.A.L. Vets. and Child. Found.:** Total number of hours the Squadron spent doing fundraisers, assisting families in applying for help from The American Legion Veterans and Children's Foundation. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 13) Donations, **Other C&Y Projects:** The Squadron may claim all donations to any other Children and Youth Project the group or individual member contributed to other than **those listed above**. (Halloween parties, Children's Christmas parties, Archery programs, etc.)
- 14) No. of Hours, **Other C&Y Projects:** Total number of hours the Squadron spent volunteering for any other Children and Youth projects **not listed above**. (Halloween parties, Children's Christmas parties, Archery programs, etc.) Make sure to add up all the hours for each person that was there.

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## Consolidated Squadron Report Explanations

### VETERANS AFFAIRS AND REHABILITATION

- 1) Donations, V.A. Medical Ctrs. and Facilities: The Squadron may claim all donations made by the group or any individual to the Veterans Administration Medical Centers and Facilities (Federal). This would include financial, purchasing items for the facility through the Volunteer Services office (Kayaks, bicycles, air rifles, etc.), donating items (Bottle water, stuff for the homeless, etc.) or giving gift cards.
- 2) No. of Hours, V.A. Medical Ctrs. and Facilities: Total hours the Squadron spent visiting or working in those Veterans Administration Medical Centers and Facilities (Federal). These hours do not count members going to the hospital or CBOC for appointments. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 3) Donations, State Veterans Facilities: Total dollars the Squadron or individuals donated to the state operated Veterans facilities. This would include financial, purchasing items for the facility through the Volunteer Services office (Kayaks, bicycles, air rifles, etc.), donating items (Bottle water, stuff for the homeless, etc.) or giving gift cards.
- 4) No. of Hours, State Veterans Facilities: Total hours the Squadron spent visiting or working in those state operated Veterans facilities. These hours do not count members going to the hospital or CBOC for appointments. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 5) Donations, Nat'l Veterans Assist. Day: The total costs of what the Squadron or its members spent to assist Veterans on National Veterans Assistance Day, usually held the third Saturday in May.
- 6) No. of Hours, Nat'l Veterans Assist. Day: Total number of hours the Squadron spent helping Veterans on National Veterans Assistance Day, usually held the third Saturday in May. Anything the Squadron or its members did to help Veterans on this day is recorded here. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too.
- 7) Donations, Operation Comfort Warriors: The Squadron may claim all donations the Squadron or individual donated to Operation Comfort Warriors.
- 8) No. of Hours, Operation Comfort Warriors: The Squadron may claim any hours they or individuals spent doing fundraisers or assisting Veterans in applying for Operation Comfort Warrior.
- 9) Donations, Fisher House: Fisher Houses are like Ronald McDonald Houses except they are strictly for Veterans and their families as the Veterans are being treated at VA Medical Centers. The Squadron may claim all donation made by the Squadron or individuals donated to Fisher Houses. This would include financial, food donations or meals prepared at the Fisher House.
- 10) No. of Hours, Fisher House: The Squadron may claim all hours the Squadron or individuals spent volunteering or visiting Fisher Houses. Make sure to add up all the hours for each person that was there during the Squadron visit.
- 11) Donations, Other VA&R Projects: The Squadron may claim all donations to any other Veteran Affairs and Rehabilitations projects the group or individual member contributed to other than **those listed above**.
- 12) No. of Hours, Other VA&R Projects: Total number of hours the Squadron or individuals spent volunteering for any other Veteran Affairs and Rehabilitations projects **not listed above**. Make sure to add up all the hours for each person that was there.

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### VETERANS EMPLOYMENT AND EDUCATION

- 1) Donations, VE&E Projects: The Squadron may claim all donations to any Veterans Employment and Education Project the group or individual member contributed to. This would include donations to a group hosting jobs fair, hosting a jobs fair for Veterans, supporting a Veteran get training/schooling to get a job, etc.
- 2) No. of Hours, VE&E Projects: Total number of hours the Squadron spent volunteering for any Veterans Employment and Education projects. Make sure to add up all the hours for each person that was there.

### INTERNAL AFFAIRS

- 1) Other Donations, Not Covered Above: In this section the Squadron may claim any donations the Squadron or individuals **hasn't claimed** in the sections listed above. This is also a good place to list any donations to Toys for Tots, Operation Military Kids or similar programs, in your communities.
- 2) Other Hours, Not Covered Above: In this section the Squadron may claim any hours the Squadron **hasn't claimed** in the sections listed above. This is also a good place to list any hours you spent helping with Toys for Tots, Operation Military Kids or similar programs, in your communities.

If you have any doubts as to what you may claim, ask yourself this question. "Does the program that the Squadron spent time and/or money on pertain to the good of the Community, State, or Nation?"

It is also important for the Squadron to attach a list of those groups that the Squadron donated to on a separate sheet of paper and attach it to the report. You don't need to list the amounts by the group, but by listing those groups, if National sees a pattern of Squadrons giving to a particular organization, they might remove one category and/or add one to the report to better track the giving to that organization.

You **may not claim** money or time spent on attending meetings or conventions or supplies to run your Squadron, money spent on hosting meetings, gifts for distinguished guests or money spent on sending members to or attending classes, as these expenses are considered normal operating expenses.

### FORMS ALL COMPLETE

Remember to make sure you sign all forms, put the appropriate title, and date the forms. Please also put the phone number down who filled out the report, so if we have questions on something, we know who to contact. Failure to do this will result in eliminating your hard work from being judged for awards, on the National level and the Detachment level, as well.

Then give a copy of this report to your Post and send in the top three pages to the Detachment Headquarters at 720 Lyon Street, Des Moines, IA 50309 by June 15.