



## Annual Reporting

*Submitted by Central Division Chairman Sue Hembrook*

### Why is it so important to report?

Reporting is important for so many reasons. By reporting, we can share with other units and even departments all that we have been able to accomplish. It also helps us realize that we have contributed significantly to our support of veteran issues. Submitting our time and talent numbers to Congress tells them that we are serious about our support of the issues that come before them. Our numbers matter, so do your best to provide an accurate accounting.

Many people sigh about reporting, but if we stay organized and maintain clear communication with our members, it doesn't have to feel overwhelming. Reporting is a collective responsibility, not just the task of those filling out the forms. Begin the process early, consider requesting figures monthly, or use whatever schedule works best for you.

### Each Department chairman must submit an annual report:

Department chairs' annual reports reflect the cumulative summary of units' mission service in the department. Each department Poppy Committee chair must submit a narrative report **via email** to their Division Poppy Committee chairman, plus a copy of the National Poppy Committee chairman, by May 15, 2025.

The annual report is separate from the submission for national award consideration and impact number reporting. However, department reports may be taken into consideration for national awards.

Photos (in a high-resolution format) that show unit mission Poppy Committee activities accompany these reports.

*Note: Individual members and units should follow their department's guidelines and deadlines.*

### Department Chairs' Annual Reporting Guidelines:

Department chairs' reports share the positive impact of our mission! They help us tell the world who we are, what we do, and why we matter. Just three simple steps are needed to add your part to our national success story:

1. Department reports are limited to 1,000 words.
2. Provide details/examples about the activity. Be sure to include specific information such as unit name and number.
3. Submit your department chair report to your division and national chair with photos by email by May 15.
4. Photos should be in a high-resolution format (at least 300 DPI) or sent using the high-resolution option on your smartphone. When emailing the photo, select "actual size" for attaching to the email.

## Important Dates and Deadlines

**January 8<sup>th</sup>, 8:00 P.M. EST. 2<sup>nd</sup> Quarterly Poppy Committee Meeting** - Department Chairs, Department Presidents, and Department Secretary are all encouraged to attend. Registration link: [https://legion-aux.formstack.com/forms/poppy\\_quarterly\\_meeting\\_registration](https://legion-aux.formstack.com/forms/poppy_quarterly_meeting_registration)

**May 15<sup>th</sup>, 2025, Department Annual Reports Due** – Annual reports are due by email to the Division Chairman and National Chairman.

**June 1<sup>st</sup>, 2025 Department and Unit Award Nomination Form Completed and Submitted** - <https://member.legion-aux.org/National-Awards-Form>

## Resources

### National Poppy Facebook Group

Join us on Social Media for additional information and ideas. Do not forget to answer the questions!

<https://www.facebook.com/groups/ALAPoppy>

### Committee-Specific Reporting Guidelines:

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

- How have you promoted the Poppy Program and increased revenue?
- How have you educated your community on the meaning and the history of the poppy?
- How have you celebrated National Poppy Day? How have you increased the number of poppy makers in your community?
- How have you increased the number of poppy makers in your community?