

CHILDREN & YOUTH REPORTING

Each year Posts, carry on many and varied programs dealing with Children & Youth. This program year encompasses the period of June 1 through May 31. The following offers information for the reporting of your Children & Youth activities during the past year and details awards available for reporting by Posts. We hope it will be helpful to you.

In addition to completing the Annual Children & Youth Report and sending it to Department Headquarters by **JUNE 1**, it is imperative that the Consolidated Post Report form be sent to Department Headquarters. The Consolidated Post Report is the one that your Department Headquarters forwards to the National Headquarters.

Any Post considered for the Annual, Special, or Meritorious Service Awards must have completed the Consolidated Post Report Form and have submitted it to Department Headquarters no later than JUNE 1.

NATIONAL CHILDREN & YOUTH REPORTING AWARDS

POST AWARDS – The National Commission on Children & Youth offers three different Post level Children & Youth Awards. They are:

ANNUAL CHILDREN & YOUTH CITATION

This award is available to any Post upon certification by the Department Children & Youth Chairman that the Post has reported an outstanding Children & Youth program for the year. Citations are to be limited to those Posts truly deserving of such recognition.

SPECIAL CHILDREN & YOUTH CITATION

This award is intended for the top Post, in one of four categories of membership in each District. The award given is for the most outstanding Children & Youth program, for the reporting year, conducted by a Post in one of the following categories of membership:

| | |
|------------|--------------------|
| Category 1 | 15 to 99 Members |
| Category 2 | 100 to 299 Members |
| Category 3 | 300 to 499 Members |
| Category 4 | 500 Members & UP |

CERTIFICATE OF MERITORIOUS SERVICE

This is the top award issued by the National Commission on Children & Youth for meritorious work performed by a Post. It is available to the Post in one of four membership categories. The Post must have distinguished itself as having the best Children & Youth program in the Department in their category. Membership categories are the same as above.

DISTRICT AWARDS

The national Executive Committee has authorized one District reporting award.

NATIONAL ACHIEVEMENT AWARD

This award is given to those Districts achieving 100% Children & Youth reporting by the Posts in the District. Percentages of reporting are to be based solely on the Consolidated Post Report form.

The Annual Children & Youth Report from a Post DOES NOT replace the Consolidated Post Report form. Every Post is urged to file the Consolidated Post Report form and the Annual Children & Youth Report!

STATE CHILDREN & YOUTH REPORTING AWARDS

Four (4) Plaques for Best Year-Round Program

Forty eight (48) District Citations Available

Category 1 15 – 99 Members

Category 2 100 – 299 Members

Category 3 300 – 499 Members

Category 4 500 Members & UP

INSTRUCTIONS

TO THE POST CHILDREN & YOUTH (C&Y) CHAIRMAN:

1. Before completing this form, complete your section of the Consolidated Post Report (CPR) form.
2. Fill out this narrative report form.
3. Send this completed form, and any additional information, to your Department C&Y Chairman at Department Headquarters.
4. This narrative report form is **NOT** to be attached to the Consolidated Post Report. It is intended for the use of your Department Chairman in determining Post C&Y awards, and for substantiating to National Headquarters your Department's attainment of 100 percent Children & Youth Post narrative reporting.
5. In order to make your total report more effective, we recommend you make three copies - one for your file, and one to be mailed to both your District and Department C & Y Chairman.

TO THE DEPARTMENT CHILDREN & YOUTH CHAIRMAN:

1. This narrative report form should be very helpful in determining winners of various Children & Youth reporting awards and citations.
2. This form is for use within your Department. **DO NOT FORWARD** individual Post forms to National Headquarters.
3. It may be helpful to review the Consolidated Post Report for each narrative received. Together, they should provide a very accurate picture of each Post's particular Children & Youth Program.
4. Each question has been designated by a letter. The Department Chairman's reporting sheet references the same letters. It will be your job to transfer all information from the narrative form to the Chairman's reporting sheet.
5. For the purpose of 100% narrative reporting awards, National Headquarters will recognize this form. The decision to recognize this form in no way removes the responsibility of the Post for submitting the Consolidated Post Report form. As the Chairman of a major program within your Department, you should heartily encourage Posts to file the CPR.
6. In order to provide feedback to your Districts, you may wish to compile separate reports concerning narratives at the District level and mail those figures to the appropriate C&Y officers.

The Wisconsin American Legion Children & Youth Post Narrative Report Form

Post Name _____ Post No. _____ District No. _____

Present Membership _____ City _____

State _____ Zip Code _____

Address _____

Date _____ Signature _____

1. Did your Post file a Consolidated Post Report form? Yes _____ No _____

2. Did your Post participate in any of the following National Children & Youth Program objectives?

- | | |
|--|---|
| <input type="checkbox"/> Family Emphasis (National Family Week) <input type="checkbox"/> Children's Miracle Network <input type="checkbox"/> Missing Children <input type="checkbox"/> Temporary Financial Assistance <input type="checkbox"/> Special Olympics | <input type="checkbox"/> Child Safety (Drug Abuse Prevention: (Youth Suicide Prevention, etc.) <input type="checkbox"/> Halloween Safety <input type="checkbox"/> April Is Children & Youth Month <input type="checkbox"/> Family Support Network <input type="checkbox"/> Operation Military Kids |
|--|---|

3. Estimate the number of volunteer service hours provided by the membership of your Post for the children and youth in your community. _____ hours

4. Please estimate the amount of money your Post has expended for administrative expenses for Children & Youth overhead. (Postage, printing, conferences, travel, salaries, etc.). \$ _____

5. Use the remaining space on this sheet to describe, in detail, specific Children & Youth activities promoted by your Post. (Please attach extra sheets as needed) This section of the narrative is most important to your Department Children & Youth Committee in determining various awards.
