

INSTRUCTIONS FOR USE

I. Purpose:

To record Americanism activities of Post and Post members. A departure from previous reporting procedures, this form more clearly reflects the personal sacrifices and efforts of Legion members. Since we are, by and large, unpaid volunteers; it is deemed more important to demonstrate the devotion of personal time and non-reimbursable expenses. It more accurately shows the personal time and funds expended in support of the many Legion programs where the only reward is self-satisfaction. Life is short and the many hours and monies spent supporting Legion programs is commendable and certainly worthy of recognition.

II. Rationale:

- a. Americanism is broad in coverage and has many facets. It is impossible to clearly and definitely define each and every instance of Americanism. Our goal is to have all Americanism activities reported in fewer categories. This should ease the burden of report preparation and hopefully inspire increased reporting by Posts.
- b. Activities are not limited to the specific items listed within the five major categories shown on the form. ALL activities must be reported in which-ever category that is most closely associated with that activity. Recording an activity in what might be seen by some as incorrect is not a big deal since the four columns are totaled and the specifics lose their identity. As the preparer. YOU must pick and choose among the five categories in which you will log an item. The important thing is to record the activity someplace.
- c. Post members must be given an opportunity to contribute to the overall Post report. They should be given a copy of the form and asked to record their individual Americanism activities similar to keeping a dairy. At the end of the report year (May annually), they should total their figures and enter them on the form for submission to the person responsible for preparing the Post report for inclusion in the final report. Individual recording by Post members is imperative since it is difficult, if not impossible, for a single person to be aware of the activities of each and every Post member – especially in the larger Posts.
- d. The form should be legibly completed in two copies. One copy is to be retained by the Post and the other copy forwarded by the Post to the District Americanism Advisor along with any supporting documentation by May 30 of each year. Posts should **NOT** forward the report directly to the Area Commissioner or Department Chairman. The District Advisor should collate their reports and send or hand-carry them to their respective Area Commissioner by 10 June.

III. DISTRICTS:

Each District Americanism Advisor should form an ad hoc committee of at least three (3) members. The reports received from Posts should be separated into Six (6) specific size categories and the committee should then select the best report in each category. The information should be entered on the District Americanism Report Selection Form. That form, along with the reports received and any supporting documentation should be forwarded to the appropriate Area Americanism Chairman **not later than 10 June** of each year. Additionally, the District Advisor should consider issuance of one or more awards to the Post(s) with the best overall reports(s). A pat on the back never hurts anyone.

IV. AREA:

Each Area Commissioner should also form an ad hoc committee and select the best report from District reports received in each category and enter the information on the Area Americanism Report Selection Form. That form and all reports and any supporting documents must be mailed (or hand carried) to the Department Convention each year and should arrive **NOT LATER THAN** the first day of convention registration. This is necessary so the reports can be judged at the Convention Americanism Meeting usually held on the first day of the Convention.

V. **THE FORM COMPLETION:**

- a. Category 1. This category should reflect activities generally associated with Patriotic Observances. In addition to those listed, you might log patriotic pageants, parades, and so forth. It is not limited to only those items listed.
- b. Category 2. This category is meant to cover Youth Programs such as flags for first graders, veteran appearances in schools, drug programs for children, etc. If it involves children, it belongs here.
- c. Category 3. This category refers to Education and Community projects. It might include items such as city proclamations, patriotic school programs, public flag disposal ceremonies, etc.
- d. Category 4. This is the big one you will use most often. It pertains to Awards and Veterans Activities. To be included are such items as attendance at Legion, VFW, VVA, Purple Heart, Pearl Harbor Survivor, 40/8 (and other veteran) meetings and socials since they all promote the American Legion tenets and purpose. Perhaps you assist your Auxiliary in the distribution of poppies, or you assist a veteran's widow in some way, or man a recruiting booth. Nearly any activity a member participates in while wearing the Legion cap is considered "Americanism" if nothing more than by virtue of displaying and promoting The American Legion emblem and for which it stands. Just remember to log the activities.
- e. Category 5. Much time and money is spent in preparing reports, obtaining information, planning, counseling, discussions, etc., in support of our many programs. These activities should rightfully be reported and recognized as an integral part of our operation. Don't overlook this important aspect of Americanism.
- f. Column entitled "# Legion Members Involved." It is important to record in this column the total number of members involved in each activity. This will show the world that there are a large number of Legionnaires involved in supporting our programs.
- g. Column entitled "Hours." This looks simple and it is. It is meant to include all the time spent in support of the programs of each category and is to include travel time and from the various functions. We spend a lot of time on the road just to get to our 'job' and accordingly, should receive the credit.
- h. Column entitled "Miles." Since we are on the road a lot putting many miles on our vehicle, we should get some credit for the wear and tear on the vehicle, not to mention the stress on the driver and occupants. Anytime you travel to or from an Americanism activity in your privately owned vehicle, the miles traveled should be logged in this column.
- i. Column entitled "Cost of Post." This column is intended to include not only the cost the Post incurs in sponsoring, conducting, or participating in an Americanism activity, but the cost to the individual member as well. When you attend a Post social, District or Area meeting or convention, you have to eat and who pays for your meal(s)? You are obligated to buy raffle tickets that support Rehabilitation or otherwise make a donation. Your hotel/motel stays are not prepaid – the cost comes out of your pocket. All these cash expenditures are intended to further promote one of our great programs and thus qualifies as an Americanism reportable item. Bar bills, side trips, and the like, however, are not to be included.

VI. **CONCLUSIONS:**

It is hoped this new form will inspire increased reporting of Americanism activities by the Posts. We have been woefully negligent in our reporting primarily by failure to accurately record our activities or simply by not reporting all the great work being done and efforts being expended. Recording cannot be over emphasized. If properly recorded, the information can be easily transferred to the report form. If you have questions about or require assistance in preparation of the report, contact your District Americanism advisor or your respective Area Americanism Commissioner.

Form Revised 2010

**THE AMERICAN LEGION
DEPARTMENT OF CALIFORNIA**

2017
(REPORT YEAR)

**AMERICANISM REPORT
JAMES FISK REPORT**

Post Name _____ Post Number _____ District _____ Area _____

Post Membership Groups 100 & Under 101-200 201 - 350
(Check One) 351 - 500 501 - 750 751 & up

Paid Membership _____ (Please attach supplemental as needed)

	PROGRAMS	# LEGION MEMBERS INVOLVED	HOURS	MILES	COST
1	<u>PATRIOTIC HOLIDAY PROGRAMS</u> Memorial Day, Flag Day, Independence Day, Veterans Day, Flag presentations/retirement, etc. and other patriotic observances.				
2	<u>AMERICAN LEGION YOUTH PROGRAMS</u> School awards, Boy/Girl Scouts, Boys'/Girls' State, Shooting sports, JROTC, Oratorical, "What is a Veteran" presentation, etc. and other program Activities.				
3	<u>EDUCATION & COMMUNITY SERVICE</u> American Education Week, "Need a Lift" Booklet presentation, Flag presentations, Blue/Gold Star Banner program, Law & Order, Memorial Dedication etc. and other programs.				
4	<u>AWARDS/VETERAN ACTIVITIES</u> Americanism citations/plaques presented, Veteran Home/Hospital, POW/MIA activities, Transport to Hospital or doctors, Veteran employment, parade participation, Patriotic rallies, etc. and other programs.				
5	<u>ADMINISTRATIVE & ASSOCIATED ACTIVITIES</u> Activities directly related to Americanism and ideals (i.e., Flag Alliance, Get out the vote, Freedom Foundation, etc.				
	TOTALS OF EACH COLUMN				

Posts are to forward report to District Advisory Chairman no later than June 1st

QUESTIONS: Call your Area Commissioner

Signed by the Americanism Chairman or Post Officer
