

# AMERICAN LEGION RIDERS

## Reporting Procedures

Beverly Wooten, ALR Adjutant



# ALR REPORTING REQUIREMENTS

- ALR Officer Reporting
- Monthly Chapter Reporting
  - Miles
  - Volunteer Hours
  - Chapter's Cash Donations
  - Membership Details
- District Reports
- Special Events
  - Merry-Go-Round
  - Round Robin
- Consolidated Post Report (CPR) & Addendum – Due by May 1<sup>st</sup>
- ALR Department of FL – End of Year Reporting – Due by May 31<sup>st</sup>



# ALR Department of FL – Officer Reporting

## Officer Reporting

Reporting for Officers of the American Legion Riders only.

### Chapter Information

Chapter #: \*

District: \*

Chapter Mailing Address:

Street Address

Address Line 2

City

ZIP Code

Florida

State

### Chapter Membership

Number of Riders: \*

Membership Dues Amount:

Lifetime Membership Dues Amount:

<https://www.floridalegion.org/programs-services/legion-riders/alr-officer-report/>



# ALR OFFICER REPORTING

- When to Report
  - No Sooner than April
  - A Change in Officers
- Who Should Report? Which Officer?
- Enhanced Reporting
  - Chapter Address Auto Populated
- Number of Riders – ALL Members (Inc. Supporters & Future Riders)
- Chapter Meeting Days – Drop Down Options
- Notes
  - Captures specifics the Chapter would like to share

**LET'S DO IT LIVE!**



# ALR OFFICER REPORTING

## WHAT HAPPENS NEXT?

- Department sends the report to the ALR Adjutant Weekly
- Adjutant scrubs the Report
- Report is sent to:
  - ALR Chair
  - Area Chairs
  - District Chairs
  - Asst District Chairs
- Missing Chapters

## WHAT IS THE PURPOSE OF THE OFFICER REPORTING?



# CHAPTER REPORTING

- MEMBERSHIP STATS
  - How Many Legionnaires, Auxiliary, SAL, Future Riders
- MILES
- VOLUNTARY HOURS
- CASH DONATIONS
- UPCOMING EVENTS
- EVENTS SUPPORTED
- TRACK THE NUMBER OF MEMBERS ATTENDING THE FOLLOWING:
  - Convention
  - Merry-go-Round
  - Fall Conference
  - ALR Summit
  - Round Robin
  - In-State Unity Ride
  - State Rally





# What Miles & Hours are Reportable?

- All meetings of the Post/State/National
  - Legionnaires/SAL/Auxiliary/Rider Monthly & E-Board meetings
  - Committee Meetings
  - Convention, Fall Conferences, ALR Summit
- Post Activities Sponsored by Legion/SAL/Auxiliary/Riders
  - Selling Raffle Tickets
  - Shopping/Preparation for events
  - Post Improvements
  - Fund Raising Events
- State Sponsored Rides
  - Round Robin
  - Merry-Go-Round
  - National Legacy Ride
  - In-State Unity Ride
- Awareness Rides – Scheduled or Unscheduled
- Community Events
- Parades/Escorts



# NOTE!!

IF YOUR VOLUNTEER HOURS ARE REPORTED UNDER THE LEGION OR SAL, YOU ***MAY NOT*** REPORT THE HOURS UNDER THE RIDERS. YOU MAY REPORT THE MILEAGE.

IF YOU ARE AN AUXILIARY MEMBER, YOU ***MAY*** REPORT UNDER BOTH THE AUXILIARY AND THE RIDERS AS THEY ARE A SEPARATE AMERICAN LEGION ENTITY.





# MANUAL TRACKING EXCEL SPREADSHEET

RECORD VOLUNTEER HOURS & MILES  
MONTHLY/QUARTERLY/YEARLY TOTALS

[Go to Excel Spreadsheet](#)



# LEARN ALTERNATIVE REPORTING METHODS

HOW TO CREATE YOUR ONLINE  
TRACKING FORM, CREATE SPREADSHEET, AND ADD ICON  
TO CELLPHONE HOME SCREEN

Presented by: Sue Nist

**COMING SOON!!!**

**Volunteer Hours & Miles Tracking APP**

Presented by: Loreen Skobel



# CASH DONATIONS

- Adjutant/Finance Officer's Responsibility
- Donations from Raffles, Poker Runs, etc.
- DO NOT Include "Donations in Kind"
- Report Funds My Chapter Donated in Actual \$\$



**CASH DONATIONS = MONIES GIVEN TO  
AN ORGANIZATION OR PERSON**



# CHAPTER CASH DONATIONS ARE NOT...

- Personal Raffle Ticket purchases
- Personal Registration Fees
- Personal Cash Donations
- Purchase of Event Lunches
- ETC.

**\*\*May be reported on your Personal Tax Return  
under Charitable Contributions\*\***





# When are these Statistics Reported and to Whom?

- Monthly Chapter Meetings
- Monthly/Quarterly to Your District Chair
- Post Adjutant for CPR & Addendum Report – May 1st
- End of Year Online Reporting – May 31st





# Area & District Chair Responsibilities Relating to Reporting

## Article 1 – Department ALR Committee

### 2. Area Chairman

b. Shall make reports to the Chairman before the Fall Conference, ALR Summit, and the Department Convention. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours, and funds expended in support of community events and programs, training and any other information for the good of the American Legion Riders.

### 3. District Chairman

a. Shall make reports to the Area Chairman before the Fall Conference, ALR Summit, and the Department Convention. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours and funds expended in support of community events and programs, training and any other information for the good of The American Legion Riders.

**Review Chapter, District, Area Reports**





# ATTENTION



**ALR END OF YEAR REPORTING  
IS ONLINE!**



## **ALR END OF YEAR REPORTING:**

\*Record your Chapter's Membership Information, Miles, Hours, Participation in Department Events

<https://www.floridalegion.org/programs-services/legion-riders/alr-eoy-reporting/>

## **CHAPTER OF THE YEAR**

Key Elements: Number of Miles & Hours, Cash Donations, Participation in Department Events, & Reporting

\*Miles & Cash Donations Must be reported to your Post Adjutant for the Consolidated Post Report (CPR) & Department Addendum  
**(DEADLINE: May 1, 2024)**

## **ALR OFFICER REPORT:**

Complete this online report to update your Chapter Officers for the 2024-2025 Legion Year

<https://www.floridalegion.org/programs-services/legion-riders/alr-officer-report/>

Department of  
Florida Includes  
this Notification in  
the “Year End”  
packet. It is sent to  
the Post Adjutant  
during the month  
of March.



# MERRY-GO-ROUND

## Supporting Children & Youth Programs

Month of October

Promotes Unity

Plan Fun Rides

Friendly Competition between Districts

Bragging Rights for the Merry-Go-Round Trophy  
Presented @ Fall Conference



# ROUND ROBIN

**Supporting Project: Vet Relief/Suicide Prevention Initiative**

**Month of April**

**Promotes Unity**

**Plan Fun Rides**

**Friendly Competition between Districts**

**Bragging Rights for the Round Robin Trophy**

**Presented @ Convention**



# Merry-go-Round & Round Robin

- Same Rules
- Same Registration Process
- Same Reporting Process
- Same Point Calculations
- Same Bonus Point Criteria
- Supporting Different Charities

**Let's Review Online**





# How does the In-State Unity Ride work with Round Robin as Both are held in the month of April?

- Same Rules Apply – Must have a Minimum of 3 Riders per Chapter
- Counts as a Unity Ride ***IF*** you have 3 Chapters with 3 Riders
  - **DO NOT CONFUSE A UNITY RIDE WITH THE IN-STATE UNITY RIDE**
- Each day of the In-State Unity Ride is a different Round Robin Ride
- Must Register and Pay \$5 per Day
- Report Each Day Separately
- Designate a Point of Contact to Collect Funds & Report



# Consolidated Post Report (CPR) & Addendum

- Due to Post Commander/Post Adjutant by **May 1<sup>st</sup>, 2024**
- Due to Department on May 10th, 2024
- Captures Miles & Cash Donations
- Chapter Membership Information
  - How many Legionnaires?
  - How many Auxiliary members?
  - How many SAL members?



# American Legion Riders 2023- 2024

## Elements of the CPR & Department Addendum

District	Post	Location	106/Has a Rider Group	107/# of legion family members in Riders group	108/Participated in Legacy Run	109/Legacy Run:Cost to Post	43/# of Legionnaires	44/# of SAL	45/# of Auxiliary	46/Total \$ Donated	47/# of Miles
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- ALR Director or Designated Officer MUST work with the Post Adjutant or Commander to capture correct statistics
- Post Adjutants are not clear on reporting details
- Many Chapters do not provide statistics for the CPR & Addendum Report to the Post Adjutant or Commander



# ALR Department of FL – End of Year Reporting

**AMERICAN LEGION RIDERS**  
From the Chairman  
About  
Contacts  
Highlighted Events  
Capture the Plaque  
Chapter of the Year  
News  
Calendar  
Starting a Chapter  
Resources  
Photo Gallery  
Officer Reporting  
End of Year Reporting  
Join Mailing List  
Shop ALR  
Support Us

## End of Year Reporting

### Your Contact Information

Name of person completing form \*

FirstLast

Your Title

Email \*

Phone \*

### Chapter Information

What is your Post Name? \*

What is your Chapter Number? \*

<https://www.floridalegion.org/programs-services/legion-riders/alr-eoy-reporting/>

**Due May 31, 2024**







# Chapter of the Year Award





# Chapter of the Year

- **SMALL (6-30 Members)**
- **MEDIUM (31-60 Members)**
- **LARGE (61-100+)**



# Chapter of the Year

## Calculation Revision 2023-2024

			Convention	MGR	Fall Conference	Summit	RR	Unity Ride	State Rally	Reporting MANDATORY (30 Pts per Report)	Miles	CASH Donations	Hours	Members	Calc	Total Points
			List number of members in attendance at each							Officer Report EOY Report CPR/ Addendum						
Weight			5	15	5	10	15	10	10	30	1	1	1			
Chapter	District	Area														
138	15	Central	7	6	2	3	8	3	9	3	38066	14500	3279	58	56340	971.37931
129	5	Northern	8	31	6	18	32	16	16	3	189450	50664	22709	91	264428	2905.802198
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# CHAPTER DOCUMENTATION

- START UP LETTER
  - APPROVAL LETTER (in lieu of)
- STANDARD OPERATING PROCEDURES (SOP)
- SOP ACKNOWLEDGMENT FORM
- CHAPTER STANDING RULES (updated every 3 years)
- CHARTER MEMBERS LISTING
- COPY OF CHARTER\*

\*If one has not been issued, upon submission of all the Chapter Documentation, one will be issued by the Department of FL.\*



