

# AMERICAN LEGION RIDERS

## CAPTURING MILES & HOURS

Sue Nist, Chapter 129



# 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
  - POW/MIA Memorial 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 ENTITIES.

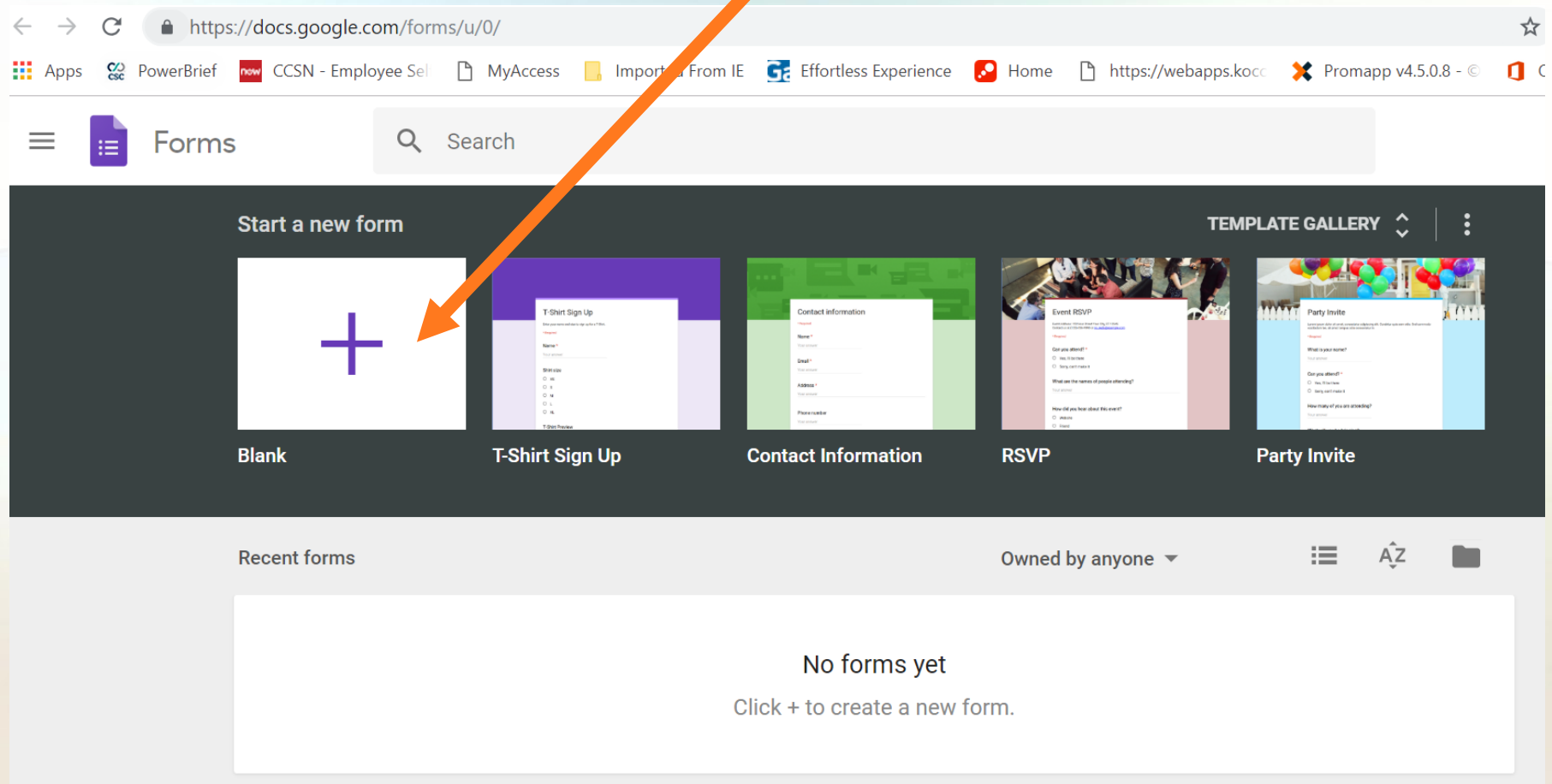


# HOW TO CREATE YOUR ONLINE TRACKING FORM, CREATE SPREADSHEET, AND ADD ICON TO CELLPHONE HOME SCREEN

**GoTo:** <https://docs.google.com/forms>



# Create New Form – Select Start New Form



The screenshot shows the Google Forms interface. At the top, the browser address bar displays <https://docs.google.com/forms/u/0/>. Below the address bar, there are several application icons and a search bar. The main content area is titled "Start a new form" and features a "TEMPLATE GALLERY" on the right. The gallery contains five templates: "Blank" (a white square with a purple plus sign), "T-Shirt Sign Up" (a purple header with a white form), "Contact Information" (a green header with a white form), "RSVP" (a pink header with a white form), and "Party Invite" (a blue header with a white form). An orange arrow points from the top of the page to the plus sign in the "Blank" template. Below the gallery, there is a "Recent forms" section with a dropdown menu set to "Owned by anyone" and a "No forms yet" message with a "Click + to create a new form." link.



# Click on “Untitled Form” to Name Your Form & Form Description

The screenshot shows a form creation interface with two tabs: 'QUESTIONS' and 'RESPONSES'. The 'QUESTIONS' tab is active. The main area displays 'Untitled form' with a 'Form description' field below it. A question is being created, titled 'Untitled Question', which is highlighted with a blue box. To the right of the question title is a dropdown menu set to 'Multiple choice'. Below the question title are two radio button options: 'Option 1' and 'Add option or ADD "OTHER"'. A small square icon with three dots is visible in the center of the question area.

Suggested Title – ALR Chapter # or ALR District #

Suggested Form Description: Volunteer Tracking – Miles & Hours



# Adding Fields


QUESTIONS    RESPONSES


## ALR - Chapter 138



Volunteer Tracking - Miles & Hours

⋮






**Date**

Month, day, year 

 Date ▼

  Required  ⋮

Add New Field

- 
- 
- 
- 
- 

Ensure that ALL fields are marked REQUIRED



# ALR - Chapter 138

Volunteer Tracking - Miles & Hours

\* Required

Date \*

Date

mm/dd/yyyy

Name \*

Your answer

Event \*

Choose

Miles Donated \*

Your answer

Hours Donated \*

Your answer

SUBMIT

Never submit passwords through Google Forms.

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid

Date

Time

Use Drop Down Option







# SUGGESTED CATEGORIES





## Event\*

1. VETERAN'S AFFAIRS & REHAB
2. NATIONAL SECURITY
3. AMERICANISM
4. CHILDREN & YOUTH
5. ROUND ROBIN
6. MERRY-GO-ROUND
7. COMMUNITY
8. CHARITY RIDE
9. MEETINGS/POST ACTIVITIES



# Email Newly Created Form


Untitled form   All changes saved in Drive

   **Send** 






Questions Responses

## Sample Form for Summit

ALR Miles and Hours Tracking

Date: \*  
Month, day, year 

Name: \*  
Short answer text



× Send form

Collect email addresses

Send via



Email

To

Subject

ALR - Chapter 138

Message

I've invited you to fill out a form:

Include form in email

[Add collaborators](#)

CANCEL

SEND



# ALR - Chapter 138

Volunteer Tracking - Miles & Hours

\* Required

Date \*

Date

Name \*

Event \*

Miles Donated \*

Hours Donated \*

Never submit passwords through Google Forms.

After your ride or activity, complete the form and **SUBMIT!**



# Creating a Spreadsheet

The screenshot shows a survey tool interface for a document titled "ALR CHAPTER 129". The "Responses" tab is selected, showing "872 responses". A green plus icon is highlighted with an orange arrow, indicating the option to create a spreadsheet. Below the response count, there are tabs for "Summary", "Question", and "Individual". A toggle switch for "Accepting responses" is visible on the right side of the interface.



# Total Columns for District Report

ALR CHAPTER 129 (Responses) ★ 📁 ☁

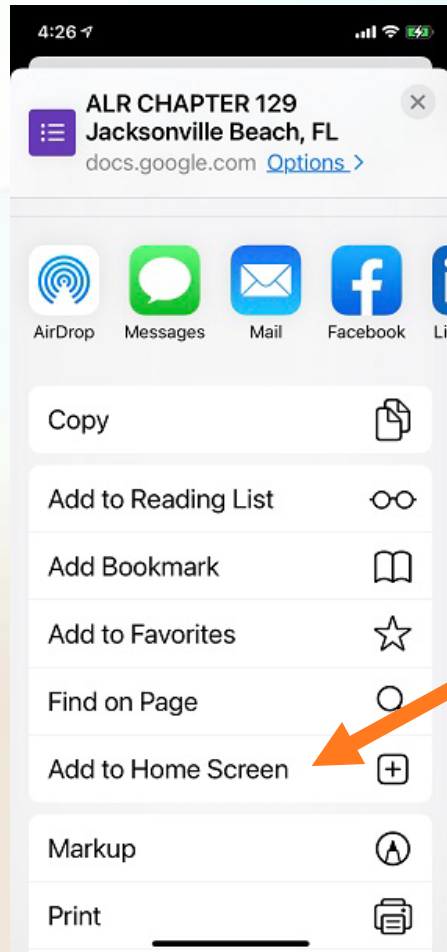
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	B	C	D	E	F
1	Date	Name	Activity	Miles	Hours
2	9/17/2021	Joseph Tambasco	Meetings/Post Activities	44	4.5
3	9/18/2021	Joseph Tambasco	Charity Ride/Poker Run	140	10
4	9/19/2021	Joseph Tambasco	Charity Ride/Poker Run	90	8
5	9/24/2021	Joseph Tambasco	Meetings/Post Activities	44	4
6	10/15/2021	Joseph Tambasco	Meetings/Post Activities	48	5
7	10/22/2021	Joseph Tambasco	Meetings/Post Activities	45	5
8	10/29/2021	Joseph Tambasco	Meetings/Post Activities	45	5
9	10/30/2021	Jack Russell	Community	72	33
10	11/1/2021	Bobby Greer	Meetings/Post Activities	20	4
11	11/1/2021	Sue Nist	Meetings/Post Activities	5.5	2
12	11/1/2021	Jo Ann Parrott	Meetings/Post Activities	25	2
13	11/1/2021	Wayne Parrott	Meetings/Post Activities	25	2
14	11/1/2021	Kim Russell	Community	32	2
15	11/1/2021	Ed.dellapenna	Meetings/Post Activities	23	3
16	11/1/2021	Ed.dellapenna	Meetings/Post Activities	23	2
17	11/1/2021	Jo Ann Parrott	Sunrise/sunset meetinf	25	2
18	11/1/2021	Wayne Parrott	Sunrise/sunset meetinf	25	2
19	11/2/2021	Jo Ann Parrott	Casino Night	0	4



# Add Form to Cellphone Home Screen

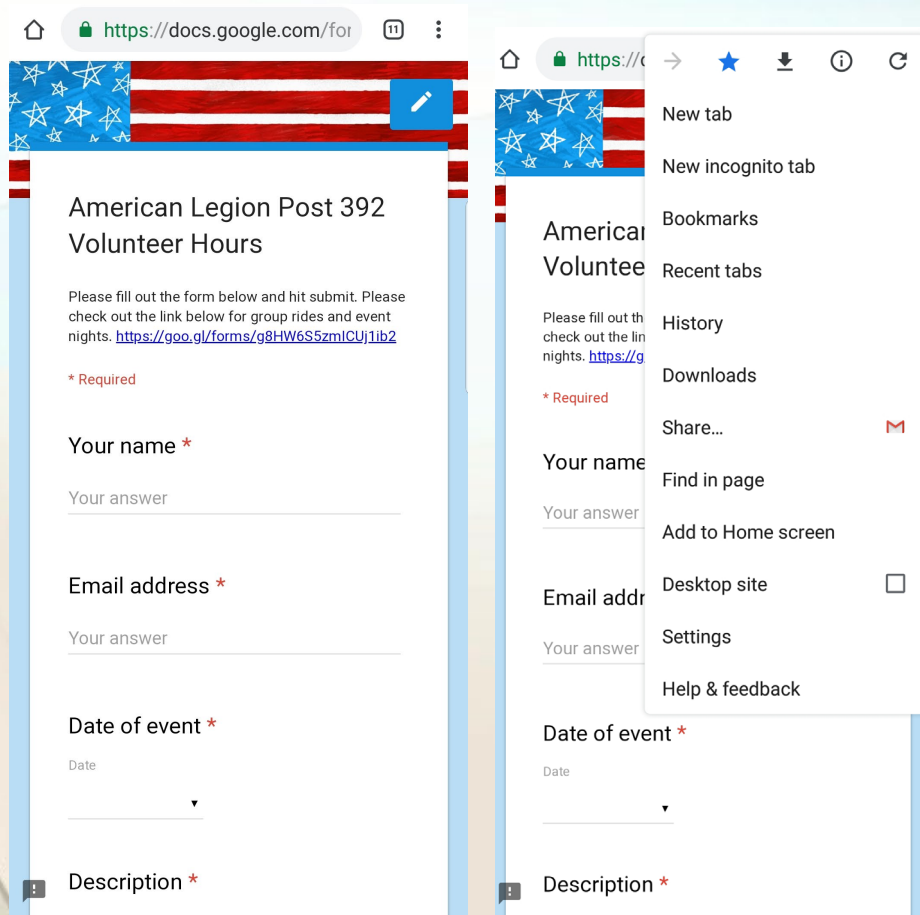


## For an iPhone:

- Open the form in your email using your phone
- Click on the Upload symbol and scroll down to Add to Home Screen



# Add Form to Cellphone Home Screen



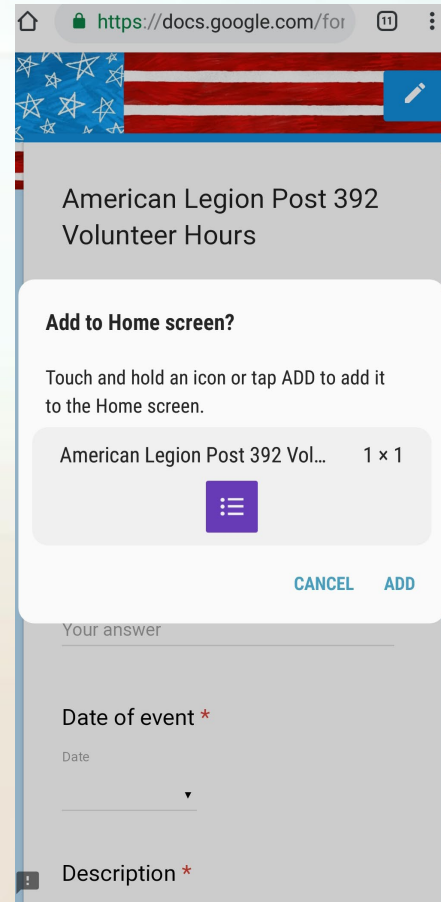
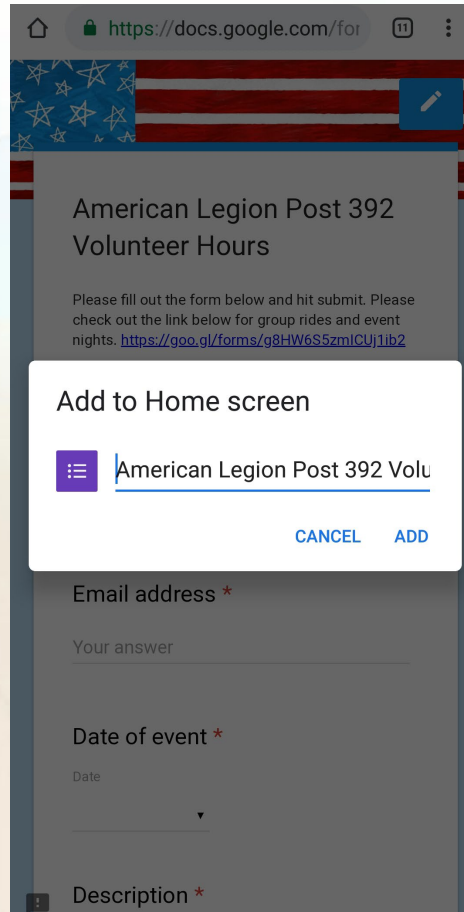
## For Android:

- Get the link to your Google Form from whoever has it...and open your internet browser of choice
- Click on the three little dots at the top of the browser to bring up the Edit menu. (Right)





# Add Form to Cellphone Home Screen



- Once you click Add to Home Screen, the phone will prompt you for a name. You can leave the name the same as the name of the page, or customize it. Click Add (Left)
- Once you click Add, you can click Add again and the phone will just add that icon anywhere, or you can click and hold the icon to add it where you want it. (Right)



# Look for the Purple Icon



The icon will appear on your phone display. Click on icon, complete form, and submit.

**EASY PEASY!!**



# MANUAL TRACKING EXCEL SPREADSHEET

RECORD VOLUNTEER HOURS & MILES  
MONTHLY/QUARTERLY/YEARLY TOTALS

[Go to Excel Spreadsheet](#)





**LET'S RIDE!!**

