

AMERICAN LEGION RIDERS

Reporting Procedures

Beverly Wooten, ALR Adjutant
Connie Koonce, ALR Asst. Adjutant



ALR STANDARD OPERATING PROCEDURES (SOP)

Revised SOP & STANDING RULES Approved by the DEC on 11-24-24

- **ALL Chapters are to Adopt & Acknowledge the ALR Dept of FL SOP**
 - Chapters may **NOT** modify the ALR Dept of FL SOP
 - Chapters may **NOT** create their own SOP
 - ALR does **NOT** operate under a Constitution or Bylaws
 - Chapter to sign SOP Acknowledgment form & send to Adjutant
- **Highlights**
 - Assistant ALR Chair & Assistant Adjutant Positions Added
 - Future Rider Program
 - Maintain Support for FL MSP
 - Clarifying verbiage & clerical clean up



ALR STANDING RULES (SR)

- Standardized Form
 - Select all that applies – Optional Positions
 - Fill in the Blanks
- May **NOT** delete any items from the form
- Chapters **MAY** add rules pertaining to their Chapter
- Any additions **MUST** be approved by the Department Chair
- There are to be **NO** “Prospecting” of New Members
- Once approved, the Chapter’s SR will be signed by the Department Chair and Adjutant then sent to Dept & back to the Chapter or Chair.



ALR SR OPTIONAL POSITIONS

- **Quartermaster** – Responsible for merchandise and inventory
- **Membership Chair*** – Maintain membership records,
- **Historian** – Record events including photos, flyers, etc.
- **Event Coordinator** – Organize Events
- **Webmaster** – Maintains website & Social Media accounts

* May be combined with the Adjutant duties



CHAPTER DOCUMENTATION REPORT

District	Area	Post	Location
----------	------	------	----------

Start Up Letter	Letter Confirming Chapter	SOP Acknowledgement Form	2024 SOP Acknowledgement Form	Starting Members List	Charter	Standing Rules	Anticipated Standing Rule Renewal Date
-----------------	---------------------------	--------------------------	-------------------------------	-----------------------	---------	----------------	--

Report is Distributed to the Area & District Chairs Frequently



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.



ALR CHAPTER REPORTING REQUIREMENTS

- *ALR Officer Reporting
- Monthly Chapter Reporting
 - Miles
 - Volunteer Hours
 - Chapter's Cash Donations
 - Membership Details
- Provide Reports Monthly/Quarterly to District Chair
- Special Events
 - Merry-Go-Round
 - Round Robin
- *Consolidated Post Report (CPR) & Addendum – Due by May 1st
- *ALR Department of FL – End of Year Reporting – Due by May 31st
- ***Mandatory to be considered for Chapter of the Year**



ALR OFFICER REPORTING

- When to Report
 - No Sooner than April – Once Officers are confirmed for the new Legion year
 - If a Change in Officers
- Who Should Report? Which Officer? Must be performed by the Chapter!
- Enhanced Reporting
 - Chapter Address Auto Populated
- Number of Riders – ALL Members (Include the Supporters & Future Riders)
- Chapter Meeting Days – Drop Down Options
- Notes
 - Captures specifics the Chapter would like to share

LET'S DO IT LIVE!



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

Florida
State

City

ZIP Code

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

WHAT HAPPENS NEXT?

- Adjutant automatically receives an email when a Chapter reports
- Department sends the report to the ALR Adjutant Weekly
- Adjutant scrubs the Report
- Report is sent to:
 - ALR Chair
 - ALR Officers
 - Area Chairs
 - District Chairs
 - Asst District Chairs
- Currently 112 Chapters have reported as of 1-31-25

WHAT IS THE PURPOSE OF THE OFFICER REPORTING?



CHAPTER REPORTING

- MEMBERSHIP REPORT
 - How Many Legionnaires, Auxiliary, SAL, Future Riders
 - Are their Dues current?
 - Contact Information
- MILES by the Month
- VOLUNTARY HOURS by the Month
- CASH DONATIONS by the Month
- 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



LEARN ALTERNATIVE REPORTING METHODS

BY ATTENDING THE “CAPTURING MILES AND HOURS”
CLASS

What hours are reportable?

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

&

MANUAL TRACKING EXCEL SPREADSHEET

Presented by: Sue Nist



CASH DONATIONS

- Adjutant/Finance Officer's Responsibility
- Donations from Raffles, Poker Runs, etc.
- DO NOT Include "Donations in Kind"
- Report Funds the Chapter Donates 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 Advisory Committee , Section 4, Duties

3. Area Chairman

b. Shall make reports to the Chair before the Department Convention, Fall Conference, and ALR Summit. 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. Monitors to ensure all necessary reports to the Department Commander and Department Executive Committee are submitted promptly.

4. District Chairman

a. Shall make reports to the Area Chair 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.

Review Chapter, District, Area Reports - Online



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



LANDING PAGE FOR RR & MGR

This month-long event is intended for our American Legion Rider Family to visit other Posts inside and outside of their home Districts. To support Legion Programs, promote The American Legion, gain new members, and raise funds and awareness for **PROJECT: VetRelief's Suicide Prevention** program.

▶ Ride Rules & Reporting:

▶ Point Calculations:

▶ Want to Earn Extra Points?

▶ Awards

▶ Support Us

Questions: ALR Adjutant, alradjutant@legionmail.org

Ride for the Cause, Not the Applause



Reporting Details for RR & MGR

- **REGISTRATION:**

[Register | Florida American Legion](#)

- **REPORT RIDE TOTALS:**

[Report Totals | Florida American Legion](#)



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





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, & Mandatory Reporting to Include Officer Reporting, EOY Reporting, CPR & Addendum

*Miles & Cash Donations Must be reported to your Post Adjutant for the Consolidated Post Report (CPR) & Department Addendum
(DEADLINE: May 7, 2025)

ALR OFFICER REPORT:

Complete this online report to update your Chapter Officers for the 2025-2026 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.



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 *

First

Last

Your Title

Email *

Phone *

Chapter Information

What is your Post Name? *

What is your Chapter Number? *

[End of Year Reporting | Florida American Legion](#)

Due May 31, 2025



Consolidated Post Report (CPR) & Addendum

- Due to Post Commander/Post Adjutant by **May 7TH, 2025**
- Due to Department on Mid-May, 2025
- Captures Miles & Cash Donations
- Chapter Membership Information
 - How many Legionnaires?
 - How many Auxiliary members?
 - How many SAL members?



American Legion Riders 2024- 2025

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
----------	------	----------	-----------------------	--	--------------------------------	-----------------------------	----------------------	-------------	-------------------	---------------------	---------------

- 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





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 2024-2025

			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	
															0	#DIV/0!	



