

AMERICAN LEGION RIDERS

CAPTURING MILES & HOURS

Sue Nist
District 5 ALR Chair, 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.

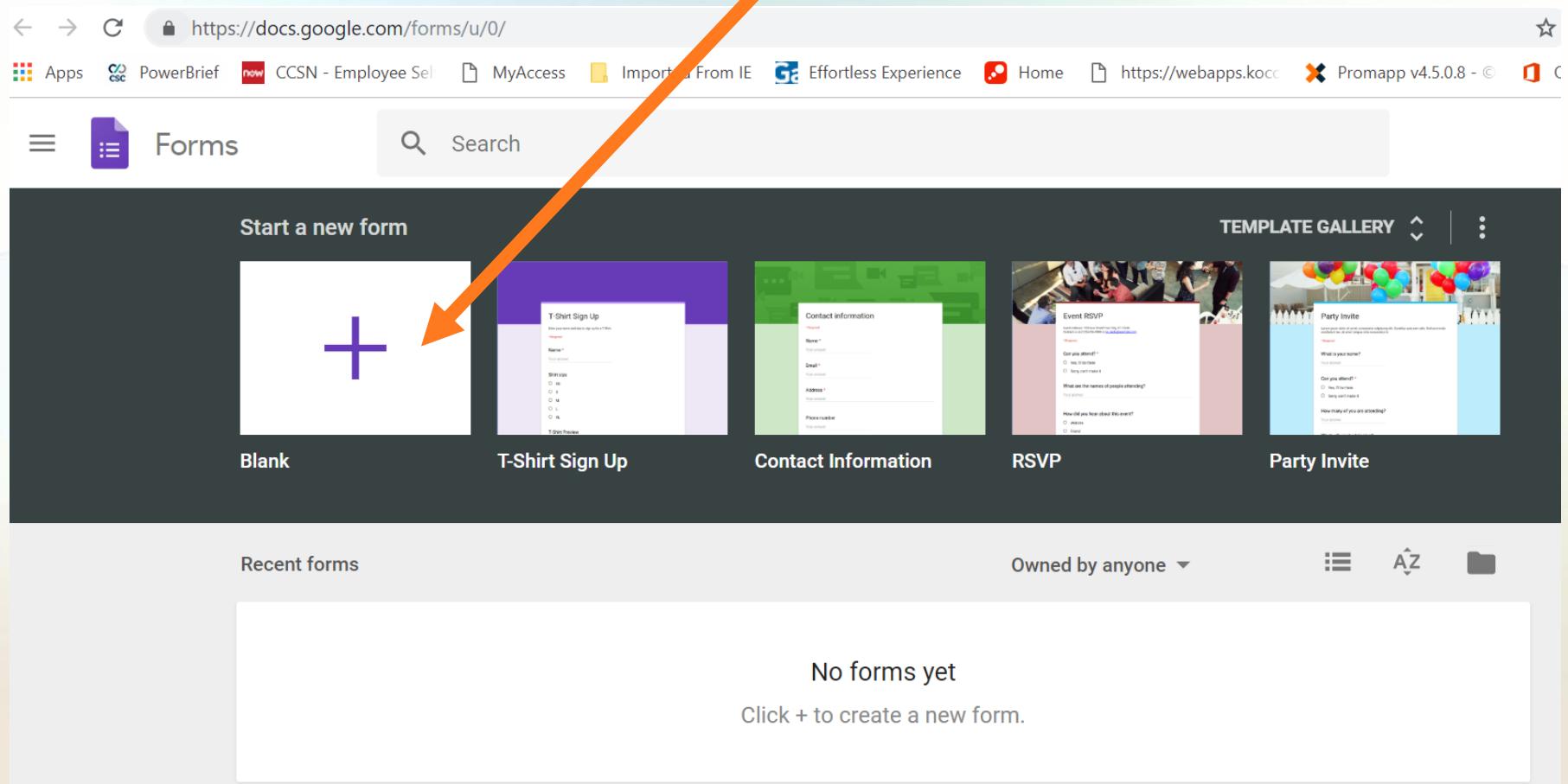


HOW TO CREATE YOUR ONLINE TRACKING FORM, CREATE SPREADSHEET, AND ADD ICON TO CELLPHONE HOME SCREEN

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



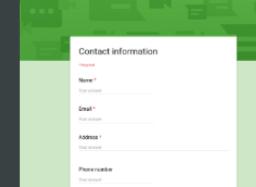
Create New Form – Select Start New Form



Start a new form

Blank 

T-Shirt Sign Up 

Contact Information 

RSVP 

Party Invite 

TEMPLATE GALLERY

Recent forms

Owned by anyone

No forms yet

Click + to create a new form.



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

QUESTIONS RESPONSES

Untitled form

Form description

Untitled Question

Option 1

Add option or [ADD "OTHER"](#)

Multiple choice ▾

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

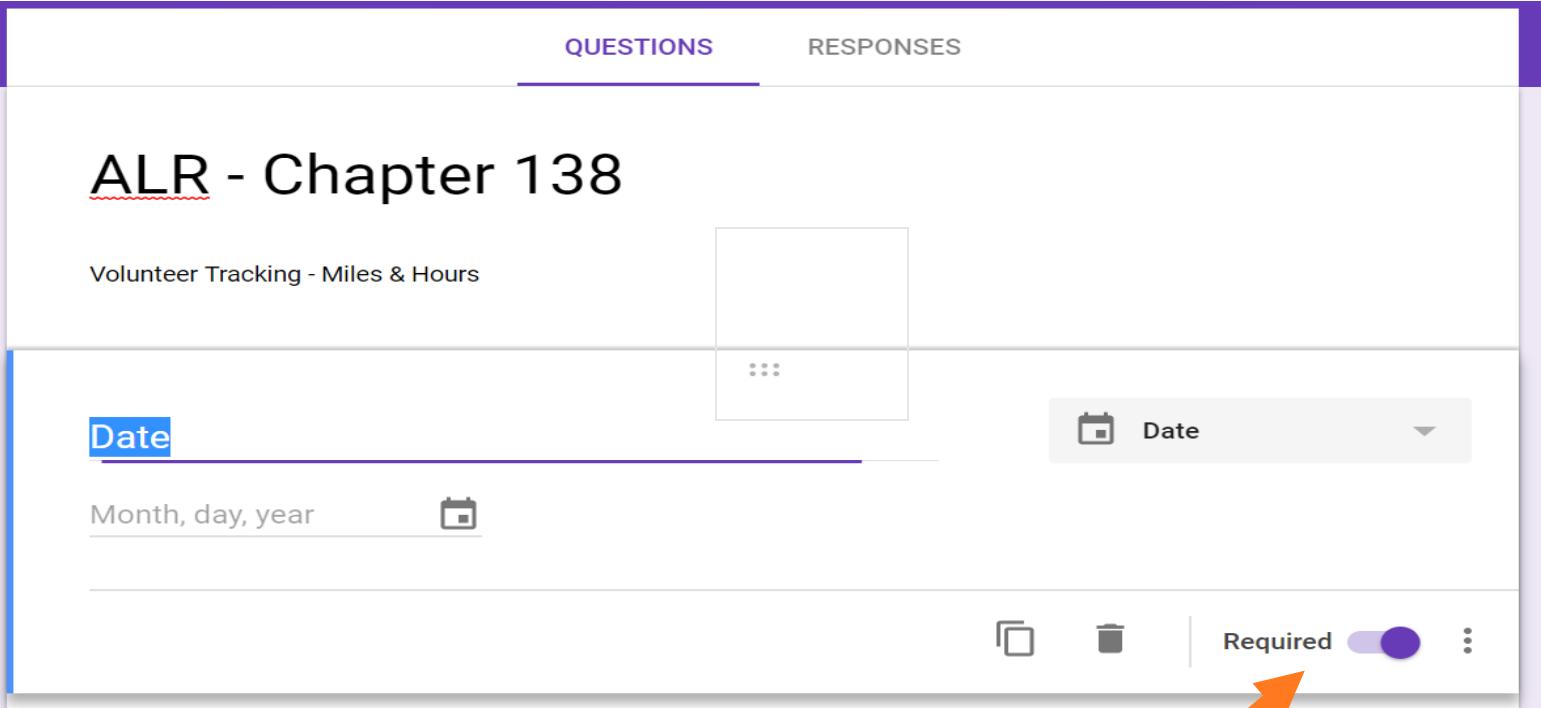
Date

Month, day, year

Date

Required

Add New Field



QUESTION

RESPONSE

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.

Use Drop Down Option

 Short answer

 Paragraph

 Multiple choice

 Checkboxes

 Dropdown

 File upload

 Linear scale

 Multiple choice grid

 Checkbox grid

 Date

 Time



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

Was the event one of the following?

- Merry-Go-Round
- Round Robin
- None of the Above



Email Newly Created Form

Untitled form   All changes saved in Drive

[Questions](#) [Responses](#)

Sample Form for Summit

ALR Miles and Hours Tracking

Date: *

Month, day, year 

Name: *

Short answer text





X **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



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

ALR - Chapter 138

Volunteer Tracking - Miles & Hours

* Required

Date *

Date

mm/dd/yyyy

Name *

Your answer

Event *

Choose

Miles Donated *

Your answer

Hours Donated *

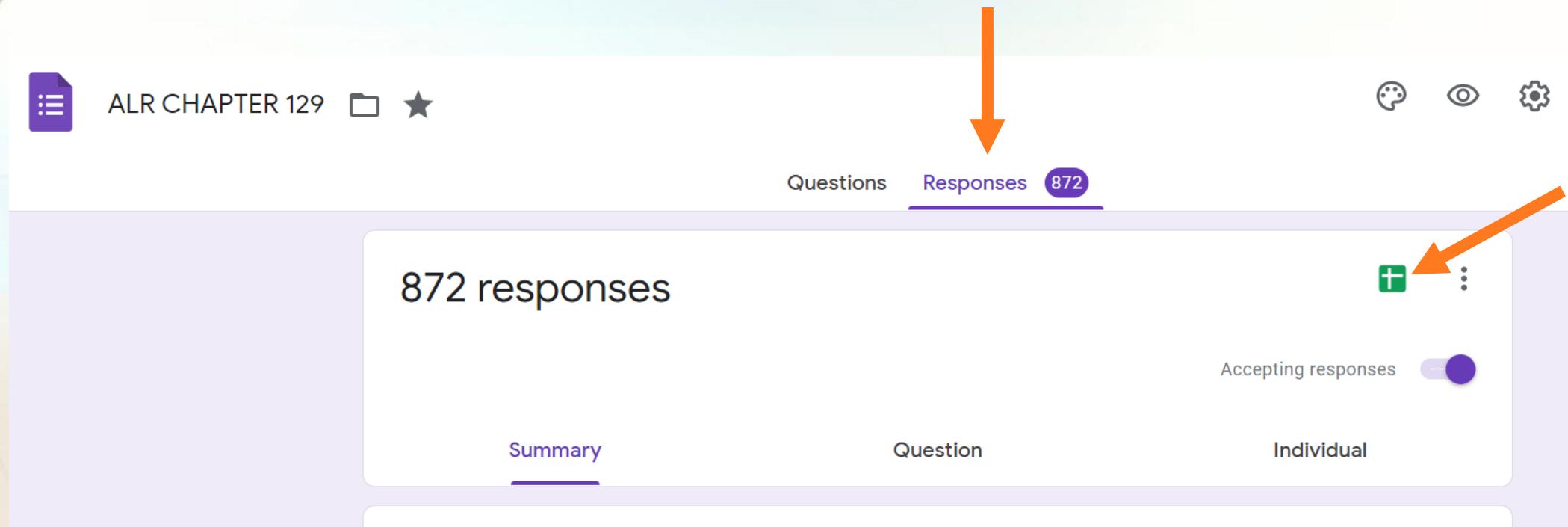
Your answer

SUBMIT

Never submit passwords through Google Forms.



Creating a Google Sheet



ALR CHAPTER 129

Questions Responses 872

872 responses

Accepting responses

Summary Question Individual



Total Columns for District Report

ALR CHAPTER 129 (Responses) ★ ✉ ☁

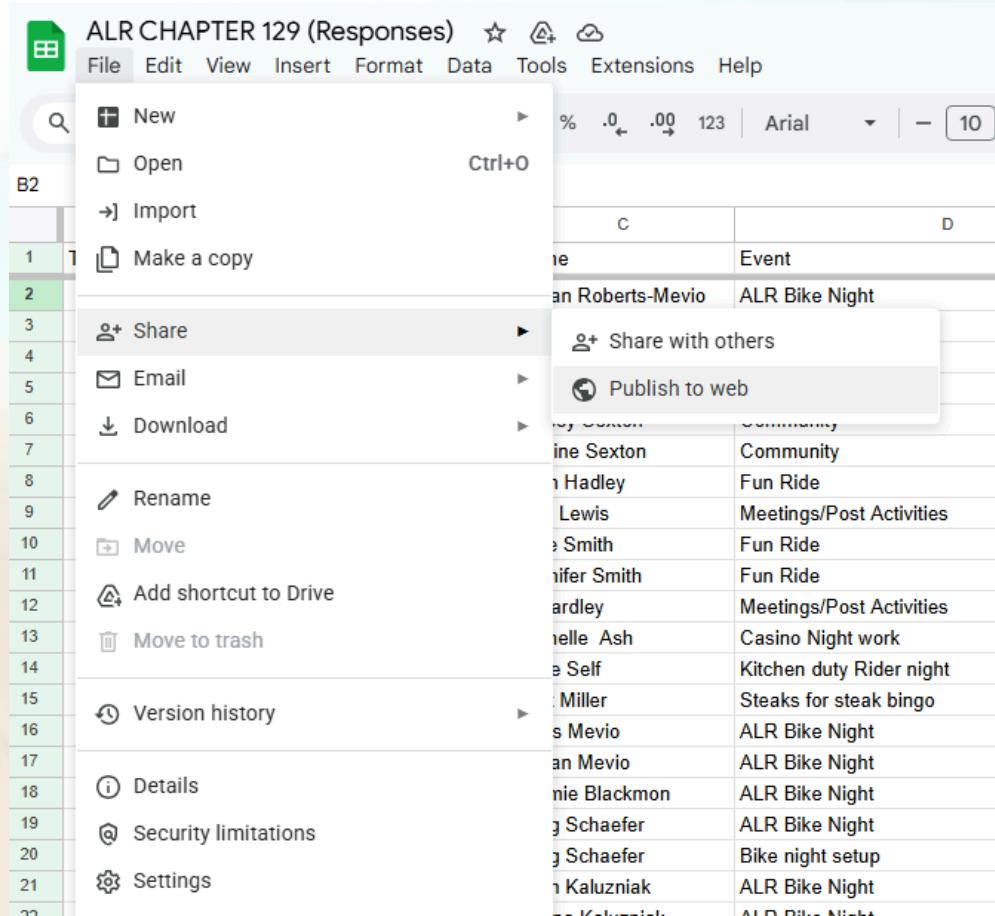
File Edit View Insert Format Data Tools Extensions Help

100% \$ % .0 .00 123 Arial 10 B I S A

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

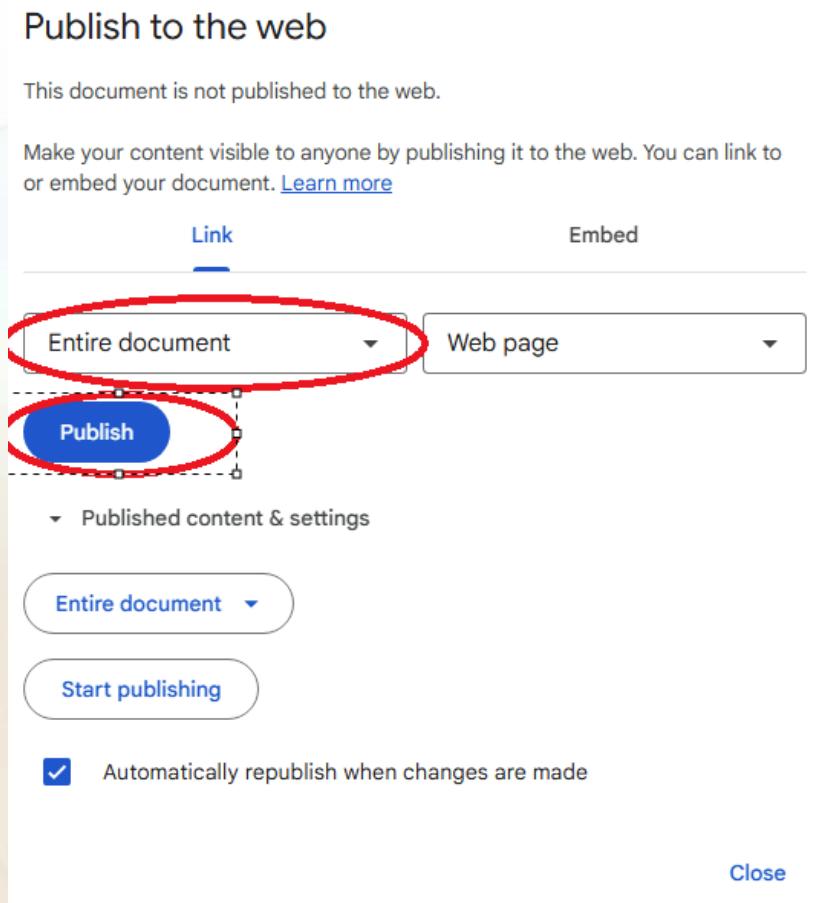


Link to Google Sheet for Members to See What Has Been Reported



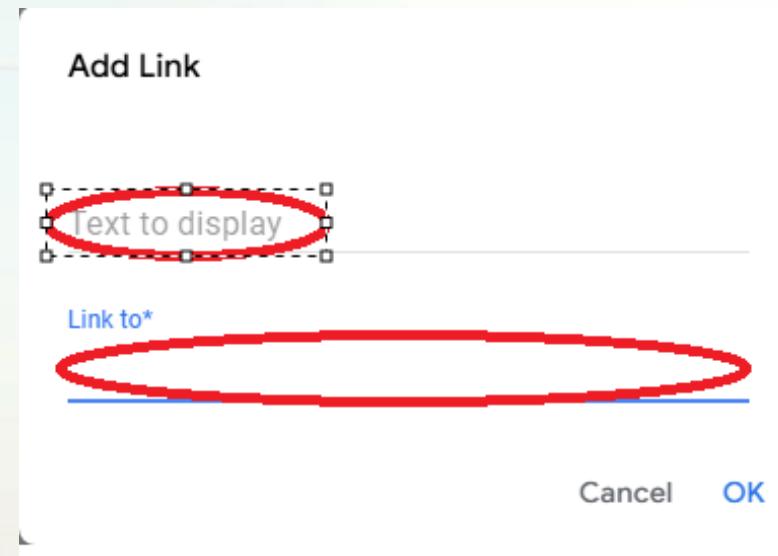
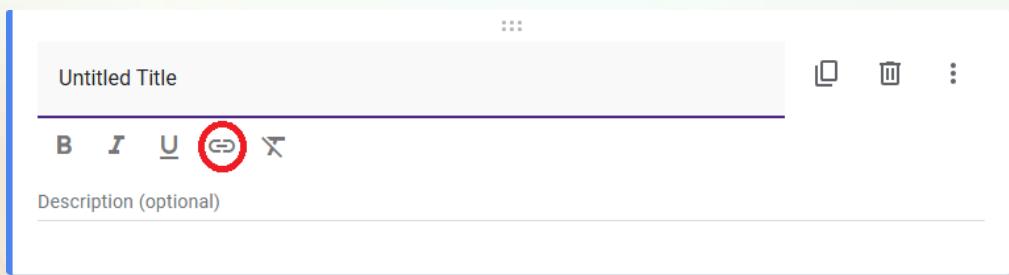
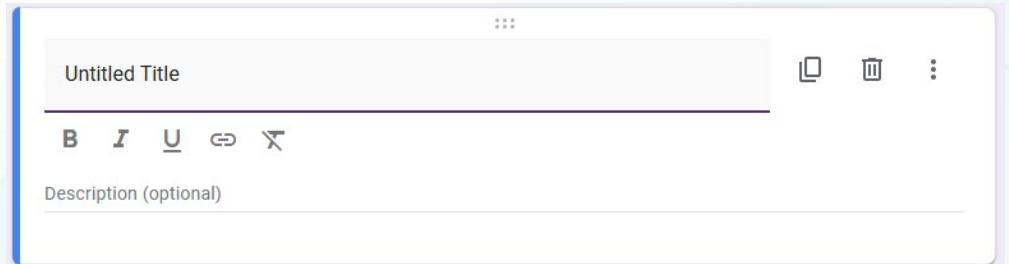
- Open the google sheet, navigate to the File menu and then Share → Publish to Web
- Choose if you want to publish the whole document or just a sheet (129 publishes just the active sheet that the form adds data to) and click publish. You might get a popup to confirm, click ok.

Link to Google Sheet for Members to See What Has Been Reported



The screenshot shows a Google Form titled 'Sample Form for Summit' with the subtitle 'ALR Miles and Hours Tracking'. The form has two fields: 'Date:' (a date input field) and 'Name:' (a text input field). On the right, there is a sidebar with several icons: a plus sign, a right arrow, a text icon (circled in red), a camera icon, a play icon, and a list icon.

Add Link to Active Sheet to the Google Form



This will pop open the window above - add the link to the google sheet created in the link to area and then name it what you want.

Link to Active Sheet to the Google Form

ALR CHAPTER
129
Jacksonville
Beach, FL

Volunteer Tracking -- Miles & Hours

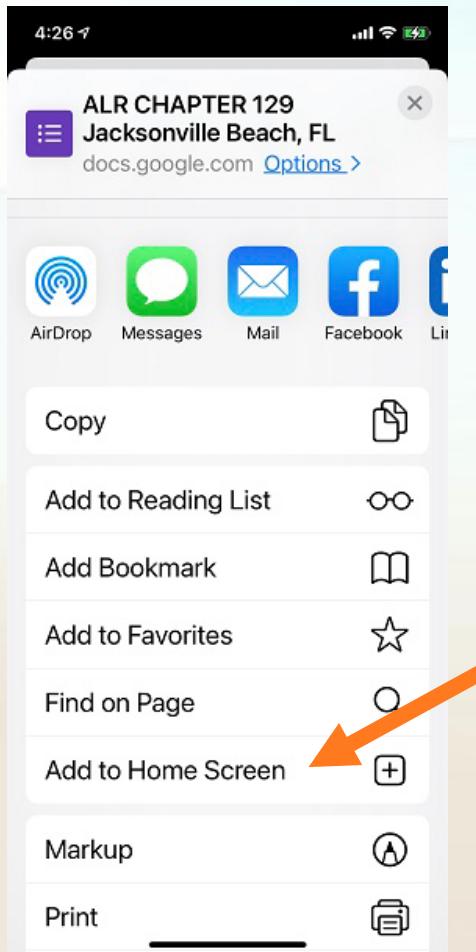
[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

[Check your miles here](#)



Add Form to Cellphone Home Screen

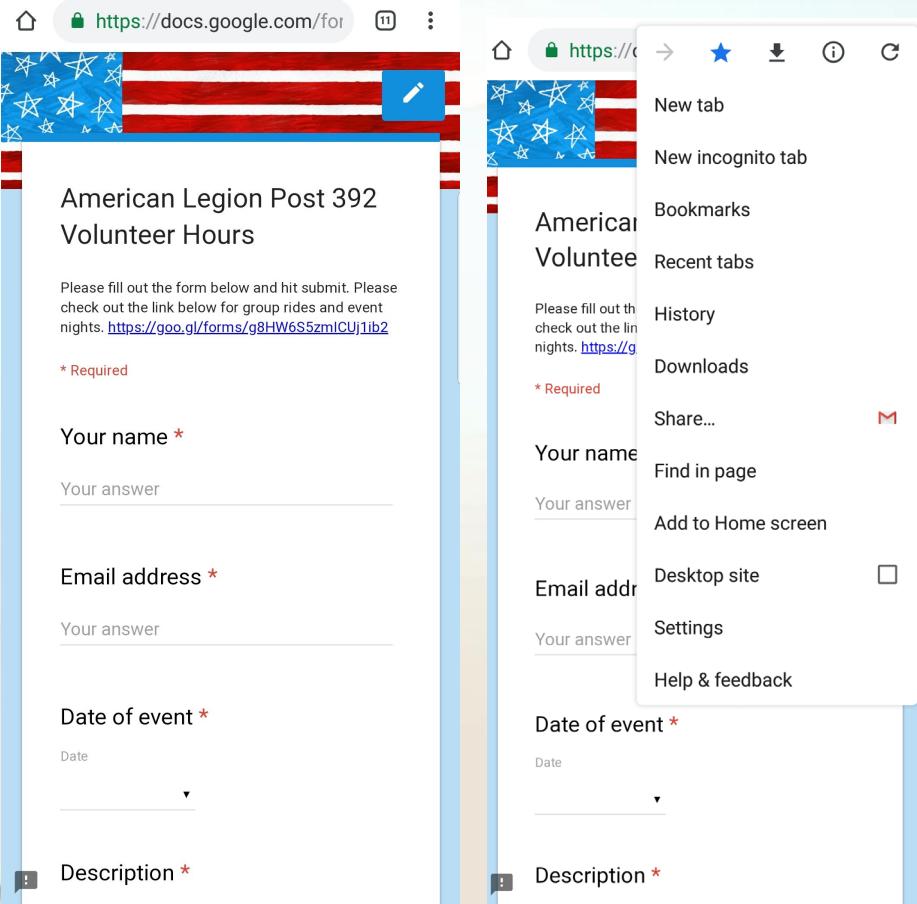


For an iPhone:

- 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

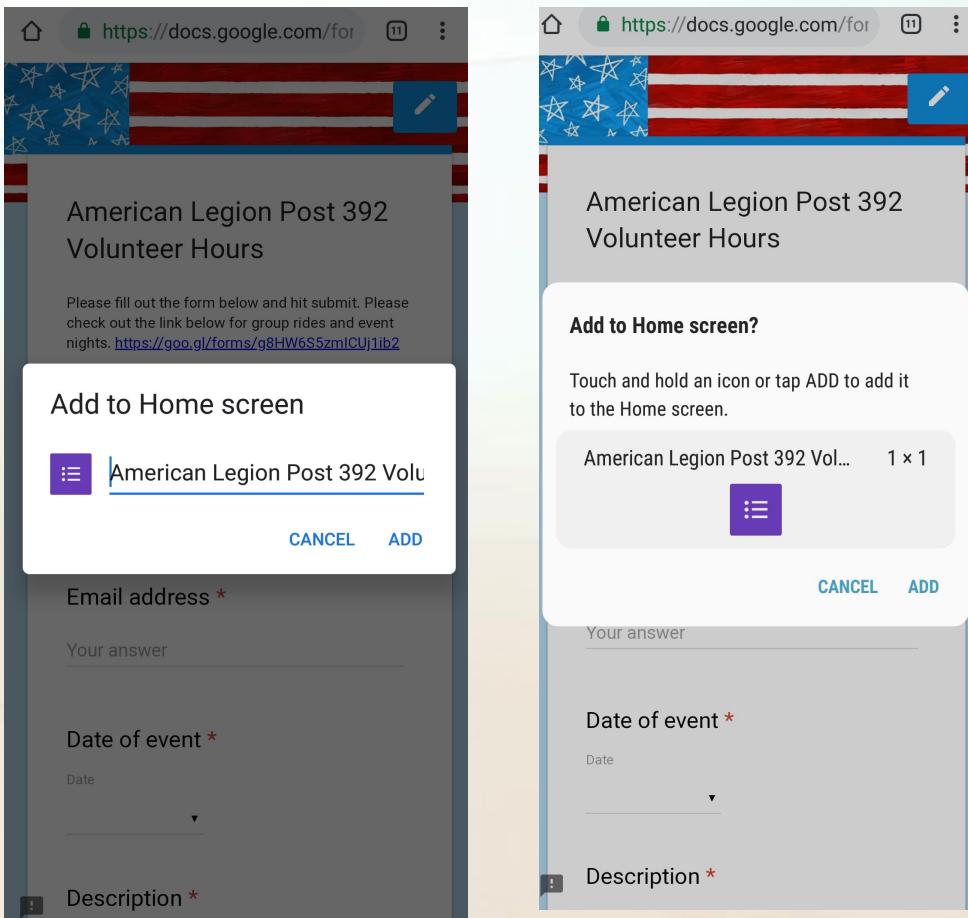


For Android:

- 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!!

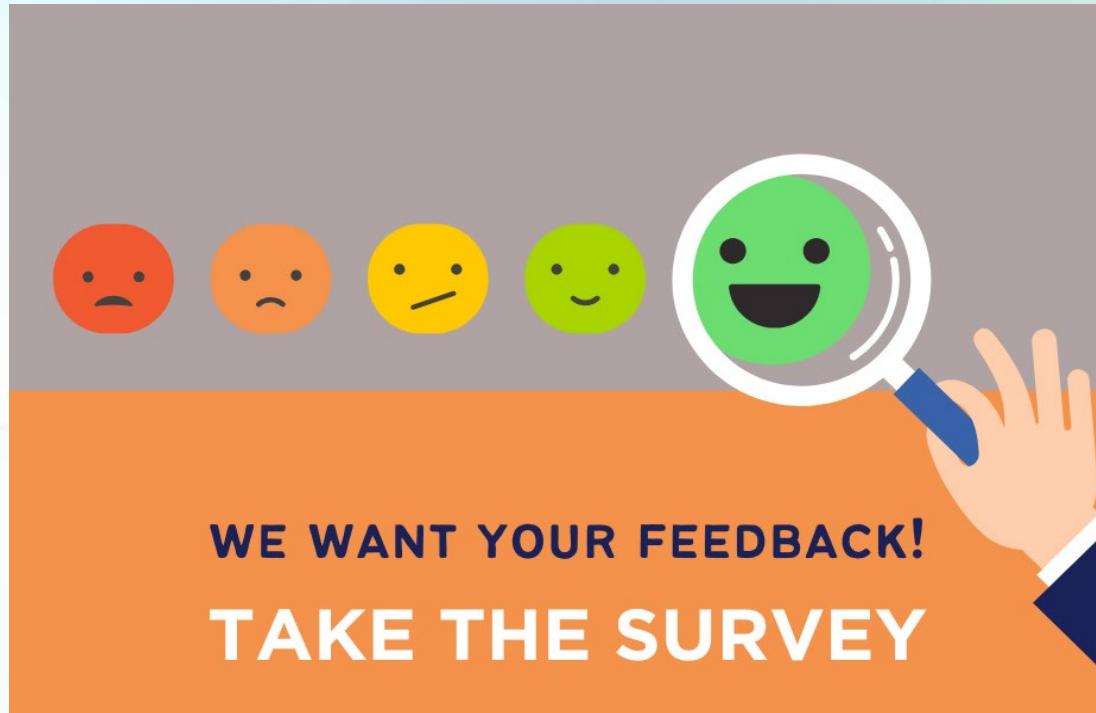


Feedback

- Don't forget to fill out the survey so we can make sure we are providing presentations based on what you want to learn.

Questions??

Contact info: susan.nist@gmail.com



<https://www.surveymonkey.com/r/DJTQ87L>



Classified - Confidential

