

# AMERICAN LEGION RIDERS

## CAPTURING MILES & HOURS

Sue Nist  
District 5 ALR Chair, Chapter 129

Classified - Confidential



# 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!!

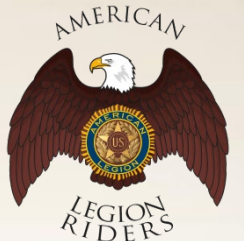
IF YOUR VOLUNTEER HOURS ARE REPORTED UNDER THE LEGION OR SAL, YOU ***MAY NOT*** REPORT THE HOURS UNDER THE RIDERS. YOU MAY REPORT THE MILEAGE.

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

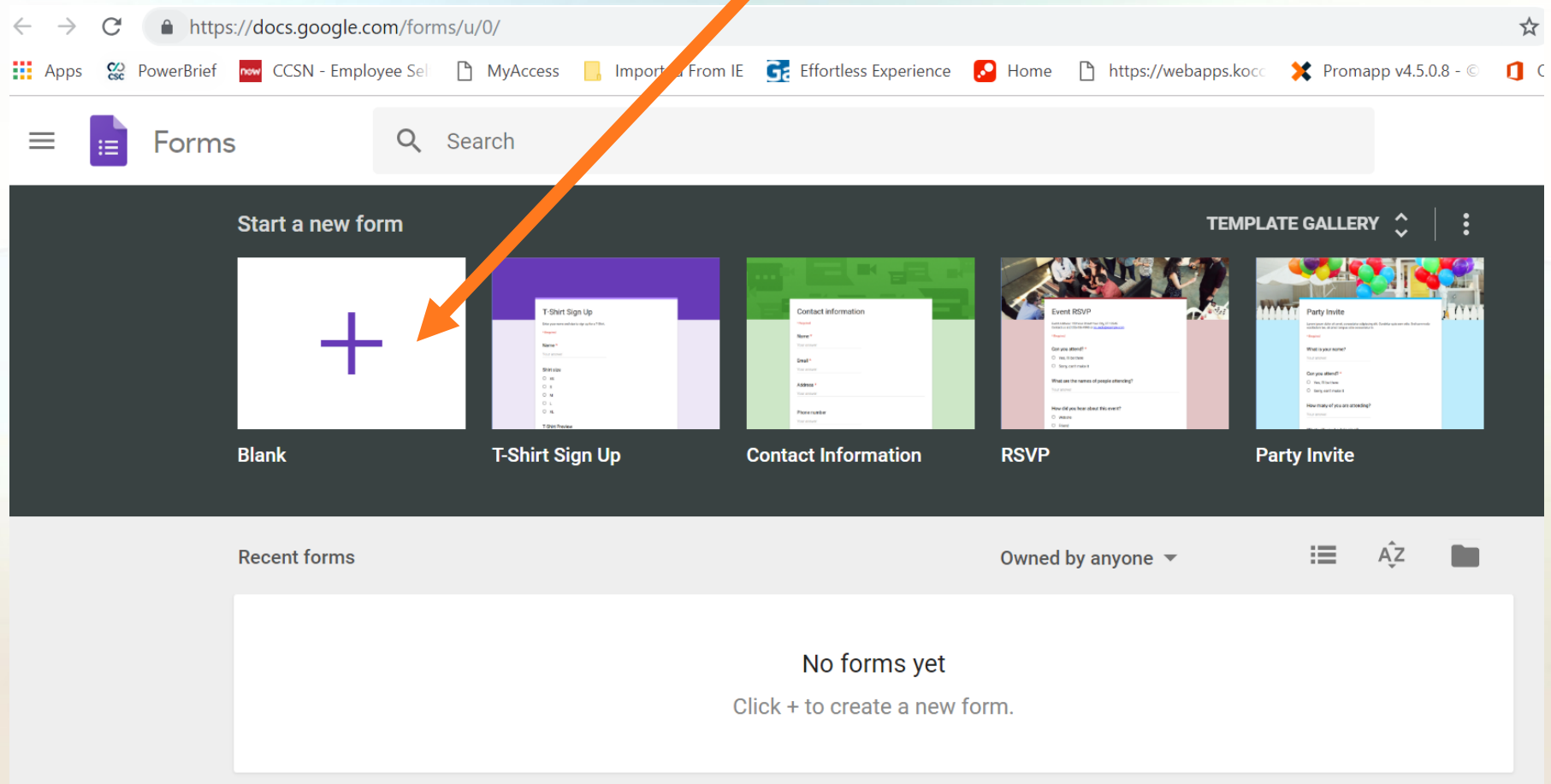


# HOW TO CREATE YOUR ONLINE TRACKING FORM, CREATE SPREADSHEET, AND ADD ICON TO CELLPHONE HOME SCREEN

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



# Create New Form – Select Start New Form



The screenshot shows the Google Forms interface in a web browser. The address bar displays <https://docs.google.com/forms/u/0/>. The top navigation bar includes links to various applications: Apps, PowerBrief, CCSN - Employee Sel, MyAccess, Import From IE, Effortless Experience, Home, and a link to <https://webapps.kocc>. Below the navigation bar, the 'Forms' section is visible with a search bar. The main content area is titled 'Start a new form' and features a 'TEMPLATE GALLERY' with five options: 'Blank' (a white square with a purple plus sign), 'T-Shirt Sign Up', 'Contact Information', 'RSVP', and 'Party Invite'. An orange arrow points from the title 'Create New Form – Select Start New Form' to the 'Blank' template. Below the template gallery, the 'Recent forms' section is shown, indicating 'No forms yet' and providing a prompt to 'Click + to create a new form.'





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

QUESTIONS

RESPONSES

Untitled form

Form description

Untitled Question

...

☒ Multiple choice

☐ Option 1

☐ Add option or [ADD "OTHER"](#)

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

...

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




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


   **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



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 \*

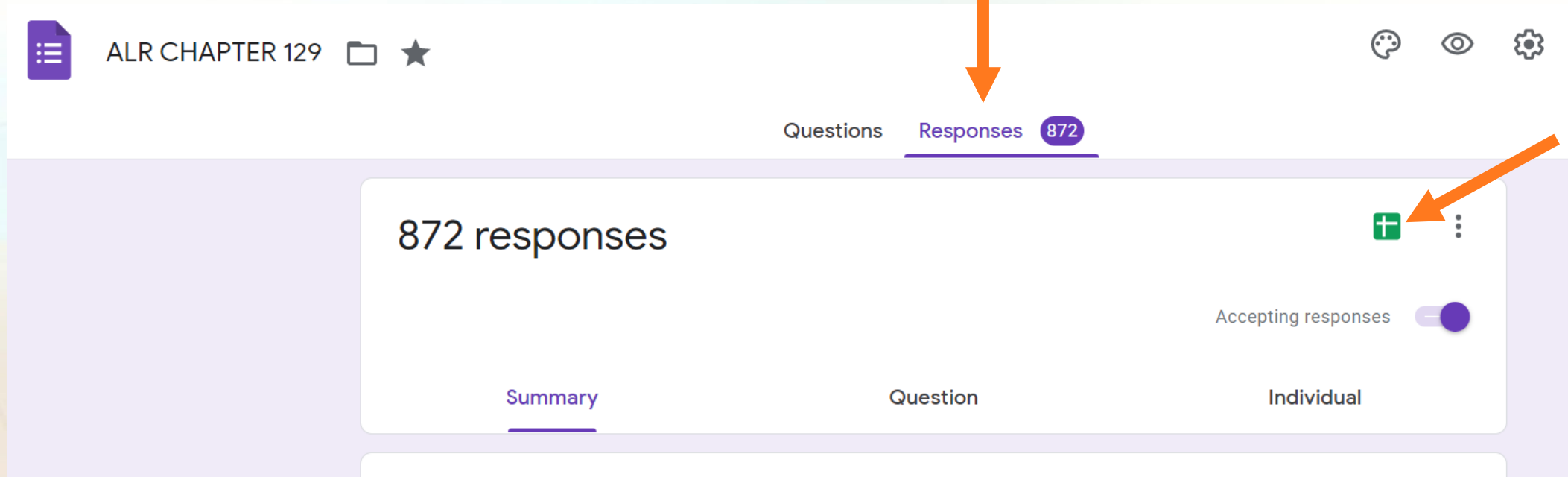
Your answer

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

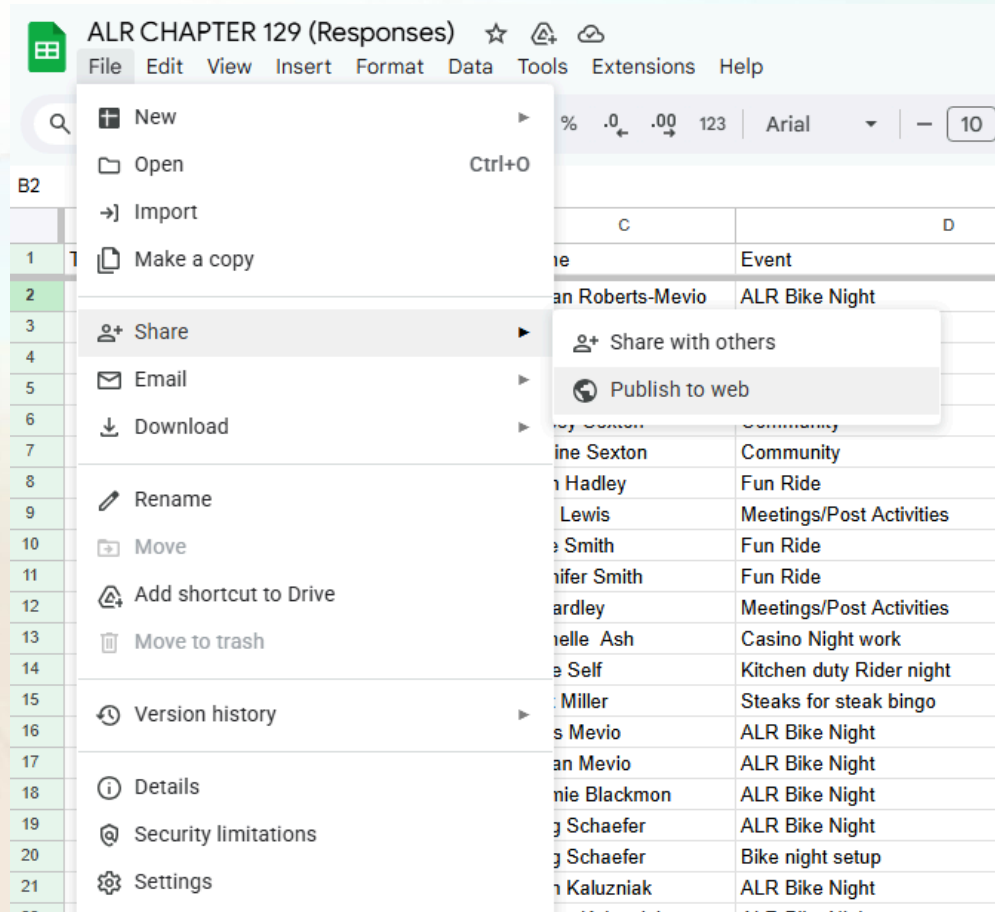
100% \$ % .0 .00 123 Arial 10 B I S A ↵

31	fx	Date			
	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





# 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

**Publish to the web**

This document is not published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

**Link** **Embed**

**Entire document** **Web page**

**Publish**

Published content & settings

**Entire document**

**Start publishing**

☒ Automatically republish when changes are made

**Close**

Untitled form All changes saved in Drive **Send**

**Questions** **Responses**

**Sample Form for Summit**

ALR Miles and Hours Tracking

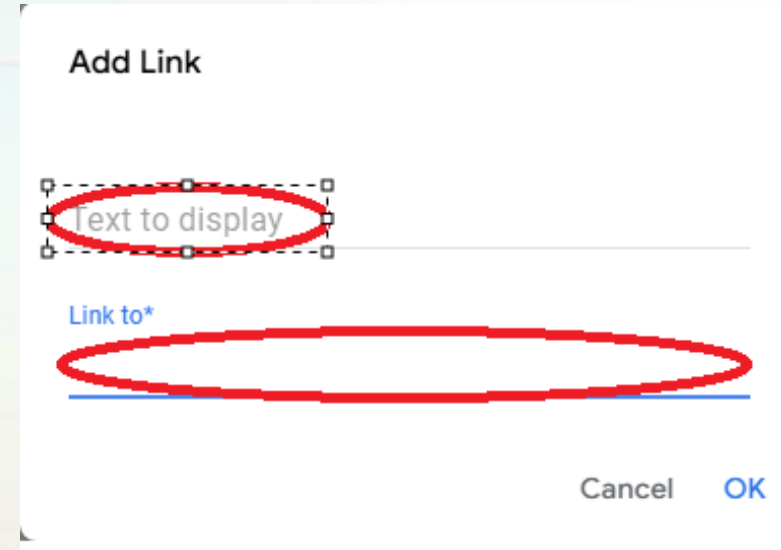
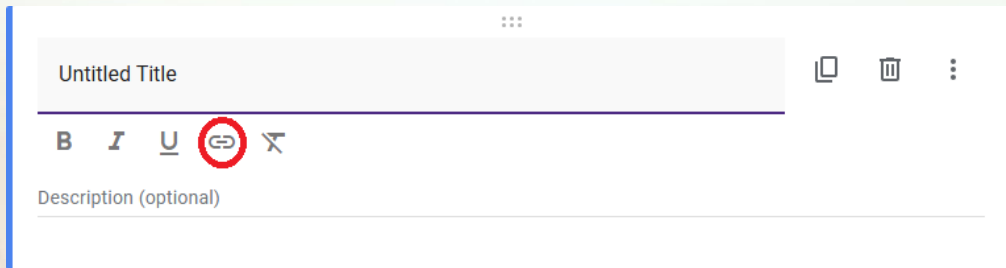
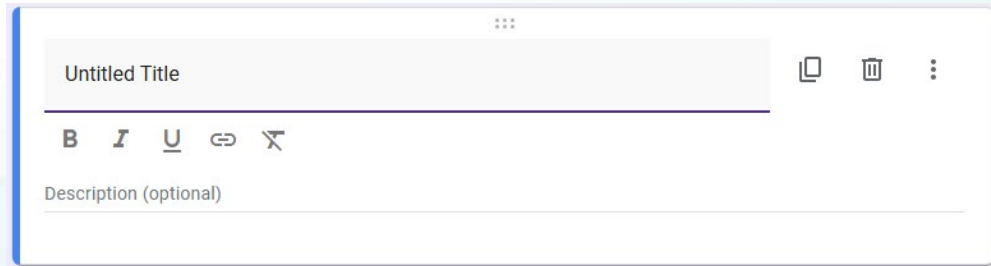
**Date:** \*

Month, day, year

**Name:** \*

Short answer text

# 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

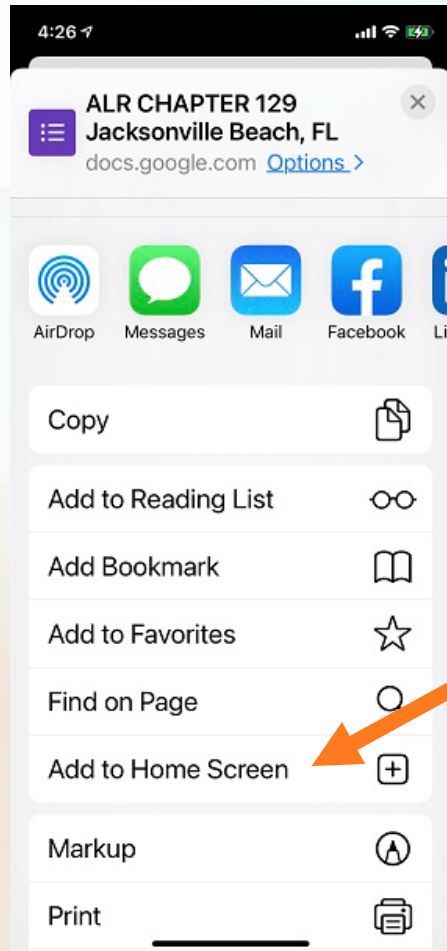
[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

[Check your miles here](#)



# Add Form to Cellphone Home Screen



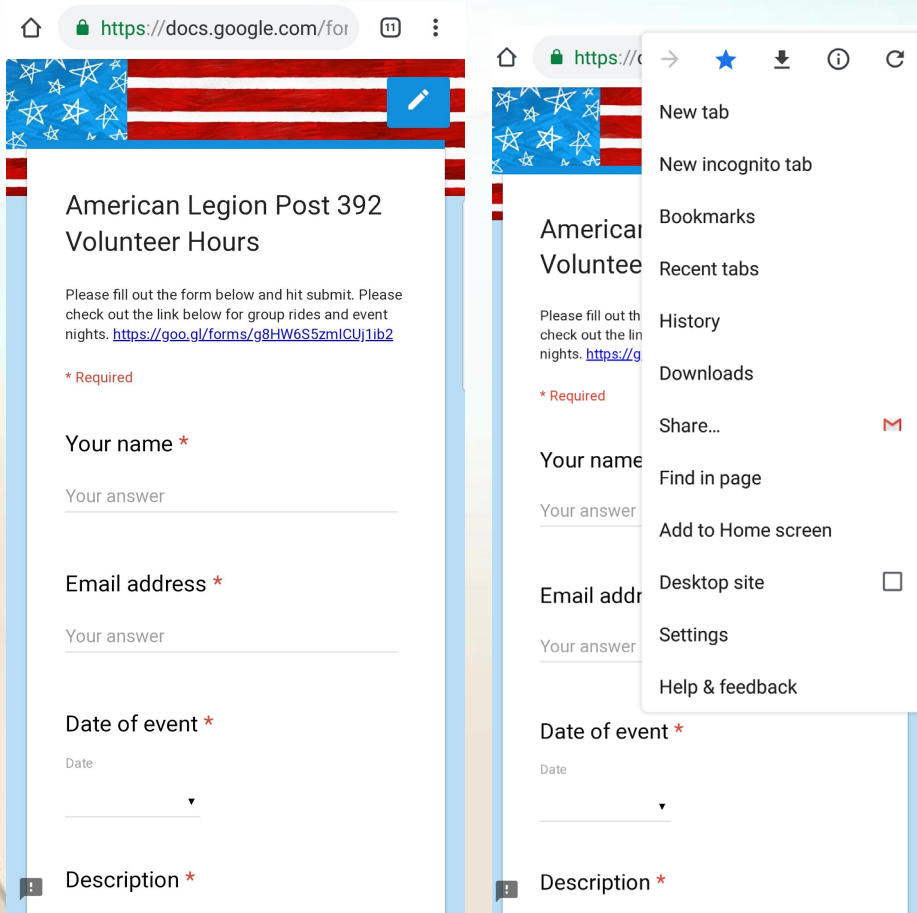
## For an iPhone:

- 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



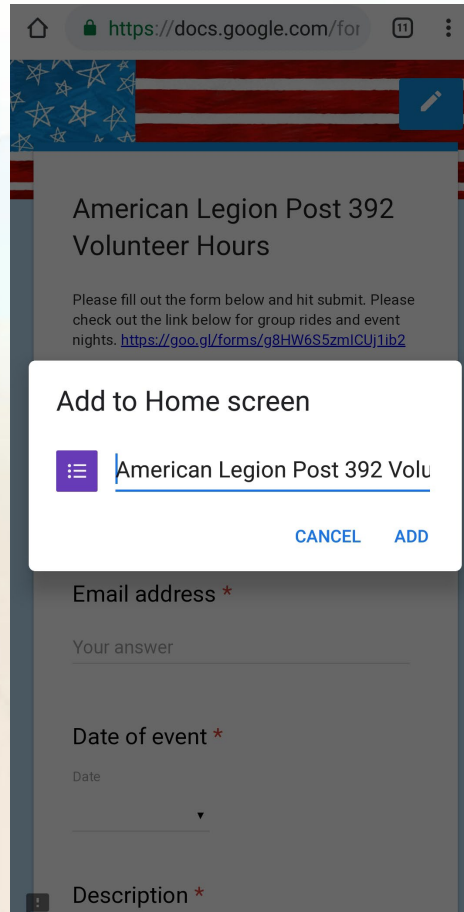
## For Android:

- 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




https://docs.google.com/for

American Legion Post 392 Volunteer Hours

Please fill out the form below and hit submit. Please check out the link below for group rides and event nights. <https://goo.gl/forms/g8HW6S5zmICUj1ib2>

Add to Home screen

 American Legion Post 392 Volu

CANCEL ADD

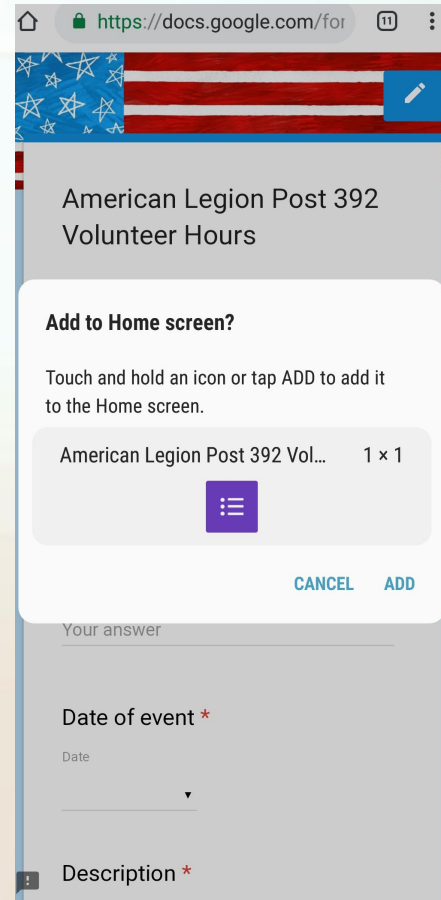
Email address \*

Your answer

Date of event \*

Date

Description \*




https://docs.google.com/for

American Legion Post 392 Volunteer Hours

Add to Home screen?

Touch and hold an icon or tap ADD to add it to the Home screen.

American Legion Post 392 Vol... 1 x 1



CANCEL ADD

Your answer

Date of event \*

Date

Description \*

- 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!!**



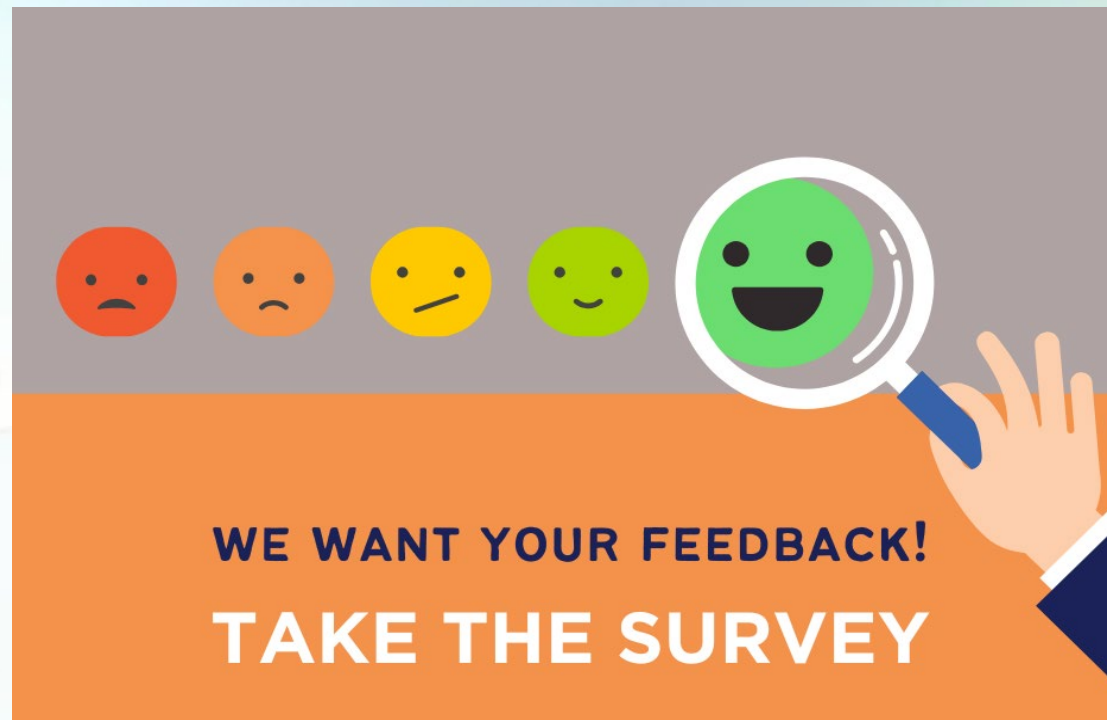


# Feedback

- 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](mailto:susan.nist@gmail.com)



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

