

# INSTRUCTIONS FOR COMPLETING 2016-2017 POST CHILDREN & YOUTH NARRATIVE REPORT

TO POST CHILDREN & YOUTH CHAIRMAN:

1. Before finalizing this form, please be sure that your section of the Post Consolidated Report form has also been completed and numbered annotated items match exactly.
2. Fill out this narrative report form completely.
3. Send the original narrative report form and any attached narrative sheets to the Department Children & Youth chairman in care of Department Headquarters **no later than May 19, 2017.**
4. This narrative report form is NOT to be attached to the Post Consolidated Report. It is intended for the use of the Department Children & Youth Committee in determining the Post Children & Youth awards and for substantiating to National Headquarters that our Department has attained **100 percent Children & Youth narrative reporting** for the 2016-2017 Legion year. The number in parenthesis, example: Health & Child Safety (101) is the same as the item number on the Consolidated Post Report. **ALL Posts should have something to report!**
5. In order to make your total report more effective, please make the following appropriate copies of this form:
  - (a) Original to Department Children & Youth Chairman
  - (b) Copy to your District Children & Youth Chairman
  - (c) Copy for your Post records

6. Please mail the Original to the following address:

The American Legion  
Department of Virginia  
ATTN: Children & Youth Chairman  
PO Box 11025  
Richmond, VA 23230-1025

7. If you have any questions please feel free to contact me via E-mail: [cashpoor@aol.com](mailto:cashpoor@aol.com)

A.B. Brown  
Chairman  
Children & Youth Committee  
Department of Virginia

FORM **MUST** BE AT DEPARTMENT HEADQUARTERS  
NO LATER THAN CLOSE OF BUSINESS

19 May 2017

**POST CHILDREN & YOUTH NARRATIVE REPORT**

**2016-2017**

(Please Print neatly or Type)

Post Name \_\_\_\_\_ No. \_\_\_\_\_ District No. \_\_\_\_\_

Department of Virginia Membership as of April 29, 2017 \_\_\_\_\_

City \_\_\_\_\_ Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

A. Did your Post file a Consolidated Report? Yes \_\_\_ No \_\_\_

B. Did your Post contribute to the American Legion Child Welfare Foundation?  
Yes \_\_\_ No \_\_\_ If Yes, amount contributed. \$ \_\_\_\_\_

C. Miscellaneous:

No. of C&Y Activities (Total all activities) (93) _____	Cash Aid Given to Benefit Children (94) _____	Value of Goods given to Children (95) _____
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No. of Children given Aid (cash or goods) (96) \_\_\_\_\_

D. Did your Post participate in any of the following National Children & Youth activities?

\_\_\_ Halloween Safety (98)      \_\_\_ Health & Child Safety (101)      \_\_\_ Family Support Network (99)

\_\_\_ April is Children &  
Youth Month (102)      \_\_\_ Operation Military  
Kids      \_\_\_ Special Olympics

\_\_\_ National Family Week (103)      \_\_\_ TFA Program (104)      \_\_\_ Children's Miracle Network

\_\_\_ Child Organ Transplant      \_\_\_ National Emergency Fund      \_\_\_ American Legion Endowment Fund

\_\_\_ Other Programs (Please Explain) \_\_\_\_\_

E. Estimate the number of volunteer service hours provided by the members of your Post for the Children & Youth in your community.

Number of Hours: \_\_\_\_\_ (97)

(Over)

f. Please estimate the amount of money your Post expended for the Children & Youth programs.

Administrative Expenses (Postage, printing, conferences, travel, etc.) (105) \$ \_\_\_\_\_

Parties, Dinners, Prizes and Gifts (106) \$ \_\_\_\_\_

All Other Expenses (107) \$ \_\_\_\_\_

g. Contributions:

Children's Organ Transplant Association \$ \_\_\_\_\_ Family Support Network (108) \$ \_\_\_\_\_

Temporary Financial Assistance (109) \$ \_\_\_\_\_ American Legion Endowment Fund (110)  
\$ \_\_\_\_\_

Children's Miracle Network Hospital (111) \$ \_\_\_\_\_ American Legion National Emergency Fund \$ \_\_\_\_\_

Special Olympics \$ \_\_\_\_\_ All other child service charities (112) \$ \_\_\_\_\_

h. Describe (either on this sheet or separate sheets) in some detail, specific Children & Youth activities promoted by your Post. **REMEMBER:** This section of the Narrative Report is important in determining various Department Children & Youth Awards.

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