INSTRUCTIONS FOR COMPLETING
2018-2019 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 24, 2019.

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 2018-2019 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: alfredsteward@aol.com

   Alfred R. Steward
   Chairman
   Children & Youth Committee
   Department of Virginia

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

17 May 2018
POST CHILDREN & YOUTH NARRATIVE REPORT
2018-2019
(Please Print neatly or Type)

Post Name_________________________________ No._____ District No._______

Department of Virginia Membership as of April 30, 2018 ____________

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     Cash Aid Given     Value of Goods
   (Total all activities) (93) _____ to Benefit Children (94) _____ given to Children (95) _____

   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
   ___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)
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) $__________

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) $_______

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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Use back of page if necessary or attach additional pages as needed.