**2018 – 2019 Leadership Report Form**

 **Please return this form to:**

**Betsey Lee Hodges,** **blh1480@hotmail.com** **102 Dogwood Drive, Washington, NC 27889 - 5410**

**End of the Year: Due April 30, 2019**

**NAME & NUMBER OF UNIT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DISTRICT NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DIVISION NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Underline each item your unit/officers possess to conduct a meeting:

 A. Gavel

 B. Unit Handbook

 C. Revised Constitution & Bylaws

 D. American flag

 E. POW/MIA chair cover/flag

 D. Order of Business outline that allows for a leadership learning element @ each meeting

2. Underline each item that describes how your unit uses mentoring:

 A. Renewing member to new member

 B. Senior member to Junior member

 C. “Expert member in a program” to the unit

 D. Experienced committee chairman/member to new committee chairman/member

 E. Other

3. Describe items in your “New Member/Welcome Kit”

4. Describe items in your Unit Retention Plan to retain all members

5. Record the number of members attending:

 A. Division Meeting \_\_\_\_\_ B. District Meeting \_\_\_\_\_

 C. Fall Conference \_\_\_\_\_ D. Mid - Winter Conference \_\_\_\_\_

 E. Mission Training \_\_\_\_\_ F. Anticipated @ Legion College \_\_\_\_\_

6. Record the number of members completing:

 A. Member Data Survey Form \_\_\_\_\_ B. ALA Academy Sessions \_\_\_\_\_

 C. Senior *ALA Basics Course* \_\_\_\_\_ D. Junior *ALA Basics Course*  \_\_\_\_\_

7. Number of members completing Member Tracking Worksheet [Impact Forms] \_\_\_\_\_

8. Title of the officer/member who received the Member Tracking Worksheets [Impact Reports] to gain totals to complete your Unit Tracking Worksheet and then forward to your District President a completed District/County Tracking Worksheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_