

AMERICAN LEGION AUXILIARY
DEPARTMENT OF WYOMING

COMPLETE AND RETURN THIS QUESTIONNAIRE BY MAY 30TH TO THE DEPARTMENT
OFFICE. IT WILL BE FORWARDED TO THE DEPARTMENT HISTORIAN

UNIT and TOWN _____ President _____

EFFICIENCY QUESTIONNAIRE		POINTS	UNIT POINTS
1	Was your Unit represented at Department Convention 2017?	5	
2	Was your Unit represented at Fall Workshop 2017?	10	
3	Was your Unit represented at Mid Winter 2018?	7	
4	Was your Unit represented at Spring Conference 2018?	8	
5	Did your Unit submit your 2018 Officers and Chairman to the Department by June 25, 2017?	6	
6	Were new applications and renewals processed promptly by the Unit and sent promptly to the Department?	7	
7	Does the Unit have membership remittance sheets for the past 5 yrs?	4	
8	Does your Unit have applications or transfer sheets for every member in your Unit on file?	4	
9	Are all Unit minutes read and approved at the following meeting?	4	
10	Are the Unit Financial Records current?	3	
11	Did the Unit have an annual audit - internal or external?	3	
12	Does your Unit have a budget and is it approved by the members?	7	
13	Does your Unit participate in Year 'Round Christmas or support the VA's other than cookies?	3	
14	Did your Unit provide cookies/ money during your assigned month?	3	
15	Does the Unit provide Unit Handbooks for your Officers?	3	
16	Were all meetings conducted in proper form?	3	
17	Did the Unit send concise monthly reports to the District President for publication?	5	
18	Did the Unit reach 85% of Dept. membership goal by April 1, 2018?	5	
19	Did your Unit submit MidYear Reports to ALL Department Chairmen by December 15, 2017?	5	
	Did your Unit submit Year End Reports to ALL Department Chairmen by April 15, 2018?	5	
TOTAL POINTS		100	

NOTE: 5% will be deducted for late questionnaires.