

**ATTACHMENT FOUR**

**COUNCIL ANNUAL REPORT**  
(as referenced from page 106)



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Note: Council Officer information is for the calendar year (CY) in which the report is submitted. Council activity and financial information is for the previous CY (i.e. 2003 Annual Report will list CY 2003 council officers and CY 2002 activities and financial data)

The Council President, Council Treasurer, Council Contact, and Council Membership Chair/VP all have access to council rosters via the Navy League's Online Community (OLC). Officer's may register with the OLC by accessing the following URL: <http://members.navyleague.org/login/login.asp> Assistance is also available by calling National Headquarters Member Services at (800) 356-5760 or sending an e-mail to: [service@navyleague.org](mailto:service@navyleague.org)

**Permanent Council Address/Communication Information**

Street or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Council Website URL: \_\_\_\_\_

President: \_\_\_\_\_ MBR #: \_\_\_\_\_

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Office \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Treasurer: \_\_\_\_\_ MBR #: \_\_\_\_\_

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Office \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Council Contact: \_\_\_\_\_ MBR #: \_\_\_\_\_

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Office \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

**COMMITTEE CHAIRPERSONS:**

Membership: \_\_\_\_\_ MBR #: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Retention: \_\_\_\_\_ MBR #: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Newsletter: \_\_\_\_\_ MBR #: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Youth Programs: \_\_\_\_\_ MBR #: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Military Affairs: \_\_\_\_\_ MBR #: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Legislative Affairs: \_\_\_\_\_ MBR #: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Public Affairs: \_\_\_\_\_ MBR #: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

**COUNCIL FINANCIAL INFORMATION**

Council's Tax Exempt Status:

1. How is your council legally organized?  
 Corporation                       Trust                       Association  
Other (list): \_\_\_\_\_
2. What is the status of your council's tax exemption?  
 Individual                       Group                       None  
Date of IRS tax determination letter (if individual exemption) \_\_\_\_\_
3. Employer 9 digit Employer Identification Number (EIN) \_\_\_\_\_
4. Does the council file a federal Form 990?    Yes                      No   
 Not required (Revenue < \$25,000 annually)
5. Has the council filed all necessary state tax and charitable registration forms?  
 Yes                       No
6. Date of Charter \_\_\_\_\_ Date of Last Financial Audit \_\_\_\_\_  
Date of Next Scheduled Audit \_\_\_\_\_
7. Total council assets (cash & investments) \$ \_\_\_\_\_
8. Total amount provided annually to Sea Cadet Units \$ \_\_\_\_\_
9. Total amount provided annually to JROTC or other youth groups \$ \_\_\_\_\_
10. Total amount in council scholarship funds \$    Given annually \$ \_\_\_\_\_
11. List council fund raising events and purpose.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: All members of the Group Tax Exemption Program must notify the Senior Director of Finance of any change in the PO Box or anything else that may affect their tax-exempt status. Councils are not automatically part of the Group Tax Exemption Program. Information on how to apply can be found in the Operations Manual.

**COUNCIL ANNUAL REPORT**

**PART II**

Note: Part II of the annual report is optional. However, the Council Awards Committee in selecting those councils for Outstanding and Meritorious Councils uses this part of the report. Guidance for filling out Part II can be found in Part 3 of the Operation Manual under Council Performance Awards. Please add additional pages or other documentation to demonstrate the council's fulfillment of the requirements for these awards. A separate scrapbook may also be submitted, but is not required.

**SUMMARY OF MAJOR COUNCIL ACTIVITIES**

A. Community Education Activities

1. Public Speaking engagements in schools, to civic groups, etc. List below:

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Does your council have a speaker's bureau?    \_\_\_Yes    \_\_\_No

2. Education Presentations (seminars, symposia, sea service presentations to public audience) or events. List below:

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3. Information/membership booths sponsored. List event, location, participants:

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4. Sea Power subscription(s) to schools, libraries, ROTC, JROTC units. List below:

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5. Joint meetings with other organizations (VFW, AM LEGION, etc.) List event, organization and date:

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B. Youth Activities. List the youth groups and activities supported by your council (Sea Cadets, JROTCs, Sea Service Academies, NROTC other community youth programs).

Activity	Host Organization	Location	Youth Groups Involved

C. Council Activities:

1. Number of director's meetings: \_\_\_\_\_ General membership meetings: \_\_\_\_\_

2. Sea Service Events – list below:

Date	Service	Supported Command	Activity

3. Sea Services Family Support (Include specific activities that support active-duty families and the Highline/TAP program):

Date	Activity

4. Community Affiliate Program. Does your council recruit community affiliate members?

Yes      No      Would you like information on how to recruit them?      Yes

D. Public Affairs activities:

1. Number newsletters published: Print      Email      Website      \_\_\_\_\_

2. List Media Contacts:


3. Media events (feature stories, letters to the editor, TV interviews/programs, public service announcements) Continue on back if necessary.


E. Legislative Education Support (check all that apply):

Sent letters to Congress on NLUS issues

How many letters? \_\_\_\_\_

What issue(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Participated in Congressional Maritime Week  
Met with following individual(s)

\_\_\_\_\_  
\_\_\_\_\_

Invited member of congress to speak at council event

Names: \_\_\_\_\_  
\_\_\_\_\_

Congressman is member of Navy/Marine Corps Caucus

Congressman is member of Coast Guard Caucus

Gave recognition to Congressman or Senator

Participated in State Fly-in

Distribute Monthly Legislative Update to council members. Posted on website

Supported Sea Services in State Legislative initiatives (list issues)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Other legislative initiatives (describe)

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**Additional Council Information**

1. Newsletter Name: \_\_\_\_\_

Published \_\_\_\_\_ times per year.

2. Ships/Units/Squadrons/Youth Groups (Sea Cadet, ROTC, etc.) Adopted or Dropped this Year:

<b>Adopted</b>	<b>Dropped</b>

3. Does your council publish an Annual Plan?      Yes      No

Does it include goals?      Yes      No

If yes, please attach goal list and describe attainment.

4. Has your council shared “Best Practices” through the Council Alert program? If yes, please describe.

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