

Navy League of the United States
COUNCIL ANNUAL REPORT
(Revised 11/11)

DUE MARCH 1

Why must Councils report on Council programs, activities, and finances?

- Our national leaders frequently make public appearances and members of the media and Congress often request this information;
- Financial information is required to accurately portray our tax-exempt status;
- The accuracy of your responses will ensure we maintain a high standard of public service and will encourage public support of our
- Media releases are sent from National Headquarters and must tell the correct Navy League story about what members are doing in their communities;
- Submission of an Annual Report is one of the requirements for a Council to receive quarterly rebates;
- Council Awards are based in part on a timely submission and content;
 - It is acceptable to add additional pages or other documentation to demonstrate the Council's fulfillment of the requirements for awards.
 - A separate scrapbook may also be submitted by March 31st, but is not required.
- Only your Council's President, Treasurer, Contact, Membership, Retention, and Recruiting Chairs will have access to Council's rosters and reports via the Online Community (OLC).

When you have completed the report, you may submit it electronically by Email or print copy by mail service. Reports that are mailed are considered filed on the postmark date:

If submitting a Print Edition

Print three (3) copies and mail one each to:

- 1) Navy League of the United States
Member Services Department
2300 Wilson Blvd, Suite 200
Arlington, VA 22201-5424
- 2) Region President
- 3) Area President

If submitting by Email

Email one copy each to:

- 1) service@navyleague.org
- 2) Region President
- 3) Area President

We recommend you keep a copy for your records.

Notice

Failure of a Council President to submit this report will result in forfeiture of Council dues rebates. For those Councils that participate in the group exemption, delayed submission may also endanger the Council's Section 501(c) (3) federal income tax exemption, coverage under the Group Insurance policy, and exemption from any state sales/use taxes. This report is submitted in accordance with the National Bylaws of the Navy League of the United States, the National Policies adopted by the National Board of Directors and in satisfaction of the Council's obligation of compliance therewith.

Important

Council activity and financial information is for the previous calendar year. **Council officer information is for the current calendar year** (i.e. Your 2011 Annual Report will list 2011 activities and financial data and your 2012 Council officers).



**Navy League of the United States
COUNCIL ANNUAL REPORT FOR 2011**
(Revised 11/11)



DUE MARCH 1, 2012

Council Name _____
Form Completed by _____ Date / /
[MM / DD / YYYY]

PERMANENT COUNCIL ADDRESS AND COMMUNICATION INFORMATION

Council Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Phone _____ Fax _____
Council Email _____
Council Website URL _____
Blog address _____
Facebook address _____
Twitter address _____
Other (Flickr/Tumblr/Youtube) _____

All Navy League officers must have a current address, phone number and email address on file. Please submit all address updates and changes to service@navyleague.org

REPORTING OFFICERS

2011 President _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

2011 Treasurer _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

2012 INCOMING OFFICERS and COMMITTEE CHAIRS (Please do not change officer titles. Additional officers do not need to be reported. Only officers with an asterisk (*) have access to the Online Community.)

Month Council Officer Elections held _____ Date New Officers Take Office / /
[MM / DD / YYYY]

President* _____ Member # _____
 Street/PO Box _____
 City _____ State _____ Country _____ Zip _____
 Home Phone _____ Mobile _____
 Bus. Phone _____ Fax _____
 Email _____

Vice-President _____ Member # _____
 Street/PO Box _____
 City _____ State _____ Country _____ Zip _____
 Home Phone _____ Mobile _____
 Bus. Phone _____ Fax _____
 Email _____

Treasurer* _____ Member # _____
 Street/PO Box _____
 City _____ State _____ Country _____ Zip _____
 Home Phone _____ Mobile _____
 Bus. Phone _____ Fax _____
 Email _____

Council Contact* _____ Member # _____
 Street/PO Box _____
 City _____ State _____ Country _____ Zip _____
 Home Phone _____ Mobile _____
 Bus. Phone _____ Fax _____
 Email _____

Membership* _____ Member # _____
 Street/PO Box _____
 City _____ State _____ Country _____ Zip _____
 Home Phone _____ Mobile _____
 Bus. Phone _____ Fax _____
 Email _____

Retention* _____ Member # _____
 Street/PO Box _____
 City _____ State _____ Country _____ Zip _____
 Home Phone _____ Mobile _____
 Bus. Phone _____ Fax _____
 Email _____

Recruiting* _____ Member # _____
 Street/PO Box _____
 City _____ State _____ Country _____ Zip _____
 Home Phone _____ Mobile _____
 Bus. Phone _____ Fax _____

Email _____
Youth Programs _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

Military Affairs _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

Legislative Affairs _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

Public Affairs _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

Newsletter Editor _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

Website Contact _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

Social Media Contact _____ Member # _____
Street/PO Box _____
City _____ State _____ Country _____ Zip _____
Home Phone _____ Mobile _____
Bus. Phone _____ Fax _____
Email _____

SUMMARY OF MAJOR COUNCIL ACTIVITIES FOR THE PAST YEAR

This section is a snapshot of your Council's activities last year. If you need more space, please continue and attach the information on separate sheets. Please notate the Section heading (i.e. "Sea Services-Related Events/Support) and related information on the attachment for which additional information is being provided.

Council Operations

16. Did your Council hold Directors meetings? Yes No If Yes: How many? _____
17. Did your Council hold General Membership meetings? Yes No If Yes: How many? _____
18. How many members did your council have on January 1st? _____ How many? _____
19. How many members did your council have on December 31st? _____ How many? _____
20. What was your Council's Retention percentage for this year? _____ %
21. Did your Council actively recruit Community Affiliate members? Yes No If Yes: How many? _____

Council Fundraising Events

22. List all council fund raising events and purpose:

Event Name:	Date
_____	[MM / DD / YYYY] _____/_____/_____
Activity: _____	
Event Name: _____	Date ____/____/____
Activity: _____	
Event Name: _____	Date ____/____/____
Activity: _____	
Event Name: _____	Date ____/____/____
Activity: _____	
Event Name: _____	Date ____/____/____
Activity: _____	
Event Name: _____	Date ____/____/____
Activity: _____	
Event Name: _____	Date ____/____/____
Activity: _____	
Event Name: _____	Date ____/____/____
Activity: _____	

Youth Support (i.e. Youth Medals, Awards and Scholarships)

23. List the awards, medals and scholarships given by your Council to youth groups (Sea Cadets, NROTC, JROTC, Sea Service Academies, or to other community youth programs):

Award _____	Date <u> </u> / <u> </u> / <u> </u> <small>[MM / DD / YYYY]</small>
Award _____	Date <u> </u> / <u> </u> / <u> </u>
Award _____	Date <u> </u> / <u> </u> / <u> </u>
Award _____	Date <u> </u> / <u> </u> / <u> </u>
Award _____	Date <u> </u> / <u> </u> / <u> </u>
Award _____	Date <u> </u> / <u> </u> / <u> </u>

Youth Programs

24. List the youth groups and activities supported by your Council (Sea Cadets, NROTC, JROTC, Sea Service Academies, or other community youth programs):

Group Name _____	_____	Date <u> </u> / <u> </u> / <u> </u> <small>[MM / DD / YYYY]</small>
Activity _____	_____	Date <u> </u> / <u> </u> / <u> </u>
Group Name _____	_____	Date <u> </u> / <u> </u> / <u> </u>
Activity _____	_____	Date <u> </u> / <u> </u> / <u> </u>
Group Name _____	_____	Date <u> </u> / <u> </u> / <u> </u>
Activity _____	_____	Date <u> </u> / <u> </u> / <u> </u>
Group Name _____	_____	Date <u> </u> / <u> </u> / <u> </u>
Activity _____	_____	Date <u> </u> / <u> </u> / <u> </u>
Group Name _____	_____	Date <u> </u> / <u> </u> / <u> </u>
Activity _____	_____	Date <u> </u> / <u> </u> / <u> </u>

25. Did your Council provide SEAPOWERS subscriptions to schools, libraries, NROTC or JROTC units?
Yes No If Yes: How many? _____

26. Other? (List any other youth programs below) Yes No If Yes: How many? _____

27. List all schools, libraries, ROTC, JROTC units to whom your Council provides SEAPOWERS subscriptions and any other Youth Programs you support:

Group Name _____
Group Name _____
Group Name _____
Group Name _____
Group Name _____
Group Name _____

Sea Services-Related Support

28. Did your Council provide support to local military families? Yes No

29. Did your Council participate in the Highline/TAP program? Yes No

30. If **Yes**: List your Council's Sea Services Family Support (include specific activities that supported active-duty families and the Highline/TAP program):

Event Name _____ Date / /

Support Type _____ [MM / DD / YYYY]

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Event Name _____ Date / /

Support Type _____

Family Support Highline/TAP

Sea Service-Related Awards (i.e. Sailor or Spouse Awards and Scholarships – *not youth groups*)

31. List your Council's Sea Services Awards or scholarships to service and/or family members:

Award _____	Date <u> / / </u> <small>[MM / DD / YYYY]</small>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>
Award _____	Date <u> / / </u>

Sea Services-Related Events (i.e. Homecoming, Air show, Fleet Week, Birthday Ball, etc.)

32. Did your Council hold Sea Services-related events (not awards)? Yes No If Yes: How many? _____

List all your Council's Sea Service events below:

Event Name _____ Support Type _____	Date <u> / / </u> <small>[MM / DD / YYYY]</small>
Event Name _____ Support Type _____	Date <u> / / </u>
Event Name _____ Support Type _____	Date <u> / / </u>
Event Name _____ Support Type _____	Date <u> / / </u>
Event Name _____ Support Type _____	Date <u> / / </u>
Event Name _____ Support Type _____	Date <u> / / </u>
Event Name _____ Support Type _____	Date <u> / / </u>
Event Name _____ Support Type _____	Date <u> / / </u>

Event Name _____ Date / /
 Support Type _____

Event Name _____ Date / /
 Support Type _____

33. Was your Council involved in the commissioning or decommissioning of a ship/command/unit this year?
 Yes No If Yes: How many? _____

34. List all ships/command/units commissioning or decommissioning events:

Ship/Unit/Command Name _____
 Event/Support Type: _____
 Commissioned Decommissioned Date / /
[MM / DD / YYYY]

Ship/Unit/Command Name _____
 Event/Support Type: _____
 Commissioned Decommissioned Date / /
[MM / DD / YYYY]

35. Did your Council adopt a ship/command/unit this year? Yes No If Yes: How many? _____

36. Did your Council continue to support a ship/command/unit this year? Yes No If Yes: How many? _____

37. List all ships/command/units adopted or supported last year:

Ship/Unit/Command Name _____
 Event/Support Type _____
 Supported Adopted Date / /
[MM / DD / YYYY]

Ship/Unit/Command Name _____
 Event/Support Type _____
 Supported Adopted Date / /

Ship/Unit/Command Name _____
 Event/Support Type _____
 Supported Adopted Date / /

Ship/Unit/Command Name: _____
 Event/Support Type: _____
 Supported Adopted Date / /

Ship/Unit/Command Name: _____
 Event/Support Type: _____
 Supported Adopted Date / /

Ship/Unit/Command Name: _____
 Event/Support Type: _____
 Supported Adopted Date / /

Ship/Unit/Command Name: _____
 Event/Support Type: _____
 Supported Adopted Date / /

Ship/Unit/Command Name _____
 Event/Support Type: _____
 Supported Adopted Date / /

Ship/Unit/Command Name _____
Event/Support Type: _____
Supported Adopted Date / /

Ship/Unit/Command Name _____
Event/Support Type: _____
Supported Adopted Date / /

Ship/Unit/Command Name _____
Event/Support Type: _____
Supported Adopted Date / /

Ship/Unit/Command Name _____
Event/Support Type: _____
Supported Adopted Date / /

Public Education Activities

38. Did your Council hold joint meetings with local civic groups or veteran organizations? (i.e. Rotary, VFW, American Legion, etc.):
Yes No If Yes: How many? _____

39. List all joint meetings with other civic groups or veteran service organizations

Event Name _____
Organization _____ Date / /
[MM / DD / YYYY]

Event Name _____
Organization _____ Date / /

Event Name _____
Organization _____ Date / /

Event Name _____
Organization _____ Date / /

Event Name _____
Organization _____ Date / /

Event Name _____
Organization _____ Date / /

40. Did your Council make presentations to local schools? Yes No If Yes: How many? _____

41. List public speaking engagements in schools:

Event Name _____
School Name _____ Date / /
[MM / DD / YYYY]

Event Name _____
School Name _____ Date / /

Event Name _____
School Name _____ Date / /

42. Did your Council conduct Seapower seminars/symposia?
a. With industry partners? Yes No If Yes: How many? _____

- b. With other civic organizations? Yes No If Yes: How many? _____
 c. At a local college or university? Yes No If Yes: How many? _____

43. List *SEAPOWER* seminar/symposia:

Event Name _____ Date / /
[MM / DD / YYYY]
 Event Name _____ Date / /
 Event Name _____ Date / /

44. Did your Council submit editorials in local publications? Yes No If Yes: How many? _____

45. Did your Council display a Navy League information and membership booth? Yes No If Yes: How many? _____

46. Did your Council publish a Newsletter? Yes No If Yes: How many? _____

In what format is the Newsletter published? Electronic Print Both
 Newsletter Name: _____

47. Does your Council use electronic social media communications? Yes No

If Yes, provide:

Web address _____
 Blog address _____
 Facebook address _____
 Twitter address _____
 Other (Flickr, Tumblr, Youtube) _____

48. Did your Council have an active Speaker's Bureau? Yes No

49. Did your Council have any other Public Education activities? Yes No If Yes: How many? _____

50. List membership booth events and any other Public Education activities:

Event Name _____
 Activity _____ Date / /
[MM / DD / YYYY]
 Event Name _____
 Activity _____ Date / /
 Event Name _____
 Activity _____ Date / /
 Event Name _____
 Activity _____ Date / /
 Event Name _____
 Activity _____ Date / /

Advocacy and Legislative Outreach

51. Did your Council participate in the legislative grass roots program? Yes No If Yes: How many? _____

52. Did your Council give a presentation to Members of Congress or their staffers? Yes No If Yes: How many? _____

53. Did your Council send letters to Congress on Navy league issues? Yes No If Yes: How many? _____

54. Did your Council invite a Representative to speak at Council event? Yes No If Yes: How many? _____
55. Did your Council give recognition to a Member of Congress? Yes No If Yes: How many? _____
56. Did your Council distribute Legislative Updates to Council members? Yes No If Yes: How many? _____
57. Other activities (advocacy or Legislative Outreach, e.g. CSOP presentations):
 Yes No If Yes: How many? _____

List all Congressional and any other Advocacy and Legislative Outreach activities:

Event Name _____
 Activity _____ Date / /
[MM / DD / YYYY]

Event Name _____
 Activity _____ Date / /

Event Name _____
 Activity _____ Date / /

Event Name _____
 Activity _____ Date / /

Event Name _____
 Activity _____ Date / /

58. Did your Council support State/Local legislative Sea Services Initiatives (encroachment, land use)?
 Yes No If Yes: How many? _____

Event Name _____
 Activity _____ Date / /
[MM / DD / YYYY]

Event Name _____
 Activity _____ Date / /

Event Name _____
 Activity _____ Date / /

Event Name _____
 Activity _____ Date / /

NEED ADDITIONAL SPACE?

Please elaborate on any numbered "Yes" answers provided. If you need more space, please continue and attach the information on separate sheets. It is required that you notate the Section heading (i.e. "Sea Services Related Events/Support) and related information on the attachment for which additional information is being provided.

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