**Royal Canadian Legion Branch Survey**

Information required for fiscal year XXX

**DEADLINE: XXX**

Information provided will help Branches and Provincial Command put the PR spotlight on work completed throughout the year

Branch name & number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zone: \_\_\_\_\_\_\_

**1. Branch staff: paid and volunteer during fiscal year** *(best estimate where applicable)*

a) Number of full-time employees \_\_\_\_\_\_\_\_

b) Number of part-time/casual employees \_\_\_\_\_\_\_\_

c) Number of employees on commission \_\_\_\_\_\_\_\_

d) Number of regular volunteer staff \_\_\_\_\_\_\_\_

e) Number of branch service officers \_\_\_\_\_\_\_\_

**2. Contributions made by branch volunteers during fiscal year**

a) Estimated number of hours contributed by all volunteers \_\_\_\_\_\_\_\_

b) Estimated number of volunteer hours dedicated to fundraising for the branch \_\_\_\_\_\_\_\_

c) Estimated number of volunteer hours dedicated specifically to:

 Veterans’ programs/activities \_\_\_\_\_\_\_\_

 Seniors’ programs/activities \_\_\_\_\_\_\_\_

 Youth programs/activities \_\_\_\_\_\_\_\_

 Charitable causes/organizations \_\_\_\_\_\_\_\_

 Branch management (including executive) \_\_\_\_\_\_\_\_

 Formal commemorations (e.g. Remembrance) \_\_\_\_\_\_\_\_

 Booking outside groups \_\_\_\_\_\_\_\_

**3. Branch programs/activities during fiscal year**

 a) Cost of Branch’s specific programs/activities for:

 Veterans $\_\_\_\_\_\_\_\_

 Seniors $\_\_\_\_\_\_\_\_

 Youth $\_\_\_\_\_\_\_\_

b) Branch financial support for military cadet corps YES NO

 Air $\_\_\_\_\_\_\_\_Army $\_\_\_\_\_\_\_Sea $\_\_\_\_\_\_\_ Total: $\_\_\_\_\_\_\_\_

c) Financial support for scouts/guides:

 Boy Scouts $\_\_\_\_\_\_\_Girl Guides $\_\_\_\_\_\_\_ Total: $\_\_\_\_\_\_\_\_

**4. Poppy Fund proceeds and disbursements during fiscal year**

a) Total amount raised during 2017 Poppy Campaign $\_\_\_\_\_\_\_\_

b) Total amount disbursed by May 31, 2017 from Poppy Trust Fund $\_\_\_\_\_\_\_\_

c) Underline specific contributions made through the Poppy Trust Fund:

 Veterans’ comforts Medical equipment Medical research

 Local Veterans in need Housing projects Service dogs for Veterans

 Other (list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Financial and other support for the community during fiscal year**

a) Total amount donated to the community $\_\_\_\_\_\_\_\_\_

b) Amount donated to community organizations through:

 Branch general funds $\_\_\_\_\_\_\_\_

 Branch lottery funds $\_\_\_\_\_\_\_\_

 Proceeds from Branch fundraisers for charities $\_\_\_\_\_\_\_\_

c) Underline your top three community recipients of non-Poppy fund donations:

 Food bank(s) Hospitals Youth

 Literacy Local emergency Education/schools

 Service club(s) Other (list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Branch facilities offered free of charge \_\_\_\_\_\_ (number) times to community groups

***In point form*** *(use more space as needed):* share your branch’s key achievements during this fiscal year, including those that received media or community attention. Share key positive and negative feedback from Branch members about Branch activities and operations.

Questionnaire completed by:

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

*Office/Position held Print name Signature*

*Branch email*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Phone number*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed document by XXX by email, fax or traditional mail to:

Name: (Branch President or Zone Commander)

Email:

Fax:

Postal address: