

HOW TO UTILIZE A MEMBER DATA SURVEY FORM

Committee: Leadership

Contact Information for Questions: Leadership@ALAforVeterans.org

Utilize member strengths (ALA Centennial Strategic Plan, Goal 3D)

Not all members profess to be leaders but each member of your unit brings with her talents and strengths that will enhance the unit. While meetings allow us to become acquainted with members, not all members are able or willing to attend. You still would like their help when needed. Far too often we don't really know each member's training, likes or what she is able to offer the unit.

What is the purpose of a member data survey?

This form, when completed by each unit member, will give the unit a snapshot of the strengths each member possesses. Have each member of your unit complete a form. Decide who in the unit will be responsible for maintaining member records. Then, use these forms when you need help in the unit. For example, need a yearly audit of your "books?" The survey has identified someone in your unit who is a professional accountant. She doesn't come to meetings, but she may be willing to help the unit by auditing the books.

Ideas:

- Make copies of the data survey form and have each member in your unit complete and return it to the unit president. (The Data Survey Form is in the Leadership Program Action Plan how to sheets.)
- Have a designated person or committee members contact unit members who do not attend meetings to explain and complete the form remotely.
- The unit president compiles survey information and establishes her own references.
- The unit selects a person responsible for maintaining member survey records.
- The department provides a copy of the survey on their website for units to download, and includes a copy in their department's Programs Action Plan.
- Departments should award department certificates to units that have 100% of the membership complete the survey

**American Legion Auxiliary
Member Data Survey**

Name

Phone Number – Home

Address

Phone Number – Work

City/State/Zip

Phone Number – Cell

Briefly tell us about yourself and your family

What interest or hobbies do you have?

In order to help our unit and community grow and to honor our military and veterans would you be interested in any of the following:

- _____ People
- _____ Participating in Education Activities
- _____ Working with Youth
- _____ Scholarships
- _____ Community Awareness/Activities
- _____ Helping with Unit Activities
- _____ Fundraising
- _____ Assisting Auxiliary Members in Need (Auxiliary Emergency Fund)
- _____ Working projects that benefit our military and veterans
- _____ If you are physically unable, would you be able to assist in your home with projects
- _____ Or helping with a phone tree, when the need arises
- _____ Do you have experience in a leadership role?

Please explain:

Thank you for continuing to honor our veterans, military and their families.