ATTACHMENT FOUR

COUNCIL ANNUAL REPORT
(as referenced from page 106)

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Navy League of the United States

COUNCIL ANNUAL REPORT
(Revised 1/03)
PART I

DUE MARCH 1

Why does Navy League ask for council information on programs and finances? Our national leaders frequently make public appearances and members of the press and Congress often request this information. Press releases are sent from National and must tell the correct Navy League story. Council Awards are also based on this input, and submission of an Annual Report is required for councils to receive quarterly rebates. Financial information is necessary to aggregate the financial support all of our councils give the Sea Services and further 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 efforts.

Mail original copy to:	Copies should also be mailed to your:
Member Services Department 2300 Wilson Blvd.,Ste.200 Arlington, VA 22201-3308	Area President Region President

Council Name: _____

Month of Elections: _____ Month New Officers Take Office: _____

Form Completed by: _____ Date: _____

Note: Failure of a Council President to submit this report will result in withholding of council dues rebates and, for those councils that participate in the group exemption, may endanger the council's Section 501(c) (3) federal income tax exemption 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.

Please do not delay submitting the report because some information is unavailable. Submit the report and then follow up when the information is available.

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

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:

_____

_____

_____

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:

_____

_____

_____

_____

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

_____

_____

_____

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

_____

_____

_____

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

_____

_____

_____

_____

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)

_____

_____

_____

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:

Adopted	**Dropped**

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.

_____

_____

_____