***EVENT LOG INFORMATION updated 4-4-2024***

Riders,

All info, with miles and without, must be logged by a Ch POC through the ALRDOC website using the “add chapter activity” button under the POC section of your online roster..

**Event log**…Whenever you host an event or participate in an event keep track of all info. At the end of the month, or more often, these events are logged in on the ALRDOC website from the chapter roster page in the Chapter Tools section under *“Add Chapter Activity”.* Some months you’ll have more events than others. Use a binder, Excel file or whatever works for you to record the info.

**The date is** self-explanatory.

**Event**- please be specific. What, where and for what purpose. ***Putting down “ride” will get your entry deleted.***

**Money raised**…Can be money made from hosting an event. This can also be if you have opportunity/raffle drawings at your meetings or from a direct donation to the chapter/district.

**Money donated**… if you go to a function and have to pay to get in or ride, that’s a donation. If you go to a breakfast, lunch, dinner, etc., whether at your post or another, what you pay is a donation. If dinner is $10 and 5 riders go then that’s a $50 donation. Money given to a specific charity is a donation. Helping a Legion member in need is a donation, the Post, etc.

**Volunteer hours**- The time it takes to set up, run and tear down after an event. Also, if you have anyone volunteering at a veteran’s hospital, home or clinic, Auxiliary, Sons or Legion event, those hours count. If 5 people spend 3 hours setting up for an event, that equals 15 volunteer hours. Time at meetings and committee meetings also counts.

**Roundtrip miles**- the miles that it takes to go TO an event x2. Example…53 miles one-way x2 = 106 miles no matter how many riders go. RIDING TO THE POST DOES NOT COUNT. YOU HAVE 30 DAYS FROM THE DATE OF THE EVENT TO RECORD THE EVENT IF IT INVOLVES MILES.

**# of riders at the event**- only the number of riders from YOUR chapter that are in attendance whether it’s your event or another event.

**Year End Report**…Follows your monthly event log. With your monthly log sheets, you’ll be able to fill in the request for the charities and events supported. The year-end report is given to the Area Vice Director and ALRDOC Secretary by April 1. The Area Vice director will then consolidate the reports to form their Area report at convention. The 6 Area reports will also be given to the ALR Director so they will be able to make their report at the Department Legion convention in June.