

How to create your own Membership Impact Report

American Legion Family members can produce their own versions of Membership Impact Reports (MIR) for their post, district and/or departments. Here is a step-by-step guide, along with a QR code that directs to the web page where all the documents are kept.



1. Scan the QR Code:

- Download all three of the documents — an instruction guide, template for the MIR and icons to use.

2. Gather the metrics:

- Compile notable metrics from participants in a Boys State or other youth program, volunteer hours at a local veterans home, number of Eagle Scouts/ Boy Scouts mentored and other activities that support Legion programs.

3. Open the documents:

- Open the Word documents that contain the images and MIR template.

4. Create the report:

- Type in the information to specify who the report is for in the upper right corner. For example, Membership Impact Report: Post 123 in New York.
- Type in the number and a description (for example, 250 — number of schoolchildren who learned about flag etiquette during a Veterans Day event)
- Repeat for all of the metrics you have

5. Select the images:

- In the source document (the one with the images), scroll to find an image you want to copy.
- Click on the image to select it. You'll know it's selected when you see a border or handles around it.

6. Copy the image:

- Right-click on the selected image and choose "Copy" from the context menu.
- Alternatively, you can press Ctrl + C on your keyboard to copy the image.

7. Switch to the MIR document:

- Click on the window or tab where the MIR document is open to make it active.

8. Update the icon:

- Click on the icon you want to replace and then click delete.

9. Paste the image, and adjust if needed:

- Right-click where you want to paste the image and select "Paste" from the context menu.
- Alternatively, press Ctrl + V on your keyboard to paste the image.
- After pasting, you may want to adjust the size or position of the image. Click on the image to select it, then use the handles to resize it or drag it to reposition.

10. Save and continue:

- Save your changes to the target document by clicking "File" > "Save" or pressing Ctrl + S.
- Then continue until you have all the images accounted for.

Example


