

**16th District Department of Virginia
The American Legion
5474 Camellia Court, Warrenton, VA 20187**

**Web: www.16dvalegion.org
Facebook: www.facebook.com/alva16th/**

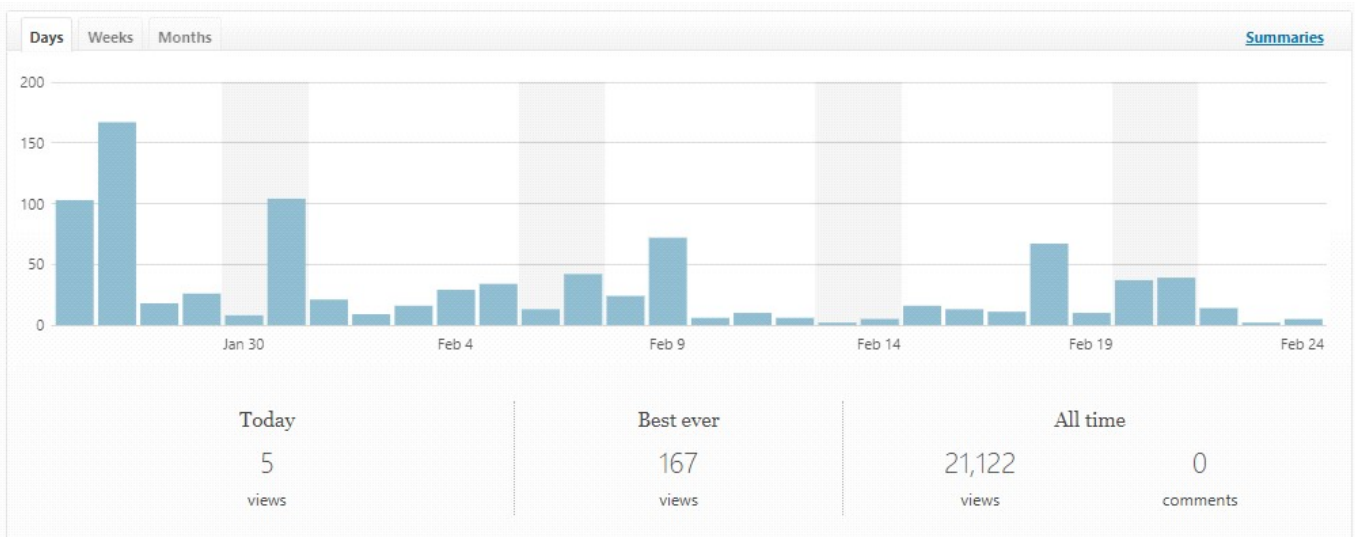
Media and Communications

Reporting Period	10/18/20 – 2/24/21
16 th District Committee Chair	Ziggy Levison

Total Number of Volunteers	2
Total Number of Volunteer Hours	97
Total Number of Activities/Meetings	12 Meetings
Total Number of Volunteer Mileage	0
Total Unreimbursed Expenses	\$0
Total 16 th District Funds Expended	\$0
Total 16 th District Funds Raised	\$0

Summary of Activities During Reporting Period

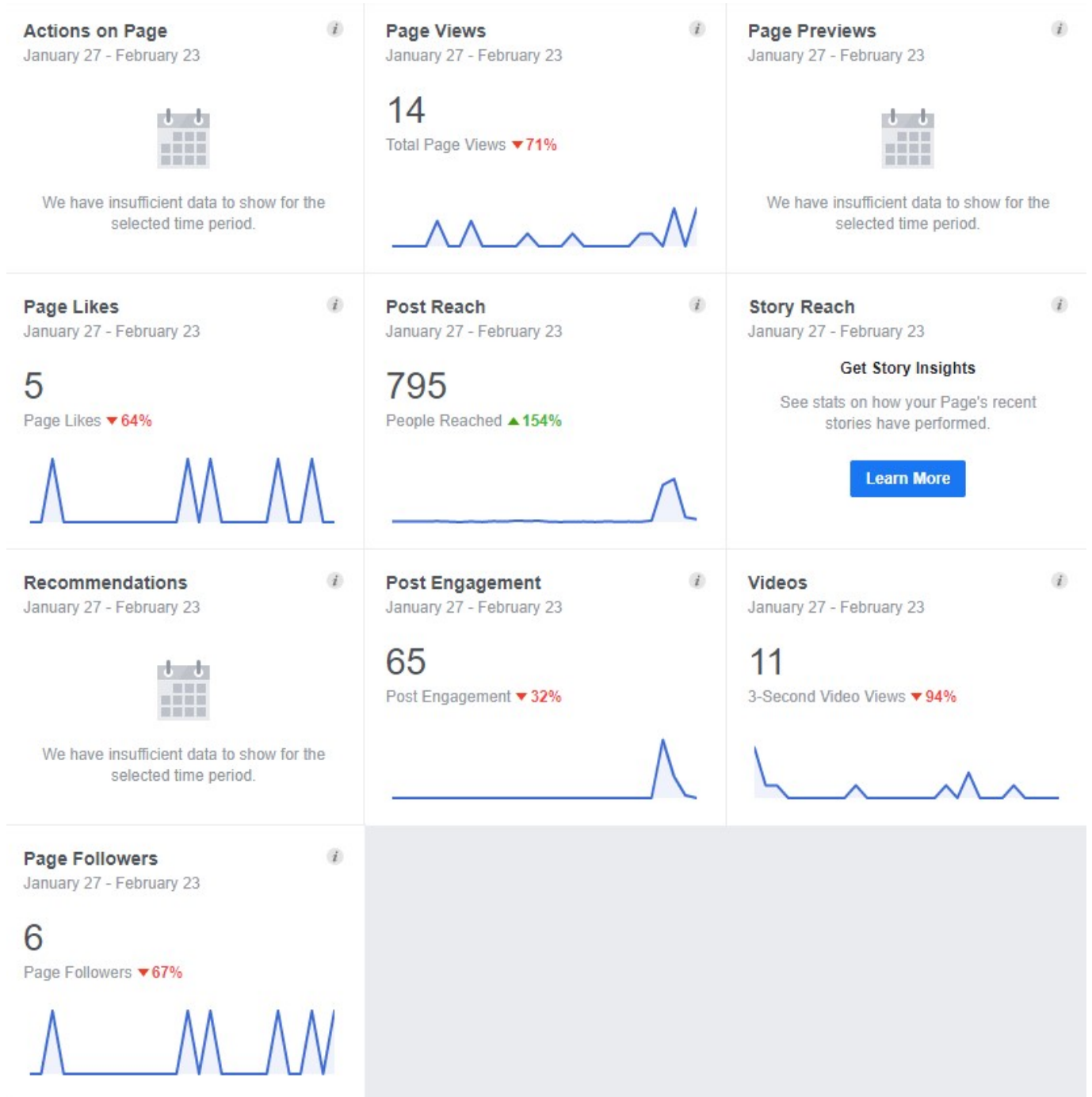
1. Current Website Statistics.



2. Maintenance Activities.

- a. Two major updates of website. Currently on WordPress Version 5.6.2
- b. Four updates of theme modules.
- c. 32 updates of plugin modules.
- d. Calendars, announcements, banners updated throughout quarter.

3. Current Facebook Statistics.



4. Advertising Efforts.

- a. No special efforts this period.
- b. Special efforts planned for coverage of 16th District YCLE Candidate.

5. Post Support.

- a. No contact has been received from other Post Media and Communications Chairs.

6. Wants/Needs/Notes.

- a. Volunteers are always needed to help with the website and PR efforts. Free training provided. If you can help, please contact Ziggy.
- b. See something – say something. If you see something on the website that needs to be corrected, let us know by sending us an email and we will get on it quickly and seek approval for change.
- c. Share your information. If Posts have events to be publicized to the rest of the District, please make sure to send the information to Ziggy. It is important that full information be provided that answers the who, what, when, where, how and sometimes why. If approval for posting is needed (i.e., falls outside the Committee approval), we will coordinate with the District Staff to obtain approval.
- d. Suggestions and feedback for the Website and Facebook for improvements or additions are always welcome. Please feel free to share and we certainly look forward to getting help from talented Legionnaires to help make things better.

7. Meetings Attended.

- a. Department Fall Conference (Virtual).
- b. District Fall Conference (Virtual).
- c. Monthly Department Media and Comm Committee Meeting.
- d. TAL Training Tuesdays.
- e. TALMA Monthly Training

8. Upcoming Events/Activities.

- a. No scheduled District Media and Comm Meetings.
- b. Once monthly Department Media and Comm Committee Meeting.
- c. Routine maintenance of website and Facebook will be continued.
- d. Attendance and TAL and TALMA training to continue.