

2021-2022 Annual Reporting Instructions

In preparation for the Annual Reporting process, all **District Presidents** should provide each of the Units in their Districts with the names and contact information for every District Program Chairman. District Presidents will receive copies of the 2021-2022 Annual Reporting Form for Districts to distribute to all **District Program Chairmen**.

Units should fill out the 2021-2022 Annual Reporting Form (sent out in a Unit Mailing and also available on the Department website) in its entirety and send a copy to the **District President** and to each **District Program Chairman**. This may be done by email if an email address has been provided and should be completed by March 30, 2022.

District Presidents should contact any Units that do not send in reports and have them do so by the March 30th deadline. The information included in these reports will assist you in writing your year-end District President report.

District Program Chairmen should compile the information from each of the Units and use the 2021-2022 Annual Reporting Form for Districts to create their reports. They should include narratives explaining any of the activities being reported by the Units. Once completed, the District Program Chairmen will send this report to the **Department Program Chairman by April 15, 2022** and to their District President for verification of submission purposes. Again, this may be done by email.

District Presidents should contact any District Program Chairmen that do not send their reports to the Department Program Chairman and have them do so by the April 15th deadline.

Again this year, there will also be a Year-End Impact Form for Units and Districts to complete. This form has the data that gets sent to National and should be completed by the Units and sent to the District President along with their Department Annual Report Forms by March 30, 2022. District Presidents should compile the data for their Units and send this form on to both Department President at rdubay1@aol.com and to Department at info@michalaux.org by April 15, 2022.

(Please note – we are asking District Presidents to take a more active role in the reporting process this year by verifying that both Units and District Program Chairmen complete their reports and submit by the appropriate deadlines. This will also allow District Presidents to receive information that will assist them in their year-end reporting.)