

2025 – 2026 Annual AEF Reporting Form for Units

Unit # _____ **District #** _____

Submitter

Name _____

Address _____

City/State/Zip _____

Phone # () _____ **email** _____

Please provide a brief narrative, when requested, in the box provided. If more space is needed, attach a separate sheet. A narrative should explain the activity/event you are reporting. Include in your report the number of members who participated in the event (both ALA members and non-members participating in the event), the hours of donated time, the money spent to hold the event and/or the money raised at the event, and in-kind donation values. When aiding and supporting an outside organization, briefly explain who they are and how they support our mission or the community. A brief narrative need not be more than a short paragraph of two or three sentences.

Please include photos of your activities along with your narratives.

Please indicate if you have a member applying for or if your Unit is applying for any Department or National awards. Please include the official name of the award, not just Best Unit Report, etc. Please send your Unit report to the District President AND to the District Chairman for the program you are reporting. Your District President should provide that contact info for you prior to Annual Reporting time. ***Unit reports are due by March 31.***

Auxiliary Emergency Fund (AEF):

1) What was done to inform members about the AEF, what it can do & how to apply? _____
Please provide a brief narrative with the details.

2) Did any members in your Unit apply for assistance? Yes ☐ No ☐ Receive assistance?
Yes ☐ No ☐

- 3) Do Unit members donate directly through National Headquarters? Yes ☐ No ☐ How much? _____ : through the Department? Yes ☐ No ☐ How much? _____ Did your Unit support the AEF thru donations? Yes ☐ No ☐ How much was donated? _____
- 4) Were there any special projects used to raise funds at the unit level? Yes ☐ No ☐ What were the fundraisers?

- 5) How did you promote and publicize the AEF?
Please provide a brief narrative outlining the fundraising and community promotion details for the AEF.