

2025 – 2026 Annual Chaplain & Music 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.***

Chaplain:

- 1) How many Memorial Services were held? _____ Any other service like Four Chaplains? Yes ☐ No ☐ How many members attended? _____
- 2) Were there any Memorial Donations from your Unit? Yes ☐ No ☐ If so, how many? _____ How much was donated \$ _____
- 3) Did your Unit drape the Charter for a deceased member? Yes ☐ No ☐
- 4) Did you prepare and submit a Book of Prayers for a Department Award? Yes ☐ No ☐
- 5) Did you prepare and submit an entry for the Department "Service to God and Country" Award? Yes ☐ No ☐
- 6) Has a Unit list of deceased members been submitted to the Department? Yes ☐ No ☐ If not, please include it with this report.

Music:

Please write a brief narrative answering the following questions:

1) What role does music play in the meetings of your Unit?

2) What songs do you incorporate?

If music does not play a role, why not?

3) If you do a Memorial Service Four Chaplains Service, how do you incorporate music?

4) How do you incorporate music into your holiday celebrations?

5) Do you have members in your Unit who contribute their musical talents to their communities (church choir, community band, etc.)? Yes ☐ No ☐ Please explain: