

2025 – 2026 Annual Poppy 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.***

Poppy:

- 1) How did your Unit bring awareness of the poppies to your members & to the public?

- 2) How have you educated your community on the meaning and history of the poppy?

3) How many poppies did your Unit order this year? _____ Was this an increase or a decrease from last year? _____ How many did you distribute? _____ How many did you use in displays, decorations, etc. _____ What were some of the most creative uses of the poppy? _____ Please answer in your narrative.

4) When does your Unit distribute poppies? _____ How many times a year? _____

5) Does your Unit thank businesses who assist in poppy distribution (allow you to display poppies/allow you to set up a table in front of their business for distribution, etc.)? Yes No

6) How does your Unit use the restricted funds raised during poppy distribution?

7) What publicity or advertising does your Unit use for the poppy program?

8) Does your Unit promote the poppy poster contest? Yes No If so, how and where?

9) How many poppy posters did your Unit receive? _____

10) Does your Unit have a Miss Poppy? Yes No How were they selected? Include in your narrative.

11) How does your Unit participate in National Poppy Day? Include in your narrative.

12) Has your Unit entered any of the poppy handcraft contests? Yes No Junior entries Yes No