

## 2025 – 2026 Annual Leadership Reporting Form for Units

Unit # \_\_\_\_\_ District # \_\_\_\_\_

**Submitter**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ email** \_\_\_\_\_

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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.***

### **Leadership:**

- 1) Did your Unit provide a Leadership Workshop for your members? Yes  No  If so, how many members attended? \_\_\_\_\_
- 2) How did your Unit promote attendance at ALA Mission Training? Please attach a brief narrative. How many Unit members attended Mission Training \_\_\_\_\_
- 3) Did your Unit members take any ALA Academy courses or Live Webinars? Yes  No  How many? \_\_\_\_\_
- 4) How does your Unit guide its members to be better leaders? Please provide a brief narrative explaining.

5) Attach a brief narrative explaining how your Unit is mentoring new members.

6) Please explain in narrative form how your Unit encourages the chairmen of your programs to write narratives for reporting.

7) Does your Unit promote and submit nominations for Unit Member of the Year? Yes  
 No