

Unit Leadership Year-End Program Reporting 2025-2026

Unit Chairman _____ Unit # _____ District _____

Phone # _____ E-mail Address: _____

How many members volunteered to chair a program or lead a committee for a special project? _____

Did the Unit hold a new member initiation? If so, how many were initiated? _____

Does the Unit have a copy of the current Department Unit Guide, National Unit Guide and Manual of Ceremonies? _____

Did the members utilize Unit Impact Reporting Form? _____

Did the unit submit a candidate for Unit Member of the Year? _____

How many members completed the online Senior Basic Leadership Course? _____

How many hours were spent taking classes online the ALA Academy? _____

What courses were completed?

(Include all courses that were completed. Use back of this page if necessary)

How many members attended the following?

1. How many members attending ALA Mission training _____

2. How far did those travel ? _____

3. How many unit members attended Department Workshop _____

4. How many attended the District School of Instruction _____

5. How many attended District Meetings _____

Describe how the unit members incorporated “Flat Que” into the meetings, trainings, Schools of Instruction, ABC Schools, ALA Academy or any other form of training or mentoring that took place within your unit. Please be sure to submit high resolution photos along with your report.

If you are submitting a candidate for Unit Member of the Year it must be received on or before the due date of 30 days prior to Department Convention. Please be sure to read the criteria fully that is listed under the awards tab. EMAIL this Unit Year-End Report form and narrative to the **District** Leadership Chairperson no later than April 01, 2026

Penny Kanbara
Department Chairperson
407-879-2528
#PassionForVets