

ALA FLORIDA UNIT PUBLIC RELATIONS REPORT FORM 2025-2026

Due Date: April 1, 2026

Unit Name: _____

Unit Number / District: _____

Chairperson Name (person reporting): _____

Mailing Address: _____

Email: _____ Phone #: _____

SOCIAL MEDIA INFORMATION

Facebook Page Name: _____

Other Social Media Platforms Used:

Instagram: Yes No Twitter/X: Yes No TikTok: Yes No Others (list): _____

Total Followers per Platform:

Facebook: _____ Instagram: _____ Twitter/X: _____ TikTok: _____

Other (Platform/Followers): _____

PRESS / MEDIA ACTIVITY

Did your Unit create a media contact list? Yes (attach copy) No

Activity	Quantity
Broadcast Minutes (Radio/TV)	_____
Interviews with Reporters	_____
Articles Published (attach 3 copies)	_____
Letters to the Editor	_____
TV Programs/Interviews/Event Coverage	_____
Junior Press Releases	_____
Event Flyers Created	_____
Total Submissions (all above)	_____

Send one copy of each that is applicable: printout, screenshot, JPEG, PDF, or Word Doc.

NARRATIVE (Max: 500 words) Please include in your summary:

- How has your Unit’s social media grown?
- Mission-related interviews and written articles.
- Programs highlighted (ALA Academy, VCAF/NVCAF, POW/MIA Awareness, Be the One).
- Branding efforts (ALA apparel, RED shirt Fridays, creative ideas).
- Volunteer work and donations to other organizations.
- Up to 10 supporting photos in original format (send separately via email).

SEND THIS REPORT, INCLUDING COVER PAGE (on next page), NARRATIVE, TO DISTRICT PR CHAIRPERSON

ALA FLORIDA PUBLIC RELATIONS COVER PAGE

Unit Name _____
Unit Number _____
City _____
Membership Group #* _____
Chairman Name _____
Chairperson Email _____
Chairperson Phone # _____

*Membership group is based on unit membership at close of books thirty (30) days prior to Convention, see the unit guide.