Department of Florida Public Relations Program Action Plan 2017-2018

**Welcome to the Public Relations Team. “Catching Rays Creating Brighter Futures”**

Public Relations catches the **RAYS** of the Mission related programs to shine the light of the message for public awareness of Who we are, What we do and Why we matter to Veterans, Active Duty, Children and our Communities. Increased awareness of ALA while positively affecting our Brand is critically important to fulfill the promise for a **Brighter Future to Enhance Membership strength.**

**MAKING OUR MISSION KNOWN**

**What is Public Relations?** To promote, publicize, and re-educate the public and our members about our core program values of serving veterans and their families.

Why Public Relations benefits in Making our Mission Known? Increase Awareness of ALA while positively affecting our Brand.

**Public Relations** – Promoting who we are, what we do and why we matter strengthens

 our brand (Goal 5) and makes us appealing to potential members who will recognize

 our common goal of helping veterans, service members and their families (Goal 1)

**Goal 5 Brand recognition and support/increase Membership Goal 5: With The American Legion, build brand loyalty. Working together as American Legion Family we can raise public awareness of our Mission. Wearing of the ALA Emblem or the Legion Family Emblems raises Brand recognition**

**HOW the** **Public Relations –** strengthens our brand (Goal 5) and makes us appealing to potential members who will recognize our common goal of helping veterans, service members and their families. Promote the ALA Brand by wearing of the ALA Emblem, during Mission related program events, in Facebook Postings, during public events, and reporter interviews.

 **WHERE to Make our Mission known**

Media Contact List Search: Research Web for Newspapers, Television and other Veteran organizations newsletters in your local area. Prepare Media releases in word document attached to email and copied to Facebook.

**Included the five W’s Who What When Where and Why.**

 **SUBMIT, SUBMIT AND KEEP SUBMITTING to media resources.**

**Social Media:** When making a post to Face book include name of Unit and location.

 Sample: American Legion Auxiliary Old Glory Unit 183 Fern Park, FL

**Hashtags Why?** Hashtags turn topics and phrases into clickable links in your port on your personal Timeline or Page. Keep in mind if you use a hashtag in a post you share to **PUBLIC**, and allows people to follow your Unit, your post will appear on your public profile and in that hashtag’s feed. **#veterans** **#AmericanLegionAuxiliary #LegionFamily #ALARockStars #MyAuxiliaryMagazine**

Use Facebook Live during events in real time. (Caution of image portraying)

**Newspapers Local**: Who What When Where and Why attach Photos to catch the eye of the reader.

 **Television network websites, online newspaper websites and Radio community calendars.**

**FLYERS** Included the five W’s The **WHY** is very important

(Proceeds/donations for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Post on community bulletin boards

**We want to hear from you, Start Preparing Now**

Part of making sure we are promoting our good work is reporting it to the National organization. Mid-year and Year-end reports with narratives enable our team to review work, evaluate best practices, and capture success stories.

**The Public Relations Mid-Year and Year-end reports have changed**.

Mid-Year reports and narratives are a mid-point of reporting to track work and success stories.

Unit Mid-year reports and narratives are due to District chairman **November 15th, 2017.**

 District chairman Mid-year reports due to Department Chairman **December 1st , 2017**.

 Attaching a Narrative to Mid-year and Year-end Reports. **Don’t Stress**. Some People develop anxiety when they hear the word “Narrative.” A narrative is nothing more than a story of connected events. You can make your narrative chronological, as in order of events by month, or simply highlight the public relations coverage of activities and events taking place in your Unit.

 Unit Year-end reports with narratives due to District chairman, Southern Division chairman, National Chairman on April 1st, 2018.

District Chairman Year-end reports with narratives due to Department Chairman **April 15th, 2018**.

**Southern Division PR Chairman:** Janice McLeod **E-mail** jhm1018@aol.com

**National PR Chairman:** Melanie Taylor **E-mail** mtaylor95425@gmail.com

**Department PR Chairman:** Sandi Howard-Stepp **E-mail** publicrealtions@alafl.org

**The National Report and Award Cover Sheet must be attached with your Year-End reports with Narratives.**

**See attached copy.**

**We are a team Catching Rays, Creating Brighter Futures**

**Public Relations Committee members and Department Chairman are available for any assistance.**

**Public Relations Committee members: Irma Wehrli , Cheryl LaBarge, Evelyn Kanchok**

**Department Public Relations chairman: Sandi Howard-Stepp** publicrelations@alafl.org **321-276-9513**

**Let your Unit and District Public Relations “Catching Rays Creating Brighter Futures” shine.**

**Awards**

 **National Awards see National Public Relations Program Action Plan.** [www.alaforveterans.org](http://www.alaforveterans.org)

 **Department Revolving Trophies see Department Unit Guide.**

**Department of Florida Public Relations Chairman Award: Presented to: One Unit chairman in each membership Grouping (6) Unit Award: Public Relations - Outstanding PR Program**

**• Award: Plaque**

**• Materials and guidelines:**

 **Use a different media placements/coverage, highlighting different ALA programs, featured in three different months (September 1st, 2017 – May 1, 2018).**

 **Acceptable media publications must support the Auxiliary’s mission and goals.**

**• Attach a cover sheet, including the name of the award, as well as the name and address of Unit and Unit Public Relations Chairman name and member ID.**

**• Deadline: May 10th, 2018**

**• Send to Department Public Relations chairman via email** publicrelations@alafl.org

**American Legion Auxiliary**

**Department of Florida**

**Public Relations Unit Mid-Year and Year-End Reports**

**Unit Public Relations Activities May 1st -October 30th , 2017**

**Unit Public Relations Year-End Report deadline April 1st, 2018**

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**Unit Chairman Name District # Unit Name and No.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit Chairman Address City Zip Code**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit Chairman Phone No. Unit Chairman E-mail**

**PRESS/MEDIA INFORMATION**

# of interviews with reporters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of articles published\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach copies to this report)

# of letters to the Editor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach copies to this report)

# of TV aired programs/interviews/event coverage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (email copy to Department PR Chairman)

# of Radio interviews/programs/event coverage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List times and Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of public television announcements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List times and Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# of public service announcements (PSA’s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of printed advertisements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (attach copies to this report)

# of Social Media postings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook page Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of ALA Unit/TAL Family Newsletters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach one copy)

# of Event Flyers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach copies to this report)

# of Email Blasts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Unit create a media contact list? \_\_\_\_\_\_\_\_\_\_\_

Did Unit create a website or social media page? \_\_\_\_\_\_ If yes, give information

Date Created\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Unit develop a Public Relations program for 2017-2018? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did your Unit contribute any articles to the Department “**Kaleidoscope”** Dates and event : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How, and with whom did Unit share it with? (Posted in Post home, made copies for SAL ,etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Unit submit to the ALA National magazine? \_\_\_\_\_\_ (attach copies)

Did Unit members wear ALA Emblem during events? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attach copies of Photos)

Did your Unit share pictures or media on the Department or PR face book pages? \_\_\_\_\_

Facebook page names: **American Legion Auxiliary Dept. of FLordia Public Relations**

**American Legion Auxiliary Dept. of Florida**  (Attach copies)

Did Unit promote Dept. of Florida President’s special charity (K-9 for Warriors) \_\_\_\_\_\_\_\_\_

How (Attach copies) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**What makes a good Mid-Year and Year-End report? Attaching a Narrative**

**Don’t Stress.** Some People develop anxiety when they hear the word “Narrative.” A narrative is nothing more than a story of connected events. You can make your narrative chronological, as in order of events by month, or simply highlight the activities and events taking place in Unit.

**UNIT CHAIRMAN: PLEASE SUBMIT REPORTs and Narratives of your Units’ Public Relations activities to the District chairman no later than Mid-Year November 15th, 2017**

**Year-End Reports April 1st, 2018**

**Thank you for Making our Mission Known**

**“CATHING RAYS CATCHING BRIGHTER FUTURES”**

**American Legion Auxiliary**

**Department of Florida**

**Public Relations District Chairman Reports**

**Mid-Year Deadline November 15th, 2017**

**Year-End Deadline April 15th, 2018**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

**District Chairman Name District # No. of Units**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**District Chairman Address City Zip Code**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District Chairman Phone No. District Chairman E-mail**

**PRESS/MEDIA INFORMATION**

# of interviews with reporters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of articles published\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach copies to this report)

# of letters to the Editor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach copies to this report)

# of TV aired programs/interviews/event coverage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (send copy to Department PR Chairman)

# of public television announcements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List times and Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# of public service announcements (PSA’s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of printed advertisements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Facebook page Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of ALA Unit/TAL Family Newsletters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach one copy)

# of Event Flyers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Attach copies to this report)

# of Email Blasts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Units create a media contact list? Unit #’s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Did Units create a website or social media page? Unit #’s : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Units develop a Public Relations program for 2017-2018? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did Units contribute any articles to the Department **“Kaleidoscope”**? List Unis #’s and Months \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How, and with whom did Units share it with? (Posted in your Post home, made copies for SAL ,etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Did Units members wear ALA Emblem during events? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Attach copies of Photos)

Did Units share pictures or media on the Department or PR face book page? \_\_\_\_\_

Facebook page names**: American Legion Auxiliary Dept of Florida Public Relations**

**American Legion Auxiliary Depat. Of Florida**  (Attach copies)

Does District have a Newsletter? \_\_\_\_\_\_ Published: Monthly, Quarterly? \_\_\_\_\_\_\_\_\_\_\_ (Attach a copy) How is the Newsletter circulated: email , mailed, posted. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did Units promote Dept. of Florida President’s special charity (K-9 for Warriors) \_\_\_\_\_\_\_\_\_

How (Aattach copies) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**What makes a good Mid-Year report and Year-End? Attaching a Narrative**

**Don’t Stress.** Some People develop anxiety when they hear the word “Narrative.” A narrative is nothing more than a story of connected events. You can make your narrative chronological, as in order of events by month, or simply highlight the activities and events taking place in your Unit.

**DISTRICT CHAIRMAN: PLEASE SUBMIT A MID-YEAR and YEAR-END REPORTS with Narratives OF UNITS’ PUBLIC RELATIONS ACTIVITIES TO THE DEPARTMENT CHAIRMAN NO LATER THAN:**

**MID-YEAR December 1st, 2017 YEAR-END REPORT April 15th, 2018**

 **Include one copy of each Unit report. We are going GREEN scan and email to:**

**publicrelations@alafl.org**

**Thank you for Making our Mission Known**

**“CATHING RAYS CREATING BRIGHTER FUTURES”**

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**American Legion Auxiliary**

**National Report and Award Cover Sheet**

**PLEASE BE AWARE THE AWARDS AND REPORTING PROCESSES HAVE CHANGED. READ THE FOLLOWING INFORMATION CLOSELY TO ENSURE THAT you HAVE SUPPLIED ALL NEEDED INFORMATION.**

**Member:** The National Report and Award Cover Sheet should be attached if you are reporting. Submission may make your unit/department eligible for a national award.

**Department Chairman and Unit Chairman:** This cover sheet should be attached to each narrative submitted as a year-end report or if you are applying for a Department or Unit national award.

* Send all award entries/year end narrative reports to the appropriate program's Division Chairman unless otherwise noted in the action plan Supplemental edition. Please remember to courtesy copy the appropriate department contact when you are submitting
* All year-end narratives will be judged as award entries.
* Award winners are announced in the respective committee "pre con" meeting prior to the start of national convention. All awards will be mailed to the winners' department headquarters at the close of national convention.

**To all submitting this form:**

Submissions become property of the American Legion Auxiliary National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted, and agree to have their names and submission published for ALA use or commercial use without additional compensation or permission.

Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the form in its entirety. For your convenience, a fillable version of this form is available online at www.alaforveteran.org.

Please refer to the 2017-2022 action plan at **www.ALAforVeterans.org** for the specific criteria such as photographs, narrative length, submission deadline and point of contact, for the award for which you wish to be considered. Please include all required documentation along with your submission of the National Report and Award Cover Sheet.

All awards will be mailed to the department office after national convention. Department presidents may wish to recognize award recipients by presenting them at a department function.

2017-2018 - 5 year plan

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**American Legion Auxiliary**

**National Report and Award Cover Sheet**

Please note, your report will also be viewed as an award entry.

If you are reporting accomplishments that would make an individual eligible for the Junior Member of the Year, ALA Brand Ambassador or other individual award, please complete the following. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: \_\_\_\_\_\_\_\_Full official unit name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of state where you are a member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ALA member ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating Member (if different from above):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator's Phone number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator's Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National committee sponsoring award:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Award:  Department Unit  Member

Name of the award you are applying for:\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For a unit award or submit a year-end unit narrative report, please complete this section.** Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below

Unit #: \_\_\_\_\_\_\_\_Full official unit name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit president/chairman (circle one) name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Above listed person's ALA member ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone number(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For a department award or to submit a year-end department narrative report, please complete this section:**

Name of department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of department chairman:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman's phone number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman's email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please see your committee's current annual action plan supplement to determine where to send this form.