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**Unit Leadership Year-End Program Reporting**

**2019 - 2021**

Florida ALA Strong!!!

Unit Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit # \_\_\_\_\_\_\_

Chairman’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many unit members attended National Mission Training? \_\_\_\_\_\_\_\_\_\_\_\_\_

Did your Unit offer the National Junior Leadership Course? \_\_\_\_\_\_\_\_\_\_\_\_\_

Did your unit distribute, explain & utilize the following “How to Sheets”?

 How to Utilize a Member Data Survey Form \_\_\_\_\_\_\_\_\_\_\_\_\_

 How to Conduct a Unit Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_

 How to Lead a Small Unit \_\_\_\_\_\_\_\_\_\_\_\_\_

 How to Grow Leadership Capacity, Nurturing a Culture of Goodwill \_\_\_\_\_\_\_\_\_\_\_\_\_

Did your unit follow basic parliamentary procedure during meetings? \_\_\_\_\_\_\_\_\_\_\_\_\_

Send this Unit Year-End Report form and narrative, to the District Chairman no later than April 1, 2021.

**Narratives**

1. Did unit members attend district trainings? Which trainings? How many members attended? Were the trainings implemented in your unit?

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1. Did your unit hold additional training sessions? What were the topics? How many members attended?

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1. Did your unit hold a training on nurturing a culture of goodwill? How many attended? Was it well received? Please attach copy of training agenda.

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1. Did your unit work on grooming members to excel in their current roles while preparing to advance to higher levels within the organization, developing the leader within? If so, how was it done and what were the outcomes?

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