

Unit Leadership Year-End Program Reporting 2026-2027

Unit Chairman _____ District # _____

Phone # _____ E-mail Address: _____

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

Did your unit hold a new member initiation? _____ If so, how many were initiated? _____

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

Did the members utilize the member Impact Reporting Form? _____

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

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

How many ALA Academy classes were completed? _____ Please List (use 2nd page if necessary)

_____	_____
_____	_____
_____	_____

How many members attended the following?

1. ALA Mission training _____ 2. Department Workshop _____

3. District School of Instruction _____ 3. ABC School _____

4. District Meetings _____

6. National Webinars _____ What were the topics? (use 2nd page if necessary)

_____	_____
_____	_____
_____	_____

7. District/Department Zoom meetings _____ What were the topics? (use 2nd page if necessary)

_____	_____
_____	_____
_____	_____

8. How many attended Fall Conference? _____ Which classes were attended?

_____	_____	_____
_____	_____	_____

9. Are you submitting for the department award? Please see instructions in The Program Engagement Plan.

10. Please describe what Leadership Activities your unit engaged in this year. High Resolution pictures are highly encouraged. Please do not embed the pictures in the report. Add them as separate attachments.

Candidates for Unit Member of the Year it must be received on or before the due date of 30 Days prior to Department Convention (May 26, 2027). Please be sure to read the criteria fully that is listed in the Leadership Program Engagement Plan.

EMAIL your year-end report to no later than April 15, 2027 to YOUR DISTRICT CHAIRPERSON: