**REPORTING/FORMS:**

\* Was ALA Direct Billing Unit Data Form (Dues Amount/Remit Address) submitted to Dept. HQ by May 1?

\* Was Officers & Chairs Contact Information Sheet to Dist. President by June 1 and entered in ALAMIS?

\* Is the National Program Book & Unit Guide Book downloaded & available for meetings &/or chair use?

\* Is C&B updated with changes and Policies & Procedures available, & on file at District & Department?

\* Has your annual e-postcard 990N been filed? Date of acceptance letter? \_\_\_\_\_

\* Has annual Dist. Per Capita AND Dept. Convention & Conference tax (June 30 members) been paid?

\* President & Treasurer bonded every 3 years (Through Department Headquarters)

\* ALAMIS (ALA Membership Information System) annual fee paid to Dept. for users access by Dec.31.

\* Delegates/Alternates to Convention list due 30 days prior to Convention. Department due May 20.

\* Program Reports/Narrative due to Dist. CH by Mar. 1/ For Dist. Book of Reports to President Mar.15.

\* Poppy proceeds – ½ to Unit (Restricted Fund) ½ to Department following event.

**AUXILIARY UNITS:**

\* Does the Auxiliary host a monthly business meeting? \_\_\_ How often? \_\_\_ Average Attendance \_\_\_?

\* Is the meeting conducted following an agenda and/or the accepted order of business?

\* Are local, Dist. & Dept. communications (emails, letters, Sunflowerette, etc.) shared at meetings?

\* Are minutes & treasurer’s reports incorporated into the Unit’s permanent records? Budget?

\* Is an internal audit performed in accordance with C&B requirements & filed with permanent records?

\* Did the Unit make membership GOAL? Are notices/surveys sent to unpaid - checking on them?

\* Is contact & email information current & updated in ALAMIS?

\* Do Chairs give summaries of program information from Dept. & National when applicable?

\* Do Chairs download & edit report forms from kansasala.org (covering convention to convention)?

\* Do members understand Auxiliary traditions, ideals & purposes and know where to find resources?

\* Do members utilize the Unit Impact Report Form to track volunteer service/hours for reporting?

\* Do members attend functions outside the Unit? District, Department, National meetings, workshops?

\* How is the Unit active in their local community?

\* Do the Post, Auxiliary, & SAL have a good family atmosphere & working partnership?

\* Is the Unit aware of ALA Member Benefits and how to access them?

\* Does the Unit program objectives support veterans, their families & the community?

\* Is current branding/logos observed? Do members proudly wear ALA apparel when volunteering?