

## ALA HEALTHY ALL STAR UNIT CHECK SHEET

### **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](http://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?

**CONGRATULATIONS & THANK YOU FOR A JOB WELL DONE AND ALL YOU DO FOR THE ALA!!**