



Department of Virginia

MONTHLY REPORT FORM

Send to:

Department President
Department Vice President
District President
Strategic Planning Chair strategicplan@vaauxiliary.org
Keep a copy for Unit Files
(do not send to Dept. Secretary)

Report # \_\_\_\_\_

Citation requirement #1

Meetings held July 1 – June 30

UNIT NO. \_\_\_\_\_

DISTRICT NO. \_\_\_\_\_

Name of Unit Location Name of Secretary

Date of meeting Location Kind (regular or special) Number attending Number of guests

Last Year's Membership: \_\_\_\_\_ # new members \_\_\_\_\_ Number of Members paid this year: \_\_\_\_\_

Please answer the following as they apply to your Unit and member activities for the month. This will be used to gauge Department progress toward the five goals of the current National Strategic Plan.

- 1. Has your Unit or have any of your Unit members worked with any other organizations on any projects this month? Yes \_\_\_ No \_\_\_ If so, please list the group(s) and the activities.
2. Have any members attended ALA Leadership workshops this month? Yes \_\_\_ No \_\_\_ If so, please share how many members attended, and whether they attended Unit, District, Zone or Department workshops.
3. Have any members completed any of courses offered through The ALA Academy this month? If so, please share how many members and which courses were completed.
4. Has your Unit tried anything new this month to generate greater involvement of members? Yes \_\_\_ No \_\_\_ If so, please describe what you tried and how that turned out.
5. Did your Unit have Treasurer's report at this month's meeting? Yes \_\_\_ No \_\_\_
6. When did your Unit last audit its books? \_\_\_\_\_
7. Did your Unit file a 990? Yes \_\_\_ No \_\_\_
8. Has your Unit worked with the Legion Family on any projects this month? Yes \_\_\_ No \_\_\_ If so, please describe how you worked together.

Please give highlights of meeting and program held for the month or attach your meeting minutes. Thank you for completing this report!