



Narrative Report Form

Unit Town: _____ Unit No: _____

Unit Name: _____ District No: _____

Program: _____

Chairman/Person Reporting

Home Phone: _____ Cell Phone: _____

Email: _____

Note: This form may be used for mid-year and year-end reports. This report is separate from all the *ALA IMPACT REPORT*. Use this narrative form to report your program activity as well as stories and pictures showing activities that serve the ALA mission. You may submit this narrative report for any or all programs. Submit this report to the appropriate **Department Program Chairman and your District President**. Please keep copies of everything you submit: pictures and report materials will not be returned unless requested.

Dues Dates:

- **Mid-year reports** are due to the appropriate Department Program Chairman and your District Presidents no later than **December 1, 2017**. Mid-year reports should cover May-November 2017.
- **Year-end reports** are due to the appropriate Department Program Chairman and your District Presidents no later than **April 15, 2018**. Year-end reports should cover December 2017 – April 2018.
- **Narrative:** Attached/include as many additional pages and pictures as your wish.