

2023-2024 Year-End Impact Reports – Deadlines for Reporting

All Auxiliary Unit Members – Deadline April 1, 2024

- Report volunteer hours and resources used to support our ‘MISSION’ to your Unit President.
- Using the Member Tracking Form and the Blue form. Report your volunteer activities and resources you spent from April 2023 through March 2024.
- Thank you for tracking your hours and resources and sharing this information with your Unit President for her report.

Unit Presidents – Deadline April 15, 2024

- Use the Yellow forms for your Unit’s report- Compile and report unit members volunteer hours and resources to your District President.

District Presidents – Deadline May 1, 2024

- Compile your unit presidents’ reports. Use the Pink forms for your District’s reports
- Send a copy to the Department Office.
- The Department Office staff will ***email*** a copy of your District report to each of the Department Chairmen.

Department Chairmen – Deadline May 15, 2024

- Based on the reports you receive from the Department Office and/or District Presidents, submit your Year-End narrative ‘REPORT’ to your respective Northwestern Division Chairman.
- Send by email a copy of your narrative report to the Department Office at [***secretary@ndala.org***](mailto:secretary@ndala.org).

Unit Member of the Year Nominations – Deadline May 1, 2024 – Send nominations to:

Heidi Wakefield
Department Leadership Chairman
1352 38th St NE
Larimore, ND 58251-9777

Email: leadership@ndala.org

Service Member of the Year Nomination – Deadline May 1, 2024 – send nomination to:

American Legion Auxiliary
Attn: Sharon White Bear, Past Presidents Parley
1801 23rd Ave N., Room 113
Fargo, ND 58102-1047

Email: parleypresident@ndala.org

Additional forms and information are available online at www.ndala.org/reporting/