

2024-2025 Year-End Impact Reports – Deadlines for Reporting

All Auxiliary Unit Members – Deadline April 1, 2025

- Unit Presidents - Make additional copies for each of your unit members.
- Report volunteer hours and resources used to support our ‘MISSION’ to your Unit President.
- Using the Member Tracking Form and the PINK form. Report your volunteer activities and resources you spent from April 2024 through March 2025.
- Thank you for tracking your hours and resources and sharing this information with your Unit President for her report.

Unit Presidents – Deadline April 15, 2025

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

District Presidents – Deadline May 1, 2025

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

Department Chairmen – Deadline May 15, 2025

- 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.
- Find the contact information for Northwest Division Chairmen on the National website: www.alaforveterans.org.
- ***Submit outstanding units for program awards on the National website.***
- Send by email a copy of your narrative report to the Department Office at secretary@ndala.org.

Unit Member of the Year Nominations – Deadline May 15, 2025 – Send your nominations to:
Heidi Wakefield, Department Leadership Chairman
leadership@ndala.org

Service Member of the Year Nomination – Deadline May 15, 2025 – send nomination to:
American Legion Auxiliary
Attn: Gloria Covert, National Security Chairman
nationalsecurity@ndala.org

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