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AFFILIATE ANNUAL REPORT GUIDELINES

1. Annual reports are a year-end summary of what your organization has done in the past year since the last Affiliated Associations Annual Meeting.
2. Annual reports are due at NALA Headquarters by June 1st of each year.
3. The annual reports are compiled and presented to all affiliated association representatives during the Affiliated Associations Annual Meeting and are available to those not attending the meeting.
4. There is no designated format for annual reports. They can include accomplishments, list of board and committee members, educational seminars, community activities, awards, and/or the history and mission of your organization. Your report can contain information you would like to share about your association with other affiliates.
5. Annual reports should not include newsletters, brochures, photographs, membership rosters, etc.
6. The NALA Liaison is responsible for preparing and submitting the annual report to NALA Headquarters.