

Affiliated Associations



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AFFILIATE MID-YEAR REPORT GUIDELINES

1. Mid-year reports are a mid-year summary of what your organization has achieved during the year since the past year's Affiliated Associations Annual Report. (**January 1 – May 31**)
2. Mid-year reports are due to the Affiliated Associations Director and NALA Specialist by June 8th of each year. You may email your report to: Pgrier@nala.org and Dyoung@nala.org.
3. The mid-year reports are posted in the affiliates-only section of the NALA website.
4. There is no designated format for mid-year 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. Mid-year reports should **not** include newsletters, brochures, photographs, membership rosters, etc.
6. The NALA Liaison is responsible for preparing and submitting the mid-year report to the Affiliated Associations Director and Deanna Young at NALA. You may send mid-year reports to: Pgrier@nala.org dyoung@nala.org.
7. An affiliated association that does not submit a mid-year

report within 60 days of the June 8 submission deadline will have their affiliated association benefits suspended on August 8.

8. Affiliated association benefits will be reinstated once the mid-year report is received so long as they comply with all other requirements.

9. Notices will be provided:

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|--------------------------------------|-----------------|-------------|
| • 60-days before deadline | April 8 | All |
| • 30-days before deadline | May 8 | All |
| • 30-days late | July 8 | Late |
| • 2 weeks before suspension | July 22 | Late |
| • Suspension Notice (60 days) | August 8 | Late |