



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 NALA Affiliated and Education outreach Coordinator by June 8th of each year. You may email your report to pprattnala.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 Patrice Pratt at NALA. You may send annual reports to pprattnala.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.