



Unit Year-End Report and Contest Submission

For 2017-2018 our year end reporting forms are once again condensed into a new simple format. We have taken up the lead of the National Organization and made our multiple programs on numerous page reports into a series of questions that now can fit on just one, two-sided sheet. Each Unit is asked to complete this one form and submit it to your **DISTRICT PRESIDENT**. You may use separate sheets for additional information you may want to report. A list of District Presidents with addresses is included on the reverse side.

Report is due to your District President by April 20th

**DO NOT SEND REPORTS TO THE
DEPARTMENT HEADQUARTERS OFFICE**

The Department offers many plaques and awards to Units and their members each year. Much of the information used to award these plaques was contained in the previous Unit Report. Award Submission Forms will once again be used this year. These forms are used to detail a Unit or Member's activities and accomplishments within each specific program. The completed forms will be sent directly to the Department Chairman for that Program. There will be no District judging. You may copy the blank Award Submission Form to enter into multiple contests. A listing of the various Plaques and Awards has been included. You can also refer to the Fall Packet/Education Scholarship information that was sent in October of 2017 to all Unit Presidents which listed all awards for this year and included various contests that do not require a submission form.

All forms are also available on the Department website at www.ilala.org.

**ALL Awards submissions are to be sent to the
Department Chairman and are due April 20th.**

We all realize that change can be difficult and challenging. We have all spent many, many years completing the numerous Unit Reports, sending them to the District Chairmen for them to tally the results and submit their District's totals to the Department Chairmen. Our goal was to simplify the process for the Units and Districts but to still gather the information needed for us to report our Department's accomplishments to the National Organization. This new condensed report form will accomplish these goals.

If you have any questions please contact the Department office at 309-663-9366 or contact your District President for information.