

## **Reporting**

### **Year-End Reports**

Annual reports reflect the program work of units in the department, and may result in a national award for participants if award requirements are met. Each department Junior Activities chairman is required to submit a narrative report to the division Junior Activities chairman, plus copy the national Junior Activities chairman. Members and units should follow their department's protocol and deadlines.

*\*For deadlines and contact information, please consult the Annual Supplement to the 2017-2022 Programs Action Plan or visit the Junior Activities Committee page on the national website, [www.ALAforVeterans.org](http://www.ALAforVeterans.org)*

### **As part of your narrative report, please include answers to the following questions:**

- How has participation in the Patch Program increased enthusiasm among the Juniors?
- What are the various service projects in which Juniors were involved? Has participation in the service projects increased as the year has progressed?
- What type of volunteer hours did Junior members perform?
- What ways did your senior members mentor the Junior members? How does your unit plan to increase Junior member participation in meetings and activities?
- Please include pictures and news articles showing Juniors involved in their activities.