



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 Associations Coordinator by June 8th of each year. You may email your report to 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 Deanna Young at NALA. You may send annual reports to 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.**