



2018 - 2019 Programs Action Plan Community Service

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**What is this program, and why do we have it?**

By being visible in our localities, the Community Service program demonstrates who we are, what we do, and why we matter. Community Service and the 2014-2019 ALA Centennial Strategic Plan: While building community awareness of the ALA and its mission, ALA members serve as brand advocates (Goal 5) through involvement in community activities.

Community Service Program Awards Deadlines and Submission Requirements:

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just two simple steps to add your part to our Department success story:

- A. Name everyone in photo give as much detail as possible about the event
- B. How did it help the community?

- A. **Unit Award:** Most Outstanding Unit Community Service Program
 - Deadline April 15, 2019
 - Send to your division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.
- B. **Dist. Award:** Best Department Community Service Program
 - Deadline April 15, 2019
 - Send to your division chairman postmarked or emailed by 5 p.m. EST on the deadline listed above.



Community Service Reporting

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each Unit Community Service chairman is required to submit a narrative report by Nov 5, 2019 to the division Community Service chairman, plus copy the Dept. Community Service chairman.

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 Community Service chairman is required to submit a narrative report by May 15, 2019 to the division Community Service chairman, plus copy the Dept. Community Service chairman. Members and units should follow their department's protocol and deadlines.