

Leadership/Arizona Mission Training\ March 2025

We are on the last quarter of the Auxiliary year. I hope that your unit is well on its way to accomplishing All that you planned and hoped to do. Remember that the year end Reports are due on May 1st! The Awards in this program are also due to this chairman on the same date. They include “Unit Member of the Year,” “LaVan Erickson Leadership Plaque” and “Vickey Zwall Mentor of the Year” Plaque. Information On awards is available on the department website aladeeptaz.org Please be sure to follow the criteria of each Award exactly. It is the responsibility to your program chairmen with the help of your members to write about all of your amazing accomplishments! **Pictures are very welcome, also.** Work together to track the activities, hours and money spent. All of this information is invaluable to the department chairman who then send activities and totals to the national chairmen. It’s a process, but so important to record all that you do.

Year End Reporting submitted by Jill Layton, Central Division Chair: (suggestions)

Bruce Lee said: “if you spend too much time thinking about a thing, you’ll never get it done.” So, stop thinking about writing your report, sit down, and let’s get started!

Here are some suggestions. At the top of the page in the center, put the chairmanship⁰, the date, and your name. For the first paragraph, list your Unit’s name and number and where you are located.

2nd paragraph-you are doing great! Start writing about all the wonderful things your Unit has done throughout the Auxiliary year. List names of members who participated. Check the Secretary’s minutes for decisions made. Also, the Treasurer’s report for money spent. If you had members who kept tracking sheets this will help you.

DO NOT BE HUMBLE! Toot your horn. Let others know the incredible things your Unit did.

See, it isn’t so hard, just keep writing. Show your enthusiasm. Give details. Something you think is an average activity might be something another Unit had not considered doing. Share how you planned and promoted the activity. Brag about your success.

Fantastic job! Now³, attach pictures of all these awesome events. Pictures must be attached as a jpeg to the report. Department and National cannot use pictures embedded in the report, they can only use them if they are attached to the report.

Before you hit the “send” button, double-check if a cover sheet is required. If so, a cover sheet must be included.

You did it! You just wrote a fantastic report on your chairmanship.

I hope that this will help your Units and Unit Chairman as we work together to report all of the activities that you worked so hard on throughout the year. As always, if you have questions, please email or text and I will be happy to help you.

Karen Smith, Chairman

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