

# Public Relations Reporting

## End of year (2018-19) Due by 5/1/2019

Unit Name & #: \_\_\_\_\_

1. Has your Unit started a new Facebook page or other social media account in the last 6 months or so? If so, what is the name of your page? (Hint: If your Facebook page is listed on the Department website under the “map”, you do not need to report it again).
  
2. Did your Unit have an event or activity where you successfully promoted the Auxiliary to the public? Please tell us about the event (what, when, where) and what you did to promote the ALA (banners, emblems, media coverage, etc).
  
3. If your unit is participating in posting to the “Ring Your Bell Arizona ALA” group Facebook page (either directly or through emailing department), you may skip down to question 4. **If your unit is NOT participating in posting to the “Ring Your Bell Arizona ALA” group Facebook page, please answer the following questions:**
  - a. Why not? Would you like help in getting started?
  - b. What community engagement activities or events has your unit conducted or participated in since July 2018?
  - c. Has your unit been recognized by any other outside organizations? If so, which ones and for what?
  - d. Has your unit been recognized in any media (newspapers, radio, TV, social media)? If so, which ones?
  
4. What is your name, position within the Unit & email address?

Please return to:  
Josephine Herrera  
P.O. Box 1139  
Glendale, AZ 85311-1139

Acceptable methods of sending it--

- Write in your answers. Then:
  - Take a photo and email it from your phone
  - Scan it and email it from your computer
  - Mail it
- Just send me an email with the answers—forget the form!!!