

## Member/Unit/District Forms

Form	Description
Constituion & Bylaws	Constituion & Bylaws
Dept of CO 990 - 2016	Most current copy of Department's 990
IRS Exemption Letter	Exemption from Federal Taxes
IRS Inclusion Form	Complete and submit to National to include Unit under Federal Tax Exemption
Member Data Form	Submit to add, transfer, remove members
Membership Transmittal	Fill in form to submitt paid memberships
New ALA Member's Kit	Reference Materials
New Unit Officer's List	Use to submit list of Unit's new officers
New/Updated District Officer List	Use to submit list of District Officers
New/Updated Unit Committee Chairs	Use to submit list of Unit Chairmen
Past President Parley List	Use to submit list of Unit PPP
Plan of Action 2017-2022	Plan of Action 2017-2022
Poppy Day Report	Fillin document to report donations from Poppy Day Activities
Poppy Order Form	Use to order Poppies
Questionnaire for Interested Chairmen	Use for anyone interested in becoming a Department Chairman
Reporting Form VA	Donation record for Eastern Colorado Health Care System (VA)
Restricted Remittance	Use to submit donations to Dept restricted funds
Travel Expense Report	Travel Expense Report
Travel Expense Report - How to Fill Out	Travel Expense Report - How to Fill Out
Unit Dues Form	Use to eport Unit Dues for the new year to Dept
Unit Reporting Tracker	Use to track time for individual and/or units by program for Impact Report
VA Remittance Form	Use to submit donations to VA facilities, VA Christmas Party, etc.
VA Rep. Financial Report	For VA Representatives to submit financial report to Department