

UNWLA Policies and Procedures

Part 1: Branch Policies and Procedures

Section 3: Branch Reporting Obligations

C. Branch Annual Reporting

Background

Starting in 2022 Branch Annual Reporting has changed from paper (hard copy) reporting to an online reporting process. Headquarters will not be sending reporting forms to you via US Mail or as email attachments and you will not need to send back completed forms via US Mail or as scanned email attachments. Instead, you will receive an email containing a link to the online reporting system. The questions have been streamlined and only one consolidated report needs to be completed for the Branch. Each Branch Board member will no longer need to complete and submit a separate report. Branch Board members will not need to send a copy to Headquarters and another copy to their Regional President. The process has been streamlined and simplified, reducing the workload for you, the Branch President, and your Board, as well as for the Regional Council and the Headquarters office staff.

Procedure

In early February, Headquarters will send an email to each Branch President with a link to the on-line report form. This single form will contain questions that will require the Branch President and each Branch Board member to collaborate in responding to the questions as the one reporting form will consist of questions pertaining to the activities of the Branch President and each Board member. Once the Branch President has engaged all of the Branch Board members in collecting the necessary data to complete the report, she or her designee can then enter the responses on-line.

A copy of the on-line report in PDF format can be found on the website on our Member Portal. You may download it to familiarize yourself and your Board members with the questions and get ready to collect the necessary information. However, you will need to wait to receive the link in February in order to complete the online report.

The deadline for completing the report is March 15th.