

Department Merit Medallion Award Submission

Checklist

Applications Open: May 1, 2026, Submission Deadline: July 20, 2026

The Department Merit Medallion Award focuses on recognizing and celebrating departments that strive for and achieve excellence in mission and business practices. Business excellence drives volunteer engagement and allegiance and cultivates respect amongst our members and validates the mission of the ALA for both members and non-members.

*Departments on NEC or IRS suspension will not be eligible.

REQUIREMENTS

- **MEMBERSHIP**
 - 85% Department membership by March 15, 2026
- **DEPARTMENT IMPACT REPORTING**
- Report must be submitted by the deadline of July 1, 2026,
- **GOVERNANCE EXCELLENCE**
 - Complete an annual review of the department Constitution, Bylaws, and Standing Rules
 - C&B/SR's* includes sections on discipline of board members
 - C&B/SR's* includes a section (s) on positions that have authority to call a DEC meeting
 - C&B/SR's* includes a section (s) on voting including what constitutes a quorum for **both the DEC and the convention**
 - C&B/SR's* includes a section (s) on contract signing
 - Department has a confidentiality policy*
 - Department has a conflict-of-interest policy and disclosure form*
 - Department leadership has reviewed nonprofit state statutes (documentation should include any action items that need to be/have been reported to the DEC. If no action needs to be taken, document that)
 - ❖ *Departments with conventions on or after July 20th may submit the Governance Excellence criteria by August 1st. All other awards criteria are still due by July 20th. This extension applies **ONLY** to the amender governing documents required for the Governance Excellence criteria.*
- **FINANCIAL FIDUCIARY RESPONSIBILITIES**
 - Department Oversight and Reporting Policy*
 - Department Audit Policy
 - IRS 990 filed annually by Department
 - Department process* in place to ensure units are in compliance with IRS filing
- **MISSION INVESTMENT DONATIONS**
 - Department has donated to both of the following funds:
 - ❖ Auxiliary Emergency Fund
 - ❖ Spirit of Youth Scholarship Fund
- **RECIEVE A VETERAN'S PROJECT FUND FROM THE ALA FOUNDATION**
 - Female veterans must be included in the project (can be both male and female veterans)
 - *Grant submission can come from a unit, district, county or department

*Attach copies of bylaw **excerpts**. Do not send complete C&B. If the total document is sent, your submission will be eliminated. Cannot re-type the information. It must be the C&B excerpt.

*C&B/SRs are your governing documents. "includes" means it is in your documents! Not just "following National guidelines or following the Unit Handbook".

*Policy means a document labeled and DEC adoption is verified. Agreeing to do it in the future is not acceptable.

*Conflict of Interest is a Policy and needs a Disclosure form as part of the policy.

*"Process" as in the Unit 990 filings means a written procedure document.

*Oversight is under "Financial" responsibilities, so you need to specifically include financial oversight.