

# DEPARTMENT EXCELLANCE INITIATIVE

## 2024-2025 DEPARTMENT MERIT MEDALLION CHECK LIST

The Department Merit Medallion focuses on recognizing and celebrating departments that strive for and achieve business management excellence. These elite departments understand that focusing on department business excellence not only drives volunteer engagement and allegiance, but it also cultivates respect in the ranks and validates the legitimacy or the ALA for both members and non-members.

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

### MEMBERSHIP

- ☐ Attain 85% Department membership by March 15, 2025.



### DEPARTMENT IMPACT REPORTING

- ☐ Reports submitted by July 1, 2025, deadline

### GOVERNANCE EXCELLENCE

- ☐ Completed an Annual Review of the department Constitution, Bylaws and Standing Rules
- ☐ C&B/SRs includes sections on Discipline of Board Members
- ☐ C&B/SRs includes section(s) on positions that have authority to call a DEC Meeting
- ☐ C&B/SRs includes section(s) on Voting including Quorum
- ☐ C&B/SRs includes 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

Review of nonprofit state statutes revealed action items that the department must take to be compliant:

- ☐ Action Items have been reported to the department executive committee

### 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 at least one of the following funds:

*Auxiliary Emergency Fund (ALA)*

*Veteran Projects Fund (ALAF)*

**APPLICATIONS OPEN: JUNE 1, 2025**  
**SUBMISSION DEADLINE: JULY 1, 2025**