

# National Association of Letter Carriers Activity Report

**IMPORTANT – PLEASE READ:** All income must be turned in the same calendar year of the actual event and must be turned into MDA no later than Dec. 15th for the branch to qualify for the NALC Honor Roll. MDA can provide a receipt for all cash or checks upon request. Please mail a copy of any receipts for all cash or checks, along with this activity report, to the NALC National Headquarters.

## **A** NALC Branch Information NALC Branches Complete Sections A & C

NALC Branch Name \_\_\_\_\_ Branch No. \_\_\_\_\_

Branch President \_\_\_\_\_ Email \_\_\_\_\_

Branch Address \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

MDA Coordinator \_\_\_\_\_ Email \_\_\_\_\_

## **B** Other NALC Organization or Group Other NALC Group Completes Sections B & C

State Association  Auxiliary  Other  Group Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Address \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Event Location \_\_\_\_\_

## **C** Fundraising Activity Information All Groups Complete Section C

Type of Event \_\_\_\_\_

MDA Event # (FMS#) \_\_\_\_\_

(Ask your MDA representative for the event number.)

Date of Event \_\_\_\_\_ Amount Raised \$ \_\_\_\_\_ (Gross) \$ \_\_\_\_\_ (NALC Expenses) \$ \_\_\_\_\_ (Net Amount Raised for MDA)

Total Amount Mailed to \_\_\_\_\_ (Name of MDA Office) On \_\_\_\_\_ (Date)

MDA Field Office \_\_\_\_\_ (Required) \_\_\_\_\_ (Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(ZIP)

Signature \_\_\_\_\_ (Branch President or Designee) \_\_\_\_\_ (Date)

### Copy Distribution

1. Mail a completed form, with copies of any receipts/checks from MDA, to the NALC MDA coordinator at 100 Indiana Avenue NW, Washington DC 20001 and/or [mda@nalc.org](mailto:mda@nalc.org).
2. Mail/Deliver copy with donation in check or money order to your local MDA representative.

Extra copies of this form are available on the NALC website or call 202-756-7403.

