

Meeting your MDA reporting requirements



Christina Vela Davidson



As the end of the year creeps up on us, I want to ask all branches to go through their MDA records and make sure you have sent me a copy of every event you have hosted and at which you have raised money. Dec. 15, 2019, is the cutoff date; anything sent in with a postmarked date after that day will be counted for the following year, unless we are informed in advance and the reason for the delay is reasonable.

NALC Headquarters will help make sure that donations are properly recorded for your branch, so make sure to turn in all fundraising for the current calendar year before Dec. 15.

Sisters and brothers, help us make this information as accurate as possible. Additionally, I want you to remember that the MDA office occasionally takes out expenses from funds turned in to MDA after the event. Incentives like t-shirts, water bottles and small prizes can have associated expenses with them. Please be aware of this and have a conversation with MDA about any costs associated, so you can choose to accept the incentives or make other arrangements to reduce costs before rather than after the fact.

If your branch is planning an activity, please let NALC know in advance, because we can help promote events on all of our NALC social media pages.

Here are some essential items you need to know:

- **Reporting period**—This period is the event year, which is the current calendar year the event is held.
- **Reporting requirements**—Send activity forms to MDA and a copy to NALC Headquarters. Get receipts from MDA. If you mail in your report, keep a copy of the check(s), money order(s) or pledge forms for

your branch, and send a copy to NALC Headquarters with the activity form.

- **Combined Federal Campaign (CFC)**—NALC will add any money raised through the CFC to your MDA Honor Roll totals if Headquarters receives the OPM form to support the claim. We will work with the local MDA office to ensure that it is receiving these donations.
- **Items that are not reported or not turned in directly to an MDA office**—These would be donations sent in through MDA direct mailings, or donations for a previous event year, that were not received by MDA in time to make the accounting period.

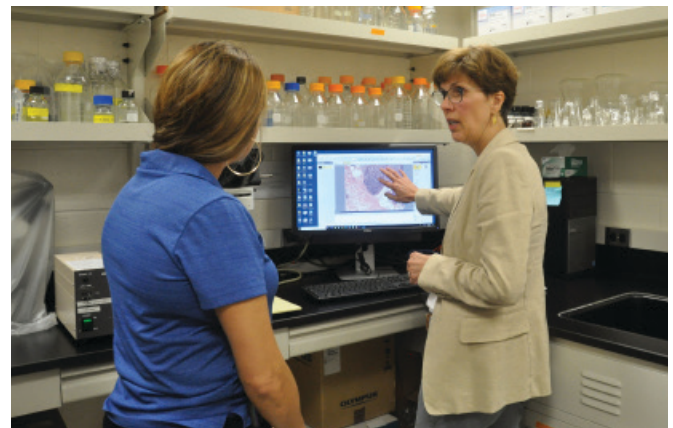
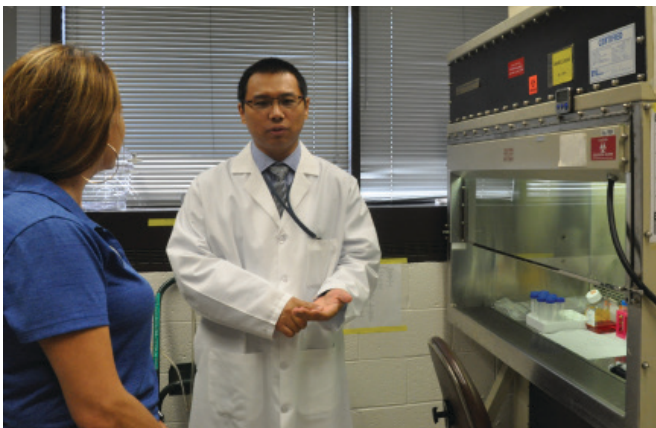
Whenever possible, notify NALC Headquarters of events in advance. We will help you promote your activity on the “Deliver the Cure” Facebook page, Twitter, Instagram and any other available social media. This notification also gives us a heads-up to look for donations so, if they do not appear, we can find out why and correct any issues before the reporting period ends.

NALC also would like to offer your branch MDA/NALC t-shirts, which can be worn by volunteers and participants at your events. Requests will be filled on a first-come, first-served basis until the supply is exhausted.

The NALC’s commitment has not changed. With your support, we raised more than \$1.4 million for MDA in 2018. Keep up the great work, and we can shoot for \$1.5 million or more for this year.

None of us is involved with MDA to get something out of it. We raise money for the families affected by the diseases covered by MDA. At the same time, we want all branches to get full credit for what they do. Please report all fundraising by using the form we have available and in coordination with your local MDA office. Thanks so much for all you do!

Please call 202-662-2489 for more information or email me at mda@nalc.org.



On Aug. 29, NALC MDA Coordinator Christina Vela Davidson toured the Myasthenia Gravis Laboratory at George Washington University and was shown the latest in MDA research by Dr. Xiangyang (Tony) Zhang (l) and Dr. Linda Kusner (r).