

## **What's in a Report?**

The individual reports of activities of the Chapter are its lifeline. They keep a running account of the progress of the Chapter and become its history. What do the reports contain and when are they submitted?

1. All reports are submitted in writing and addressed to the Chapter President with the original going to the President's files.
2. In the case of committee reports, the committee members are listed in the body of the report.
3. The projects are explained concisely and to the point.
4. Results of the projects are listed and explained.
5. Any and all expenses are listed separately and totaled.
6. The report is signed by the Chair.
7. Executive Board members submit their reports quarterly at the meeting of the Executive Board.
8. Committee Chairs who are not members of the Executive Board submit their reports at the Spring Institute and Fall Convention.
9. Fliers or other materials are attached to the report.
10. Reports of activities cover periods between reports with the final report covering the entire year.
11. Distribution of the reports is as follows.
  - a. Chapter President (original)
  - b. Chapter Secretary
  - c. Chapter Achievement Chair (2 copies)
  - d. Committee Members
  - e. File
  - f. Other copies may be requested by Media, Education, E. R. Herring, etc.
12. All individuals' files are passed on to each person's successor immediately following the vacating of the position.