

# BOOK OF REPORTS

It is time to compile our Book of Reports!!

Please prepare your reports using the following guidelines as to the maximum length of your report. Please remember to include a complete list of all awards given. Your report should be typed and emailed to the Department Secretary. If you are unable to do so, please contact Department Headquarters.

Reports are due into Department Headquarters by June 22<sup>nd</sup>.

Department President – 6 pages  
Department 1<sup>st</sup> Vice President – 1 page  
Department 2<sup>nd</sup> Vice President – 1 page  
Department Historian – 1 page  
Department Chaplain – 1 page  
Department Secretary/Treasurer – 1 page  
National Executive Committee Woman – 1 page  
District Presidents – 2 pages

## DEPARTMENT CHAIRMEN

ABC's – 1 page  
Americanism – 1 page  
Audit Committee – 1 page  
Auxiliary Emergency Fund – 1 page  
Children and Youth – 2 pages  
    Lakeland Village – 1 page  
    Fircrest – 1 page  
    Madigan – 1 page  
Community Service – 1 page  
Constitution and Bylaws (Unit and Dept) – 1 page  
Constitution and Bylaws Research Committee – 1 page  
Distinguished Guest – 1 page  
Education – 1 page  
Evergreen Girls State – 1 page  
Evergreen News – 1 page  
Finance Committee – 1 page  
Fisher House (Madigan & Seattle) – 1 page  
Gift Shops (American Lake, Orting, Retsil, Seattle, Spokane, Vancouver, Walla Walla) – 1 page  
Junior Activities – 1 page  
Legislative – 1 page  
Membership – 1 page  
National Security – 1 page  
Past President's Parley – 1 page  
Poppy (Chairman and Reps) – 1 page  
Presidents Project – 1 page  
Public Relations – 1 page  
Transitional Housing Reps – 1 page  
USO's Reps – 1 page  
Veteran's Affairs & Rehabilitation – 2 pages  
Veteran's Hospital Reps – 1 page  
Veteran's Home Reps – 1 page  
Ways and Means – 1 page

**DUE TO DEPARTMENT BY: JUNE 22<sup>nd</sup>**