



## GUIDELINES FOR WRITING INTERNATIONAL COUNCIL REPORTS (Verbal report to council limited to two minutes)

Guidelines are for the positions required to present reports at the annual International Council Meeting per INTERNATIONAL BYLAWS ARTICLE XV, INTERNATIONAL COUNCIL, SECTION 4., ....reports limited to two (2) minutes each from the International Officers, Chairmen of the International Standing Committees, State/Provincial Presidents and Organizers of Unchartered States/Provinces. Chairmen of International Special Committees may be requested to submit a report.

### GENERAL INFORMATION:

**Submit ONE signed copy** of your report to the Recording Secretary after it has been presented at the Council Meeting. Reports will be filed at headquarters and in the Secretary's Notebook of Minutes and Reports. This must be the same report that you give verbally. A copy should also be retained for your records.

(FYI—a two-minute report is approximately 250-300 words. The Recording Secretary is not permitted to edit reports. Reports over 325 words will be returned for you to edit.)

Email the report to the International President and International Recording Secretary as a Word document attachment if possible. Organizers of Unchartered States/Provinces should also email your report to the International First Vice President. NO hard copy until your report is given. Your emailed report must be the same as that given verbally at the Council Meeting.

Emailed Reports are due no later than **TWO WEEKS PRIOR** to International Convention.

### GUIDELINES FOR TYPING YOUR REPORT

Font: Times New Roman  
Font size: 11 (eleven)  
Single space (do not space between paragraphs)  
Indent the paragraphs

In the upper left side of the page, type your State/Province or International position in bold caps followed by a dash and your name using lower case. Your report follows but not in bold. Follow example:

**ARKANSAS—Mary Smith** or  
**INTERNATIONAL TREASURER—Sally Jones**  
This officer etc. -----

### DO

- be concise
- cover only important items of current year of your term
- write in third person (i.e. "this officer")
- sign all hard copy reports

### DO NOT

- include data to be reported by another officer or chairman
- use "I", "my", or "me"
- include recommendations in report (send to Executive Board)
- use italics, color, bold, fancy script, bullets or all capitals for emphasis in report
- submit handwritten reports or handwritten items in blank spaces