

Chapter Report for the Mart & Highlights Chapter Highlights

Use the following subheads to structure your reports and for consistency. It is not expected that all subheads will be used in every report. Please delete the subheads that do not apply to your report for this meeting.

(*An asterisk means the information is required.)

Information in parentheses is explanatory and should not be included in your report.

*Reporter Name:

*Chapter No.:

*Chapter Name:

*Location: (of meeting)

*When: (meeting schedule for the year)

*Membership Information: (who to contact to join chapter)

*Email: (of membership contact above, please include phone number if no email address is available)

Website:

Meeting: (date of the meeting in this report)

New Officers:

New Members:

Program:

Show and Tell:

Chapter Contest:

Growing Your Chapter Tips: (ideas for increasing membership)

In the News:

Public Project:

Regional Report:

Upcoming Classes:

Upcoming Events:

In Memory Of:

Please include in the name of this file (if you are attaching it to an email) your chapter number and the month of the meeting you are submitting (e.g., Chapter 1_June).

If you email this report (an attached Word document or a report as text within your email) make sure the subject line of the email also contains your chapter number and the month of the meeting you are submitting (e.g., Chapter 1_June).

Please attach your image with the email in which you send this file and include your caption in the body of your email.