

Guidelines for Reports of State Officers, Local Society Presidents and State Chairmen

At the state conference you will be called upon to give a report of the activities of your office, society, or committee. You may like to include things you have done that have something to do with C.A.R. (attended summer workshop, gave a talk at DAR, for example) and also if you are a chairman, you may wish to contact the societies to see what they did that had something to do with your committee or tell what your society did. The contact information for all society presidents is on the website under Local Societies tab. Also, your senior may be able to assist.

Your report should say : The Report of the _____ Committee
or The Report of the _____ Society
or The Report of the _____(whatever your office is)

Then put, The Tennessee Society Children of the American Revolution
February 27, 2010

Write the report in third person.

Try to use the state and national themes in your report.

Please make two copies of your report. Turn in after giving it at state conference.

If you are not attending state conference, please email your report to Mrs. Hudson at karenwhudson@comcast.net or mail to 2010 Stratford Road, Murfreesboro 37129

Your report should be less than 2 minutes.

Conclude your report with your signature and name under it and signature (if possible) and name of your senior. No need to end your report with "Respectfully submitted"

Thanks!