

A CHECKLIST FOR REPORTING

Or

How to Carry the Message in a Meeting

- In general, limit your report to 2 minutes.
- If your report is given orally, speak from prepared notes.
- If your report is written, type or write clearly and sign it. Limit it to one page.

Include in your report:

1. Important activities since the last report.
2. Goals accomplished.
3. Problems solved; needs met; actions taken.
4. Progress made.
5. Current activities.
6. Current problems and needs.
7. Current goals.

Exclude from your report:

1. Announcements of social functions at Assemblies. (Please use flyers and mailboxes.)
2. Dates, time, place, etc. of your meetings.
3. Opinions or suggestions on other Assembly business.

NOTE: These same guidelines can be used when reporting to District meetings, Committee meetings, and Group Conscience meetings.