National Society Children of the American Revolution

Report Guidelines for National Convention

Dear National Officers, State Presidents, and National Chairmen:

Since National Convention is almost here, I am sure that you are starting to prepare your reports. Please review carefully these guidelines and follow them closely, so that the reading of reports at National Convention can go as smoothly as possible.

1. Double space and type your report. Four copies are needed: one for yourself, one for your successor, one for the Senior National Recording Secretary, and one for the Senior National President. Do not use stationery or any form of letterhead; use only standard 8.5”x11” white paper. Do not fold, paperclip, or staple your report.
2. The top, bottom, and right margins of each page should be 1 inch. The **LEFT** margin should be 1.5 inches, so that the reports may be bound together. Do not punch holes in your report.
3. **Do not forget to sign your report! Both you and your senior need to sign it.** At the bottom of your report, you need to type your name and title and to type your senior’s name and title, with the respective signatures above each name.
4. State Presidents will need to use the full name of their state societies at the top of their reports. **Do not use abbreviations!** M.S.C.A.R. could be Maine, Maryland, Massachusetts, Michigan, Mississippi, Missouri, or Montana. Refer to the example enclosed. National officers and chairmen should use their official titles.
5. **Start your report with “Madam National President.” DO NOT END THE REPORT WITH “Respectfully Submitted,” “Submitted,” or anything else similar.** Simply end with your name and title and your senior’s name and title.
6. Include accomplishments during your term of office. Also, add details of any changes (ie. membership, special activities, donations to mountain schools, etc.) to make the report more interesting and fun!
7. If you are a National Officer or a Chairman, include information about some of the programs presented by those societies that entered your contest, excluding the societies’ names. Please announce the winners of your Contest(s) at the **END** of your report.
8. Use third person when referring to yourself in your report. (i.e. – Do not say “I attended …”, “my contest”, etc.)
9. Do not make your report a travel log. (Do not merely list the regional meetings you attended.) Also, do not refer to any activities outside of C.A.R.