STATE OFFICER REPORT

Each State Officer is to present an annual report at State Conference. Reports must be sent to the State Regent and the State Recording Secretary by April 1st of each year prior to the State Conference. These reports become the permanent record of the State Society achievements and will be published in the Proceedings Book. The Proceedings Book, which is printed at the end of a State Regent’s administration, details the highlights of her administration.

Due to the two-minute reporting limit format for State Officers presenting a report at State Conference, no report should be over one or two paragraphs and will be a synopsis of information reflecting the most interesting or outstanding work of the Committee. All ISDAR officers will be expected to file these annual reports. Please note that reports should be reviewed for spelling and grammar as these will become a permanent record of the society.

While you may include an extra comment or phrase while speaking, the report filed needs to reflect appropriate grammar and report standards. Please refer to the instructions below. Please make every effort to meet the reporting deadline of April 1st prior to State Conference.

INSTRUCTIONS AND BASIC TIPS FOR PREPARING REPORT

- Start by listing your State Office Title and your name (State Officer’s name) at the top of the report. For easy readability, each item should be on a separate line.
- Prepare a 200-word narrative that shares and celebrates the activities of your committee during the prior calendar year. Be creative – inspire others!
- Reports are to be copy-ready for publication or submitted electronically.
- Reports should be typed and should not exceed 200 words in length.
- Do not hand-write the report or type the report using all capital letters, as this makes it very difficult to prepare reports for the Proceedings Book.
- No corrections should appear on the final submission copy.
- A specific form is not required. Reports can be generated with word processing software or it simply can be inserted into the body of an email.
- e-mail reports to both:

  Marsha Hucke and Laura Kozin  
  Iowa State Regent and Iowa Recording Secretary 
  marshahucke@hotmail.com and lauralkozin@gmail.com

If you have any questions, please do not hesitate to contact the State Regent or the State Recording Secretary. Please make every effort to meet the reporting deadline: April 1.