

ISDAR State Officer's Report

Each State Officer is to present an annual report on the activities and accomplishments of her office at State Conference. State Officer's Reports become part of the permanent record of the ISDAR when published in the Proceedings Book printed at the end of a State Regent's administration.

Due to the two (2) minute reporting limit format for State Officers presenting a report at State Conference, no report should be over one or two paragraphs of complete sentences reflecting reflecting the most interesting or outstanding work of the Officer. The filed report needs to reflect appropriate grammar and report standards. Each report is limited to a maximum of 200 words. A specific form is not necessary. Instructions are given below.

Three (3) copies of the State Committee Chairman's Report are required: one for the **State Regent** for use in compiling her report for Continental Congress and for future reference during her administration; the second for the **State Recording Secretary** for publication in the Proceedings Book; the third copy for the **Committee's record**.

***** **DEADLINE: March 15, 2023** *****

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 Office 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 simply inserted into the body of an email.
- ☆ Email reports to:

Edith Brunia
ISDAR Regent
ebrunia@yahoo.com

AND

Jerilyn Klein
ISDAR Recording Secretary
jerilynmklein@gmail.com

Please contact the [ISDAR Recording Secretary](#) with any questions.