

## **208 REPORTING PROCEDURES**

The following reports are prepared in the club by the President or a delegate and are forwarded to specific individuals in the Region:

### **MONTHLY**

A report on club membership, programs, activities, committees, attendance, etc. is forwarded to the Regional Director, the Regional Director Elect, the Regional Secretary, all of the Regional Service Directors, and the District Governor concerned. See copy of form in Appendix section entitled "Monthly Report".

A report on club activities to the local Y Board, if one exists in the community.

### **SEMI-ANNUALLY**

Report on club membership, dues, etc. to the Regional Treasurer.

### **ANNUALLY**

Report on club activities to the Regional Convention.

### **PERIODIC OR AS REQUIRED**

Reports on specific topics to Regional Service Directors.

Reports on club activities to Regional Council Meetings and District Meetings.

