

307 REPORTING PROCEDURES

REGIONAL DIRECTOR

Complete a Monthly Activities Report, see sample in Appendix section.

Prior to the 15th of the month submit copies of this report to: Area President, Regional Director Elect, Regional Secretary, and retain one copy for file.

REGIONAL DIRECTOR ELECT

Complete a Monthly Activities Report. See sample in Appendix section.

Prior to the 15th of the month submit copies of this report to: Regional Director, Regional Secretary, and retain one copy for file.

DISTRICT GOVERNORS

Complete a Monthly Activities Report. See sample in Appendix section.

Prior to the 15th of the month submit copies of this report to Regional Director, Regional Director Elect, Regional Secretary, and retain one copy for file.

REGIONAL SERVICE DIRECTORS

Complete a Monthly Activities Report. See sample in Appendix section.

Prior to the 15th of the month submit copies of this report to: Regional Director, Regional Director Elect, District Governors, Regional Secretary, and retain one copy for file.