

208 REPORTING PROCEDURES

The following reports are prepared in the Region and are forwarded to specific individuals in the Region:

MONTHLY

A report on club membership, programs, activities, etc. is forwarded to the Regional Secretary, all of the Regional Service Directors, and the Governor concerned. See copy of "Monthly Report".

A report on club activities to the local Area Council.

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.

