

GUIDELINES FOR QUARTERLY/ANNUAL REPORTS
(See also Guidelines for Documentation)

NAME OF COMMITTEE (QUARTERLY) (ANNUAL) REPORT

Committee Chair's name

Members of Committee: (list names alphabetically)

In the **Quarterly Report**, summarize activities/projects for the quarter.

In the **Annual Report**, summarize the **yearly** highlights and important achievements of the committee's work. Make projections for the coming year if appropriate. There may also be a brief review of the fourth quarter activities.

The format of the report may be in paragraph form or bulleted. Choose the format that is easy to put together and allows your committee work to be easily understood. Please remember to use Times New Roman font size 12. Send document in Word, not pdf, so we can edit.

Brevity is appreciated.

It is very important that reports be received as soon as possible after notification by the president or secretary so that they may be collated and printed in a timely fashion. Reports should be emailed to the secretary and copied to the president and liaison.

At both quarterly and annual meetings, chairs will be invited to elaborate on their reports if necessary.

The Board of Directors appreciates the work that chairs and committees do all year long. Without the work of all of our committees, we would never be able to achieve the goals of the DVCA.

THANK YOU!!