

## **HOW TO SUBMIT A REPORT**

Written reports are our record of what the Directors and Standing Committee Chairmen have accomplished. When filing a written report at a Board of Directors or Business meeting, please follow the guidelines below:

### **Format**

Your report should include the following:

1. Heading:  
Kansas City Young Matrons  
Board of Directors Meeting/Business Meeting  
Meeting Month and Year  
Activity/Event
2. Number of KCYM members attending and/or serving event and service hours earned
3. Brief summary of the activities that took place
4. Cost of event, if any
5. Success of event and suggestions for the future.
6. Your name and position

If possible, keep the length of your report to one paragraph and no longer than three minutes in duration. Notes on details (number of napkins needed, supplies needed for the craft, etc.) are kept in your Working notebook for your reference and for next year's Chair and not included in your written report.

**Board of Directors: At least two days prior to the meeting, please email your report to:**

1. President
2. Director of Administration
3. Parliamentarian
4. President-Elect

**Standing Committee Chairmen: At least two days prior to the meeting, please email your report to:**

1. Your Director
2. President
3. Director of Administration
4. Parliamentarian
5. President-Elect

**This is an example of a report:**

Kansas City Young Matrons  
Board of Directors Meeting/ Business Meeting  
January 2021  
Affiliate Name

We have completed 2 of our 3 dates for volunteering at Affiliate Name. Our first two visits included baking, Bingo and crafts. Fifteen women have contributed their time and talents for the residents totaling 38.5 Civic hours. I have spent \$75.00 of our \$200 budget. Our next visit will be on February 10<sup>th</sup>. Thank you to all of our volunteers!

Name, Project Coordinator Affiliate Name

**MAKING A MOTION**

Number the motions, place them at the end of your report.

**Example:**

Motion:

1. I move to approve the following women to serve on the Social Committee...
2. I move to approve Hallbrook Country Club as the location of our Mistletoe Party...

rev: 4/08, 4/13, 4/18, 4/20, 3/21