

Suggested Section Report Format

R10 Award Committee will select the R10 Outstanding Large and Small Section Award based on the previous year Section Report Submitted before the R10 Committee Meeting held around April. Therefore, it is necessary to have a common form to facilitate the evaluation and hence the following format is suggested.

PART A - SECTION SUMMARY

A.1 Executive Summary

Please highlight the major events or achievements in the year.

A.2 Financial Report

PART B - ORGANIZATIONAL ACTIVITIES

B.1 Membership Development Programs

Effort in Membership Development

Evidence of retention of members

GOLD, WIE and Infirmity Group Activity

B.2 Professional and Continuing Education Activities

Continuing Educational activities including conferences, technical event, training courses should be summarized and reported.

B.3 Students Activities

Active Student Branches activity including student paper contest, recruitment of student members.

B.4 E-mail and Newsletter Activities, Home Page

Number of hard print or electronic Newsletters issued

Section, Chapters and Student Branches Web Pages

B.5 Awards

Award program available and the list of winners

B.6 Chapter Activities

PART C - GOALS AND PLANS

C.1 Goals

C.2 Implementation Plans

PART D - OTHERS

D.1 Relationship with National Societies

D.2 Special Events

D.3 Concern areas and suggestions