

District President's End-of-Year Report Instructions (Revised 5/28/10)

Note: This form is for end-of-year reports. Please do not use this report form for mid-year reports.

- Type your report (no handwritten reports, please). If you are able to type your report into a computer file, we'd prefer that you do so. You may send a request for a copy of the Microsoft Word file for this form to pam.deardorff@ncae.org.
- Your report, as submitted, will be compiled into a booklet with other District Presidents' reports and will be distributed to the Executive Board at the October meeting.
- Keep your comments and recommendations in items 11–15 brief and to the point—in-depth explanations can be supplied during the Executive Board meeting, if needed. If you are a NEW District President completing this report, you may need to consult with the out-going District President to complete these questions.
- Submit your report in time to be received at the state office by **August 15, 2010**.

If you created your report on a computer: Please submit your report via email to the state office at pam.deardorff@ncae.org using the subject line "District President's Report." If possible, submit your report as an attachment to your email. If that's not possible, you may submit your report by pasting the contents into the body of the email.

If you typed your report: Mail your report to the following address:

NCRSP
Attn: District President's Report

P.O. Box 27347
Raleigh, NC 27611-7347

Please do *not* submit your report via fax.

Respond to the following based on what's happened since the mid-year district President's report:

11. Number of meetings of the NCAE District Roundtable that were attended by a member of your Board: _____

12. District Board or general meetings held since your last report (purpose/date/time/place):

13. Highlights of significant events in your local units since your last report:

14. *State* Executive Board actions sought *by the District governing board* (automatic motions for the next *state* Executive Board meeting):

15. Other comments or concerns to be discussed at the next *state* Executive Board meeting (**not** automatic motions):
