

# **State Committee Chair's Report Instructions (Revised 8/15/11)**

- Type your report 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](mailto:pam.deardorff@ncae.org).
- Your report will be compiled into a booklet with other Board reports and distributed to the Executive Board at the October meeting.
- Keep your comments and recommendations *brief and to the point*—in-depth explanations can be supplied during any needed discussion at the Executive Board meeting. If you need more room for an item, continue that response on a blank page, beginning your continuation with the item number.
- Submit your report in time to be received at the state office by **September 9, 2011**.

*If you created your report on a computer:* **Please submit your report via email to the state office** at [pam.deardorff@ncae.org](mailto:pam.deardorff@ncae.org) using the subject line "Committee Chair'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: State Committee Chair's Report  
P.O. Box 27347  
Raleigh, NC 27611-7347

**Report of the \_\_\_\_\_ Committee**

Date: \_\_\_\_\_

Chair's Name: \_\_\_\_\_

1. Meetings held since your last report (time/date/place/attendees):

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2. Highlights of your committee's work since your last report:

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