

State Officer'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.
- Enter your office title at the top of the form.
- 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. Your report will be compiled into a booklet with other Executive Board reports and distributed to the Executive Board at the October meeting.
- 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 using the subject line "State Officers 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 State _____

Date: _____

Name: _____

1. Major activities since your last report (function, date, place; do *not* include committee meetings that you chaired):

2. Highlights of *significant* actions taken since your last report:
