

Local Unit President's End-of-Year Report Instructions

- Type your report (*no handwritten reports, please*). If you wish to type your report into a computer file, you may request a copy of the original document file from the state office (*pam.deardorff@ncae.org*).
- Keep your comments and recommendations in items 11–14 *brief and to the point*. If you need more room for an item, continue that response on a blank page, beginning your continuation with the item number.
- Please do **not** use any older report form that you may have on file.
- Submit your report **to your 2009-2011 District President** in time to be received by **June 30, 2011**.

NCRSP LOCAL UNIT END-OF-YEAR REPORT

(Submit to your 2009-2011 DISTRICT PRESIDENT by June 30, 2011)

Report of the _____ RSP President
(Local Unit Name)

Date: _____

President's Name: _____

Respond to the following based on what your unit has done since the beginning of the current membership year last July 1.

- ❶ Number of general meetings held: _____
- ❷ Number of Board meetings held: _____
- ❸ Number of meetings of the NCAE local unit Board that were attended by a member of your Board: _____
- ❹ Number of meetings of your Board that were attended by a member of the NCAE local unit Board: _____
- ❺ Number of issues of your unit newsletter that were published: _____
- ❻ Is your unit newsletter mailed to all members? (Yes/No): _____
- ❼ Are you using the NCRSP cardinal logo on your printed materials (e.g., name tags, flyers, banners)? (Yes/No): _____
- ❽ Did your unit participate in Gold Star Program? (Yes/No): _____
- ❾ Has your unit conducted or co-sponsored a legislator appreciation event? (Yes/No): _____
- ❿ Has your unit held a program on a health & wellness, personal security, financial management, or retirement planning topic? (Yes/No): _____

11. Highlights of significant events in your unit related to Programmatic Thrusts (Goals):

12. Status on legislative plans: (legislative network, calling or writing campaign, participation in rally, etc.)

13. Greatest success this year:

14. Biggest challenge this year:

14. Other comments, concerns, or suggestions for your District/State Executive Board: (Ex: What do you need help with from the District; do you have a website; do you need help with creating a budget for your local; do you need assistance with finding leaders for your unit; membership ideas, etc?)
