

# **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 District President** in time to be received by **June 30, 2010**.

# NCRSP LOCAL UNIT END-OF-YEAR REPORT

(Submit to your DISTRICT PRESIDENT by June 30, 2010)

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.

- ① Number of general meetings held: \_\_\_\_\_
- ② Number of Board meetings held: \_\_\_\_\_
- ③ Number of meetings of the NCAE local unit Board that were attended by a member of your Board: \_\_\_\_\_
- ④ Number of meetings of your Board that were attended by a member of the NCAE local unit Board: \_\_\_\_\_
- ⑤ Number of issues of your unit newsletter that were published: \_\_\_\_\_
- ⑥ Is your unit newsletter mailed to all members? (Yes/No): \_\_\_\_\_
- ⑦ Are you using the NCRSP cardinal logo on your printed materials (e.g., name tags, flyers, banners)? (Yes/No): \_\_\_\_\_
- ⑧ Has your unit conducted or co-sponsored a health fair? (Yes/No): \_\_\_\_\_
- ⑨ Has your unit conducted or co-sponsored a legislator appreciation event? (Yes/No): \_\_\_\_\_
- ⑩ 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:

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12. Status on legislative plans (as reported in the fall):

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13. Status on other unit goals for the current year (as reported in the fall):

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14. Other comments, concerns, or suggestions:

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