



Chapter Quarterly Reporting Procedures

In order to keep things in a simple uniform manner please send your chapter quarterly reports to the state president in the following manner.

Send all reports as individual emails. Do not zip or bundle. Send your quarterly activity report in one email, your quarterly financial report in the second email and your quarterly newsletter in your third email. This will be a big time saver for the state president and will be a big help to AFA HQ.

Labeling Quarterly Report Attachments:

Label your report emails in the following manner. Please do not deviate.

Label **Quarterly Activity Report** attachments:

Chp136QARApr-June2012

Label **Quarterly Financial Report** attachments:

Chp136QFRApr-June2012

Label **Quarterly Newsletter** attachments:

Chp136NLApr-June2012

Newsletters are due with or before your chapter quarterly activity report. Please do not send your chapter quarterly newsletters 2 months ahead of your activity report. The newsletter is to cover that quarter. Your chapter can be excused from publishing a newsletter one quarter per year with prior approval from the state president.

Please be specific on your activity reports. Listing things like “chapter attended local Veterans Day Program” are not specific and does not count. If your chapter, or anyone from your chapter, actively participated in a program and the AFA was mentioned in print or at the podium then that is specific and counts. After all we want everyone to know about the AFA.