

## Report form

1. Name of Observer \_\_\_\_\_
2. Unit \_\_\_\_\_
3. Date \_\_\_\_\_
4. Time \_\_\_\_\_
5. Place \_\_\_\_\_
6. Attendance:

7. Voting Members Present \_\_\_\_\_
8. Voting Members Absent \_\_\_\_\_

9. Management Personnel and Advisors Present \_\_\_\_\_  
\_\_\_\_\_

10. Media Represented \_\_\_\_\_

Other Persons or Groups Attending \_\_\_\_\_

11. Content: Items of Significance to the League

- a. Decisions Reached;
- b. Subjects Discussed but Action Postponed;
- c. Recommendations for League Attention, Action, or Follow-up;
- d. Citizen Comments;

12. Physical Facilities, including change of meeting place.

13. Conduct. Report when necessary.

## Reporting Instructions

1. Complete and send the form for each meeting attended to the Corps Coordinator by the established deadline or send directly to the Voter editor for inclusion in the Voter.
2. REPORT ANY URGENT MATTER TO THE OFFICE IMMEDIATELY!!!  
(Example : An action in direct opposition to the organization positions).
3. It is **not** necessary to furnish the Observer Corps Coordinator with a copy of the agenda, handouts, or other material collected at the meeting unless it relates to items of importance to the organization. Feel free to use those meeting handouts in your own observer report, however.
4. The observer should keep a copy of all reports submitted.

Put additional pertinent comments on the back of the form to supplement the information called for in the report.