

The rules for the submission of the year-end reports from the Chapter Presidents on behalf of their Chapters have been modified to relieve the Chapter Presidents of the time-consuming task of sending reports to so many different people.

Chapter Presidents should now send the entire completed President's Packet to one person, the Corresponding Secretary, no later than the July 15 deadline. She will distribute them to the different locations as required.

The President's Packet includes the following:

- Chapter Rating Sheet
- (3 copies) Incoming Chapter Officers
- (3 copies) Full Chapter Report (one for the President, one for the file, one for the District Director)
- (1 copy) 250-word Condensed Chapter Report (This will be scanned and emailed to the Recording Secretary for printing in the Minutes Book.)
- Committee Reports
- (2 copies) Statistical requirements for the Historian General and of your Chapter History

The Corresponding Secretary will collate and send the reports to the appropriate and designated Officers and/or Committee Chair.

Chapter Presidents, please send your completed President's Packet to Paula James, P.O. Box 901, Elon, NC 27244, before the July 15 deadline.