
A CHECKLIST FOR REPORTING or How to Carry the Message in a Meeting

- In general, limit your report to 2 minutes.
- If your report is given orally, speak from prepared notes.
- If your report is written, type or write clearly and sign it. Limit it to one page.

Include in your report:

1. Important activities since the last report
2. Goals accomplished
3. Problems solved; needs met; actions taken
4. Progress made
5. Current activities
6. Current problems and needs
7. Current goals

Exclude from your report:

1. Announcements of social functions at Assemblies. (Please use flyers and mailboxes).
2. Dates, time, place, etc. of your meetings
3. Opinions or suggestions on other Assembly business

NOTE: These same guidelines can be used when reporting to District meetings, Committee meetings, and Group Conscience meetings.