

BOOK OF REPORTS RULES

1. The Department President and Secretary should notify all Officers and Chairmen who are submitting reports as to the limit of word, due date, etc. shortly before the Department Convention.
2. A reminder from the Secretary should go to the Book of Reports Chairman urging that they review These rules and enforce them when compiling their Book.
3. The out-going Department President will compile and edit the annual Book of Reports with the President and First Vice President serving with her.
4. Each Officer and Chairman shall submit one copy of her report to the Department President and one to the Department Secretary and keep one for her files.
5. The cover shall either be blue or gold with black ink.
6. Each Department Officer and Chairman will submit her annual report at the Department Convention with the exception of those reports that cannot be completed until the convention is over, i.e., Code, Trophies and Awards, Constitution & Bylaws, etc. and those reports should be in the hands of the President within 15 days after the Convention.
7. Each report shall be typed – double space – and limited to five hundreds words with the exception of the Department President and the Membership Chairman. The Department President shall be allowed 1,500 words and the Membership Chairman shall be allowed 500 words plus list of awards and goal Unit and Districts. Americanism, Junior Activities and VA&R chairmen are allowed 750 words.
8. The Book of Reports should include – Foreword, Table of Contents, Pledge to the Flag, Preamble to the Constitution of the American Legion Auxiliary, American Legion Auxiliary Creed, Blue and Gold, Dedication, Department President’s picture and message, National President’s picture and message (if desired), National Southern Division Vice President’s picture and message (if desired), list of Past Department Presidents, list of District and Unit Presidents, minutes of all meetings during the year, list of Department Officers and Standing Chairmen, financial statement, reports of all Department Officers and Chairmen and Book of Report rules.
9. None of the above listed items except those noted are to be left out but the arrangement of the material is up to the Chairman.
10. Two hundred fifty copies should be printed and the Department Secretary should at least keep six copies in the office.
11. Reports not received should be listed with title and Chairman’s name and noted underneath, “Report Not Received.” (Post-Convention DEC, Savannah, July 1989)