

## Reporting Requirements for State Officers and State Chairs for the 128<sup>th</sup> State Conference

You are required to prepare oral and written reports to inform members of the activities of your office or committee. Written reports are due before **September 10, 2024**. Oral reports are given at the NYS Conference to be held September 26 – 29, 2024, as indicated in the Conference program.

Please follow these guidelines to prepare and distribute your reports.

**Written Report:** This report covers work from October 2023 to September 2024 and is due before September 10, 2024. It is to be published in the New York State Year Book and serves to highlight your accomplishments in a brief synopsis of no more than 400 words. In addition to an overview, information regarding contests and awards should be included.

Prepare your written report as follows:

- Head your report with your name and office or committee, and on the next line, State Conference 2024. Do not use a letterhead.

Example:

Jane Doe, State Chair American Heritage  
State Conference 2024

- Use 8 ½" X 11" page, single spaced
- Use New Times Roman font, 10 or 12 point.
- Use a left margin of at least 1" for binding.
- Number pages if more than one page.

Distribute your written report as follows:

E-mail a copy of your report as an attachment to the dedicated State Conference e-mail address: **ny128stateconference@yahoo.com**. Make sure your written report is sent as a Word document (not a PDF) and is no more than 400 words. If you are unable to attend State Conference, you must still submit your report by September 10, 2024, to be filed.

### Oral Report

Oral reports are given at the NYS Conference to be held September 26 – 29, 2024. You will read this report at the time indicated in the Conference program and must not exceed two (2) minutes. You may read an abbreviated version of your written report in order to meet the time limit.

Prepare your oral report as follows:

- Your salutation is "Madam State Regent." Do not address anyone else even if the President General is present.
- Make your report engaging and interesting.
- Mention only first place award winners as this can quickly use up your 2 minutes.
- Keep your oral report to 250-300 words to stay within the allotted time.
- Practice timing your oral report beforehand.
- Do not write or say "respectfully submitted" at the end of your report. This is no longer correct according to Roberts Rules of Order.
- Include a cordial closing to the State Regent.