

2019 Fall Chapter Report Process - Presidents

(Billows Sept 13, 2019)

The 2019 Fall Chapter Report has been revised to make the report more informative, relevant and useful to your Chapter Advocate and District Officers.

The Fall Chapter Report is an opportunity for the President to provide their Chapter Advocate and District Board information about the chapter's previous 6 months' activity (March 1 – August 31) and the chapter's involvement with District/Society programs and procedures. The Chapter Advocate serves as a resource person to both the Chapter and the District and is the chapter's main communication link to the District. The Chapter Report contains indicators that are very useful to the District Board for developing programs and policies and provides an opportunity for the District Board to become more familiar with all Land O' Lakes chapters. The Division VP uses the Report information to prepare a summary for presentation at the Fall District Board and House of Delegates meetings.

Process:

1. The Chapter Report form is sent to all Chapter Presidents and Chapter Advocates in early September, posted on the LOL website Document Center page and on LOL's Basecamp 3.
2. The Chapter Advocate contacts the Chapter President to inquire if there are any questions about items in the report. **We recommend the Report be returned to the Chapter Advocate by September 30th.**
A listing of the Chapter Advocate assignments is on Pages 12 and 13 of the LOL District Directory.
3. After receiving and reviewing the completed Chapter Report, the Chapter Advocate prepares for a follow up phone call to the Chapter President. This is to clarify responses, provide information, and identify any follow up items, etc.
4. The Chapter Advocate completes the Chapter Report, with their personal notes from the follow up phone call, and highlights items for the attention of District Officers. The Chapter Advocate then sends the final Chapter Report to Gordon Billows, Jay Althof and Judd Orff for information and follow up.