**208 REPORTING PROCEDURES**

The following reports are prepared in the club by the President or a delegate and are forwarded to specific individuals in the Region:

**MONTHLY**

A report on club membership, programs, activities, committees, attendance, etc. is forwarded to the Web Master. He will then forward the report to all of the Regional Council., all of the Regional Service Directors, and the District Governor concerned. See copy form in Appendix section entitled "Monthly Report".

A report on club activities to the local Y Board, if one exists in the community.

 **SEMI-ANNUALLY**

Report on club membership, to the Regional Secretary, twice a year, at least 1 week before February 1 and August 1. The Regional Secretary will inturn send this information to the Regional Treasurer so he can issue bills for Dues.

**ANNUALLY**

Report on club activities to the Regional Convention for the Annual Report.

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