**307 REPORTING PROCEDURES**

**REGIONAL DIRECTOR**

Complete a Monthly Activities Report, see sample in Appendix section.

Prior to the 10th of the month submit copies of this report to: Area President, Regional Director Elect, Regional Secretary, and retain one copy for file.

**REGIONAL DIRECTOR ELECT**

Complete a Monthly Activities Report. See sample in Appendix section.

Prior to the 10th of the month submit copies of this report to: Regional Director, Regional Secretary, and retain one copy for file.

**DISTRICT GOVERNORS**

Complete a Monthly Activities Report. See sample in Appendix section.

Prior to the 10th of the month submit copies of this report to Regional Director, Regional Director Elect, Regional Secretary, and retain one copy for file.

**REGIONAL SERVICE DIRECTORS**

Complete a Monthly Activities Report. See sample in Appendix section.

Prior to the 10th of the month submit copies of this report to: Regional Director, Regional Director Elect, District Governors, Regional Secretary, and retain one copy for file.

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