

Reporting Instructions

2018-2019

For ALL Programs!

Mid-Year

All Programs require a midyear Narrative Report.

If a form is provided by the chairman, you may use the form or simply write a Narrative and submit to District chairman or directly to Department

Due to District December 1, 2018

District due to Department December 15, 2018

Year-End

All Programs require a Year-end Narrative Report.

In addition some programs will also require you to fill out the year-end report form, provided by the Department Chairman.

Due to District April 1, 2019

District due to Department April 15, 2019

When writing your Narrative please include answers to specific questions provided by the Department Chairman in the Program Action Plans!