

LADIES AUXILIARY of the FLEET RESERVE ASSOCIATION

COMPETITIVE REPORT GUIDELINES

1. All report forms will be mailed by the NES to each Unit.
2. Reports are for the prior years work. (Installation to Installation)
Fill in the proper information at the top of each report. [Unit #; Unit Name; Region; Group #; Date and Year
3. Prepare your reports with care. If you need assistance refer to the Standing Rules.
 - a. Neatness and composition are two of the major points to be judged. A fine report may be given fewer points if it is not prepared properly or cannot be read. (if possible, type all report forms, including your signature, before it is signed and mailed.
 - b. Make sure ALL information requested is provided, if applicable. If not, mark "N/A".
 - c. Incomplete or vague sentences may cause confusion and result in fewer points allowed.
4. REFERENCES: SR-2 & SR-33
5. The Unit President, Unit Secretary and Committee Chairman should review all reports carefully to insure accuracy and completeness.
6. All reports must be signed by the Unit President, Unit Secretary and Committee Chairman. In the absence of the Chairman, the President may sign in her place also.
7. Return all reports to the proper committee chairman as specified on the report form, or noted by your Regional President. Return reports by the date specified on the form.
8. If your Unit has decided not to submit any reports DISREGARD THE REPORT FORMS. DO NOT SUBMIT "NO REPORTS."
9. Accepted date of reports will be the Postmarked date.

These guidelines shall be maintained by each Unit Secretary in the Unit files.

Special Notes:

Awards will be made on a positive 100 point system developed for each individual report. The Chaplain & VAVS reports are not for judging. Their purpose is for compiling all works the Unit members have done in the prior year.

Only the 1st Place winners, in each group, of the Unit Report, will be taken to National Convention for judging.