Always submit a report. If you don’t have new information, complete the top section and indicate “No report”.

You may or may not be asked to read your report at the meeting. You’ll have two minutes maximum (approx. 300 words).

Additional time may be granted by the Chairperson if requested before you begin.

*Your report will be distributed to the Area by the Secretary  
 prior to the AWSC or Assembly if received in a timely manner.*

**Date**: **Event**: *(AWSC Meeting/Assembly)*

**Name**: **Position**:

**WSO INFORMATION (if applicable):**

**AREA PROJECTS/GOALS:** *Current or long-term projects or goals proposed or active by you or your committee/group*

*(Please include highlights and/or issues encountered). Feel free to attach another page to continue these report items*.

1.

2.

3.

**QUESTIONS OR ISSUES:** *Questions or issues that should be brought to the attention of the AWSC/ Assembly. Please be brief. (These questions may be referred to the Policy Committee for answers or continued discussion with report back to the body.)*

1.

2.

3.

**General Comments** *(time permitting)*: