

ASDAR STATE RECORDING SECRETARY

**Anne Haedicke Parramore
9713 Rosalie Drive
Montgomery, AL 36117-5154
Phone: 334-279-7544
Email: wawp457@bellsouth.net**

2019-2020 GUIDELINES FOR ANNUAL REPORTS FOR THE STATE YEARBOOK

**ATTENTION: STATE OFFICERS,
STATE COMMITTEE CHAIRS - NATIONAL, SPECIAL, & ASDAR
STATE COMMITTEE CHAIRS;
DISTRICT DIRECTORS, & CHAPTER REGENTS - CENTRAL, SOUTHEASTERN,
NORTHERN & SOUTHERN DISTRICT CHAPTER REGENTS**

REPORTS ARE DUE NO LATER THAN SUNDAY, MARCH 8, 2020

Please adhere to the 2019 – 2020 Guidelines for Annual Reports for the State Yearbook:

1. **Annual Reports for State Officers, State Committee Chairs, and District Directors:**
Your yearbook report should highlight your responsibilities, position, and/or the chapters, chapter officers, or chapter committees; and the Chapter Master Reports (CMR). State Committee Chairs can access the CMR results by Chapter for her committee Annual Report.
2. **Annual Reports for Chapter Regents:** In your annual report, please include all interesting projects, programs, awards received and given, and any other interesting activities you sponsored or participated in during this year. Please use your CMR (Chapter Master Report) or past state yearbooks to help write your report.
3. **Microsoft Word:** Reports should be typed and submitted in **Microsoft Word** format.
Your report may be:
 - a) **E-mailed to the State Recording Secretary** as a **Word** attachment,
 - b) Typed in Word and put on a disc, mailed to State Recording Secretary or delivered to the State Recording Secretary at the state conference 2020,
 - c) Typed in Word (two copies of the report, please) and mailed to the State Recording Secretary's address, or
 - d) Delivered to the ASDAR State Conference 2020 and given to the State Recording Secretary.
4. **Font & Font Size:** Font -Type your annual report in **Times New Roman** and the Font Size: **12**
5. **Ink Color: Black**

6. **Titles – Headings:** All CAPITALIZED, CENTERED and in BOLD:
Ex. State Officers’ Reports: **STATE REGENT**
 Tammy Bradshaw Clemons
- Ex. State Committee Reports: **AMERICAN HISTORY**
 Penny Lenoir Sumners, Chair
- Ex. Chapter Regents’ Reports: **FORT MIMS ~ STOCKTON ~ 3028AL**
 Organized by June Whiting Slaughter, 1949
 Mary Flo Williams, Regent
7. **Paragraphs and Spacing:**
A) Indent 5 spaces for each paragraph.
B) Single space throughout report and between paragraphs.
C) One space between sentences - after the period. One space, please.
8. **Number of Words in Body of Report - Maximum 500 WORDS or Less.**
(Not 525 words, not 657 words; but a maximum of 500 words or less)
9. **Margins – Please put the body of the report in JUSTIFIED MARGINS.**
(Justified text gives your report clean, crisp edges to give your report a polished look.)

***Refer to past State Yearbooks for examples of annual reports.**

You will note – Annual Reports **are in paragraph format**, with **no bullets**.

The Annual Reports are **NOT** in all CAPITAL letters, **not in *SCRS*** or other **fancy**

Font, and **not** in all **bold type**.

The Annual Reports are in Times New Roman font, black ink, in 12 font size, single spaced between lines and paragraphs, paragraphs are indented five (5) spaces, one space after punctuation, the body of the reports are a maximum of 500 words or less, and the margins are Justified.

If you have any questions or need help in writing your annual report, please email or call the State Recording Secretary. Thank you very much.

Anne H. Parramore
State Recording Secretary
(334) 279-7544
wawp457@bellsouth.net