MONTHLY ACTIVITY REPORT FOR CHAPTER _____ Date of business meeting: _ **New Assignment** Member 8 3 CL: ACL: S: **Chapter total:** Significant accomplishments since last month CL: Chapter Leader ACL: Assistant CL S: Secretary P: Present at meeting 1: Action Item 1* 2: Action Item 2* 3: Action Item 3* 4: Action Item 4* 5: Growing JBS** 6: Pending Legislation 7: JBS/TNA Product Distribution 8: Other Agenda Activities * Refer to the Checklist in the previous month's Bulletin ** Your role in recruiting others and expanding our numbers

HOW TO FILL OUT THE CHAPTER REPORT FORM

Below is the Chapter Report form. It is to be used in conjunction with the monthly JBS *Bulletin* and the Member Action Checklist.

- Step 1: Enter your chapter designation (ex: QRPG) and the meeting date.
- Step 2: List names of leaders in the "Member" column. (Helpful hint: pre-type leaders' and members' names when printing report.)
- Step 3: List all other members in the "Member" column. (See hint in step 2)
- Step 4: Place an "X" in the "P" column for all members who are in attendance.
- Step 5: For columns 1-4: Members check those boxes based on the Member Action Checklist (below, left). The actions listed in the Checklist are taken from each month's *Bulletin*.
- Step 6: For column 5: Members place an "X" where actions are performed related to recruiting others to activism and expanding our membership numbers. See the "Growing JBS" and "Birching 101" columns in the JBS *Bulletin* for reference.
- Step 7: For column 6: Members place an "X" where they performed actions on pending legislation.
- Step 8: For column 7: Members place an "X" where actions were performed on the sale, distribution, and/or purchase of JBS/TNA materials.
- Step 9: For column 8: Members place an "X" where actions were performed on other JBS Agenda items (if applicable).
- Step 10: Add any additional member actions taken this month or ongoing projects and submit report to your JBS Coordinator.

