

Tim Merriman, Executive Director
MEMORANDUM

Inspiring excellence and leadership to advance natural and cultural interpretation as a profession.

To: Board Members
From: Tim Merriman
Re: Region and Section Report Format

The following are items that should be included in your report that is due at each Board meeting. Some suggestions are to support our audit procedures (i.e. scholarship recipients and amounts with addresses) and some will assist us in newsletter preparation. Here are the suggestions:

Please consider having a heading for each of the following with appropriate comments.

Organization: (officer's meetings, policy changes, committees, planning, etc.)

Membership: (data, drives, etc.)

Finances: (general summary of overall status)

Scholarships and Awards: (names, addresses and amounts for scholarship and grant recipients - required in our annual 990 report).

Publications and sales items: (newsletter and/or other publications)

Workshops & Activities: (workshops, seminars, etc.)

Chapter Activity (if appropriate)

Miscellaneous (if appropriate)

You may not have specific information in some categories at times. This general format will insure that we leave a more consistent record in our files.
