

GUIDELINES FOR WRITING REPORTS FOR *BOOK OF REPORTS*
FOR ANNUAL CONFERENCE

Reports Due First Friday in March

1. You are encouraged to **e-mail** your report to beckytate@vaumc.org (if report is e-mailed, no hard copy needs to be sent).
2. The report must include title and author's name and phone number. Because of publishing cost, please make the report as brief as possible.
3. Use upper and lower case in typing the report (do not use all capital letters).
4. Please double-check the grammar and the spelling.
5. If not e-mailing your report, please type using one side of paper only. We recommend that your report be one page or less, with a maximum of two pages **doubled spaced**.
6. Reports of previous and current activities should be clearly and succinctly stated.
7. Please do not include material that merely records or reiterates previous Conference action.
8. At the conclusion of the body of your report, identify and number any resolutions and recommendations requiring Conference action on an ATTACHED SEPARATE SHEET.
9. List on the ATTACHED SEPARATE SHEET all dates to be included in the Conference Calendar from July 1 of this year through December 31 of the following year. Calendar dates **ARE NOT** carried over from the previous year's *Journal* or *Book of Reports*. Include contact name and phone number.
10. The final draft of report is the responsibility of the Board, and the Board President should review, edit and accept responsibility. (If you are a chairperson of a division, send your report to the president of your board in time for him/her to submit it by March 7.)
12. Your report is due no later than the **first Friday in March** to the Office of Connectional Ministries at the address below (if not emailed):

Rev. Marc D. Brown
P.O. Box 5606
Glen Allen, VA 23058