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CHAPTER REPORT FORMAT SAMPLE

Your Name
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This is the correct format for submitting your chapter's report. It should be typed on 8 1/2 by 11-inch paper. Please note that your chapter name and your name should be in the upper right corner. This makes it much easier to be sure that you and your chapter receives proper credit. Also, please list your chapter advisor's name and phone or e-mail address.

You may have several different items to include in your report. Use sub-headings to separate these. Topics to be addressed in your report may include:

- Professional project plans and results
- Service projects carried out by your chapter
- Details about your chapter's selection process or initiation
- Founder's Day festivities
- Successful money-making campaigns
- Plans to maintain member involvement

Pictures are welcome. Color or black and white photos with good contrast can be used. Consider writing an article for **THE CANDLE** besides submitting your chapter's report. Encourage others to submit articles as well. A "Guide for Authors" is included in this mailing. If you have questions, please write or e-mail!