

## ANNUAL REPORT TIPS

Annual reports are one of the most important functions of the Cabane Locale. To assess the value of our programs on the Grande and Nationale levels, the Locale's reports must be filled out and returned. The following tips will be helpful when filling out the annual reports:

1. **ALL REPORTS MUST BE RETURNED** to the Grande Correspondante. If your Cabane has done nothing for a program, write the word **NONE** on that report and return it with the other reports.
2. One (1) copies of ANNUAL REPORTS must be MAILED to the Grande Correspondante, postmarked **NO LATER than June 30<sup>th</sup>**. The cutoff date is final and all late reports will be ineligible for Trophy and Awards competition.
3. **SUPPORT and ASSISTANCE** given to **VOITURE-SPONSORED** programs will be the **ONLY** credit allowed for Trophy and Awards.
4. For program fund raisers, **REPORT ONLY** the actual hours, miles and monies **IF** the **FUND RAISER** was **DESIGNATED** for that program. **ALL OTHER** fund raisers should be reported on the Activities (Aid to the Voiture) Report.
5. **A SUMMATION of ALL** activities and monies earned must be given.
6. The **RECAP** of the report **MUST EQUAL** hours, miles and donations shown on the report.
7. When reporting a project on one report, **DO NOT** list it on any other report. List *even* numbers for hours and miles, no decimals or fractions.
8. **ONLY A DRIVER** of the vehicle may **COUNT MILEAGE**, not any riders.
9. **A DAME MUST WORK** at a function, not just be in attendance to take credit.
10. **DO NOT COUNT** hours and/or mileage for attending Rendezvous, Cheminots, workshops, installations and/or testimonials.
11. Credit for hours and/or mileage may not be counted if any kind of payment is received.
12. The **VERIFICATION** form signed by the Chef de Gare and/or Correspondant Locale **MUST BE RETURNED** with all other reports.
13. **GIVE TOTALS** from your annual reports **TO YOUR VOITURE** so they may also report them on their annual reports.
14. In the event of a tie, the report with the most details indicated on how the credit was earned; will be given consideration.
15. Read enclosed "Trophy & Awards Guideline" from Nationale.

**LET'S HAVE 100% OF CABANE LOCALES REPORTING THIS YEAR!**