

Annual Report

Hard to believe, but it's time again for the annual meeting. The meeting is on January 23rd at 10:30am. This means your committee's annual report is due. Reports are due by December 8th and should be e-mailed by that date. The annual report is a great way to share what has been accomplished and thoughts for the future. As a reference, I have attached a copy of the committee's annual report from last year.

When is the Annual Report Due?

- Annual reports are due by December 8th. The sooner you write your report and submit it, the easier it is on the church staff during this particularly busy time of year.

What should I include in my annual report?

- Committee's Name
- Your name and the names of the committee members
- Overall goals/objectives (mission statement) of your committee
- Specific accomplishments during the past year
- Cite specific individuals for accomplishments (be careful – sometimes a general thank you/recognition is enough and no one is left out)
- List any unfinished/ongoing business of the committee
- State the committee's goals for the coming year

How/where do I submit my Annual Report?

- Please TYPE AND E-MAIL your annual report to the church office (church@federatedff.org)
- Please DO NOT submit hand written reports if possible

Annual Report

Hard to believe, but it's time again for the annual meeting. The meeting is on January 26th at 12:00pm. This means your committee's annual report is due. Reports are due by December 1st and should be e-mailed by that date. The annual report is a great way to share what has been accomplished and thoughts for the future. As a reference, I have attached a copy of the committee's annual report from last year.

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