

SAMPLE MONTHLY ACTIVITY REPORT FOR Month/Year: April, 2018

NARFE CONCERNS

Chapter 0987 President Mary Brown had a serious fall and after a hospital stay is now home recovering.

Chapter 1234 has the secretary position open, and is struggling to find a volunteer.

CHAPTER STATUS & OTHER ACTIVITIES

Chapter 0456 East Gulf Coast – assisted chapter president with chapter bylaws update. This is the only District chapter still needing to update their bylaws.

Chapter 1234 Small Town – Attended meeting and assisted President and Secretary with guidance on Preferential Voting for upcoming NARFE national election. Attendance was 7 of 53 members.

Chapter 2345 Big Suburb – no meeting this month.

COMMUNICATIONS WITH CHAPTERS, ETC.

Reminded chapters the IRS 990N ePostcard is due by May 15. All chapters have submitted.

Assisted a chapter member with information on transferring to a chapter closer to where he lives.

Sent information to all chapter presidents, secretaries and national legislative officers about the duties and responsibilities of a NARFE Congressional District Leader.

**Messages forwarded to District Chapter Presidents:**

- Texas Federation Gain/Loss Data for March, 2018.
- 10 Apr NARFE Ballot Questions and Election Frequently Asked Questions.

COMMENTS & RECOMMENDATIONS

I will be unavailable for the two weeks of 7-20 May, as my wife and I are traveling.

MILEAGE & EXPENSES NOT CLAIMED

None

SUBMITTED BY: John Smith Title: DR-16 Date: 5/4/2018

REVIEWED BY: Title: Date: