

MEMORANDUM

TO: All Who Will Be Preparing Reports for the *Book of Reports*
FROM: Marc Brown, Director of Connectional Ministries
DATE: January 5, 2010

This letter is to serve as a reminder that **March 5, 2010** is the deadline for all material for the *Book of Reports*. **All reports need to be submitted to this office by that date.**

We are enclosing a copy of the "Guidelines" for writing your report. **We would strongly encourage you to submit your report electronically via e-mail.** Please note that we will not be able to accept handwritten reports.

I would like to also call your attention to the following:

(1) Please be brief, but at the same time make sure you include what the annual conference needs to know. If possible, limit your report to 350-700 words. Annual conference members who have to read the whole *Book of Reports* appreciate it when the reports are succinct and to the point.

(2) PLEASE SEND DATES FOR THE CONFERENCE CALENDAR ON THE ENCLOSED SHEET BY MARCH 5. ONLY ITEMS SUBMITTED ON THIS SHEET WILL BE INCLUDED ON THE CALENDAR. (Note: When meetings are to be held at the United Methodist Center, a reservation for meeting space should be made **before** you submit the date to this office.)

(3) All RECOMMENDATIONS requiring Conference action should be **listed on a separate sheet** so that they are not lost in the main body of the report.

(4) Any RESOLUTIONS requiring Annual Conference action should be **listed on a separate sheet**.

As you prepare for Annual Conference in Norfolk, June 13-16, Rev. Frances Craig is in charge of displays. Her address, phone number and e-mail are as follows: 3004 Beech Grove Lane, Suffolk, VA 23435-1256; ph: 757-925-4955; fcraig@mindspring.com. Please note that there are many requests for display space, so please request only the number of tables that you need. A "Request for Display Space" form and the "Guidelines" for display space use are enclosed.

Please also remember the conference policy: *"Only officially recognized boards and agencies of the Virginia Annual Conference are allowed to display. The Virginia Conference Credit Union is authorized to use display space. Agencies which currently receive funds from Virginia Annual Conference benevolence and grants are allowed to use display space. The purpose of a display is to promote and communicate the ministerial responsibility of the organization. Outside*

organizations may not display under the auspices of a recognized group. Questionable requests should be referred to the conference Office of Connectional Ministries.”

(Please note that this letter is being sent to division chairpersons for information only. Your report is to be submitted to the president of your board or to the chairperson of your committee or commission. The board/committee/commission chair may edit reports as needed to present the report of the whole board/committee/commission to the annual conference.)

Thank you for your cooperation.

GUIDELINES FOR WRITING REPORTS FOR *BOOK OF REPORTS*

FOR 2010 ANNUAL CONFERENCE

Reports Due March 5, 2010

1. You are encouraged to **e-mail** your report to BevMyers@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 LIST ON A SEPARATE SHEET and plainly identify and number resolutions and recommendations requiring Conference action.
9. List on the ATTACHED SEPARATE SHEET all dates to be included in the Conference Calendar from July 1, 2010 through December 31, 2011. 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 5.)
12. Your report is due no later than **March 5, 2010** 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