**Mt Baker Council Delegate Report Form**

**Date: x**

**Club/Committee**

**Position name: x**

**Delegate’s name: x**

**Written report:**

Highlight this whole paragraph and start typing your report—this will replace these words. This paragraph is about 75 words, the suggested length of your written report. Think “just the facts” of what is happening in the month following the month you are submitting this report since this report will be published in the next Council Notes. Your report may be edited without contacting you in order to allow the page count to be even.

**TIPS TO WRITE A GOOD DELEGATE REPORT**

* Write your report before you come to the council meeting. Email to [mbcrecsec@gmail.com](mailto:mbcrecsec@gmail.com)
* Write about things that your club has done recently (i.e. a fund raiser and how it did did not work; a successful past dance; a promotional project and how well it went; a caravan -to another club and how you carried it out; or maybe your club has changed the format of its regular dances and how it is working).
* Talk about future projects your club might be planning.
* Write about upcoming dances for the month following the month you are writing this report for. **IF YOU WRITE ABOUT THE CURRENT MONTH'S DANCE, IT WILL NOT BE READ UNTIL THE NEXT MONTH.**
* Try to keep your written report to 75 words or less. You may say a lot more during your oral report. Written reports longer than 75 words will be edited at the secretary’s and Council Notes editor’s discretion