

BRANCH BI-MONTHLY REPORTING FORMAT

Presented by the Division Vice President – Sea, 18 Oct 05

- as discussed during the Division Training Weekend of 24 & 25 September 2005, the Branches will begin providing to the Division a Bi-Monthly Branch report to replace existing Branch reporting
- Bi-Monthly Reporting using this format comes into effect as of this Division meeting (18 Oct 05) and Branches are expected to submit their Branch Report using this format for the next Division General Meeting (24 Jan 06).
- The format consists of a locally designed form (MS Word Document) identifying
 - o Motions passed
 - o Cadet Corps Sponsored with strength figures for Cadet (Male/Female), Officers (Male/Female) and Instructors (Male/Female)
 - o Activities completed
 - o Activities planned
 - o Current Branch issues
 - o Include a financial report using the Navy League of Canada NL(62)E format – Branch Financial Report
- The Bi-Monthly Report does replace Branches from presenting significant points regarding their Branch during Division General meetings