

# SUBMITTING REPORTS, IN A NUTSHELL



## Dates Reports are Due

<b>FSO report to SO</b>	<b>SO report to ADSO</b>	<b>ADSO report to DSO</b>	<b>DSO report to DDC-P</b>
<b>5th</b>	<b>10th</b>	<b>15<sup>th</sup></b>	<b>18th</b>

## Types of Reports

SUBMIT IN:	REPORT FORMAT	INCLUDES	DESCRIPTION
JANUARY	MONTHLY	UPS & DOWNS	For activities in November & December
FEBRUARY	MONTHLY	UPS & DOWNS	For activities in January
MARCH	QUARTERLY	3 MONTH SUMMARY	For DEC-JAN-FEB
APRIL	MONTHLY	UPS & DOWNS	For activities in February & March
MAY	MONTHLY	UPS & DOWNS	For activities in April
JUNE	QUARTERLY	3 MONTH SUMMARY	For MAR-APR-MAY
JULY	MONTHLY	UPS & DOWNS	For activities in May & June
AUGUST	MONTHLY	UPS & DOWNS	For activities in July
SEPTEMBER	QUARTERLY	3 MONTH SUMMARY	For JUN-JUL-AUG
OCTOBER	MONTHLY	UPS & DOWNS	For activities in August & September
NOVEMBER	MONTHLY	UPS & DOWNS	For activities in October
DECEMBER	QUARTERLY	3 MONTH SUMMARY	For SEP-OCT-NOV

## DISTRICT 7 STAFF - MONTHLY REPORT

Monthly reports are submitted in JAN, FEB, APR, MAY, JUL, AUG, OCT, NOV

NAME:

POSITION:

MEMBER#:

FLOTILLA#:

### 3 UPS

Positive achievements and happenings

Bullet points should include enough information, so everyone understands

### 3 DOWNS

Disappointments; obstacles, delays

Failures; what is not working

### SUMMARY

½ Page overview

Text summary; opinion(s) on how things are going and the “whys”

## DISTRICT 7 STAFF - QUARTERLY REPORT

Quarterly reports (summarizing previous three months) are submitted in MAR, JUN, SEP, DEC

NAME:

POSITION:

MEMBER#:

FLOTILLA#:

### 1. Current Progress Relative to D7 Operations Plan and any additional set and written goals and action plans.

State the goal from D7 Operations Plan that you are addressing and what actions have been taken to help achieve it this quarter. Also state any other goals that you have developed and report on the progress to achievement.

Goals and action plans developed for this year: at least two goals (SMART) and action plans (action steps with person accountable, and timetable) that you are working toward.

### 2. Accomplishments in Recruiting and Retention

Retention can include training, certifications, re-certifications, especially programs, methodologies, events, and sources, etc. - rather than statistics

### 3. Program/Department activities, events, projects, performance

Please include best practices along with new and unusual activities. No need to send the maintenance, repetitive or typical ones.

### 4. Problems, Issues, concerns and suggested solutions

Morale, declining activity, declining resources such as facilities, etc., as well as more factual and tangible subjects. Obstacles to goals, lack of leadership, etc. Include options/suggestions for overcoming and/or resolution.

### 5. Action Items

Continuing activity

### 6. Next Quarter's Plans and Milestones

Event, date, brief description, audience, anticipated results