

Secretary's Report

Pachyderm Club: _____

Date _____

Submitted by: _____

1. Club Program Highlights

Report on all activities, programs, speakers, topics discussed and other pertinent information from your club meetings this month.

2. Miscellaneous Information

Report on all coming events, club news, such as vacancies filled or changes to your club's board; news about achievements of individual Pachyderm members or club officers, or any other activities of interest.

3. Attendance

Approximate number in attendance at meetings: _____

Note: Please use this Secretary's Form when submitting your monthly report. Reports may be written or typed. Use the reverse side or additional sheets if needed. Attach a copy of your local newsletter, news clips or photos that might be a source of news for other Pachyderm publications. List any comments or suggestions desired. Please place Pachyderm headquarters on your mailing list for club newsletters.

Monthly report is due before the fifth of the month.
Timely remittance is most important!
NFPC • 511 Central Ave #3 • Great Falls, MT 59401 • (888)-gopachy

