

Secretary's Report

Pachyderm Club: _____

Date: _____

Submitted by: _____

1. CLUB PROGRAM HIGHLIGHTS

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

2. MISCELLANEOUS INFORMATION

Report upcoming events, Club news, such as vacancies filled or changes to your Club's Board, achievements of individual Pachyderm members or Club officers, or any other items of interest

3. ATTENDANCE

Approximate number in attendance at meetings: _____

Note: Secretaries reports may be submitted via email, mail, fax, etc. The form above is just an example of the format. No need to use the form if it is not convenient. Just answer the questions above. Reports may be written or typed (using form or not). 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.

Report is due before the fifth of the month. Timely remittance is most important!
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