

## **Guidelines for Submitting Annual Reports**

These are the items to consider including in an annual report at the annual meeting. It is advisable to include as many of the following that apply to your particular committee or team, remembering to be brief but thorough. Your report will be available to the entire church community.

- Mission/Purpose and/or description of committee/team
- Numbers of people involved and names of committee members and key participants
- Activities engaged in throughout the year, including any money raised and contributed to a particular cause
- Impact you have on the church and/or wider community
- Goals for the future
- Submitted by (name of chair)

It is best to submit annual reports one month prior to the annual meeting and no later than 2 weeks prior to the annual meeting. E-mail them to [office@allsoulskc.org](mailto:office@allsoulskc.org).