



Realms of Avalon Universal Minister Report Form

This is a helpful guide for officers to use when they make their monthly report, to get their ministry point. Its' quick and easy. Just fill out the spaces to help track what needs to be recorded and who needs the information.

You can do your reports on paper, or via E-mail (useful for long-distance) by just typing in the data and using the form as a general guide. *The purpose of reports in general is to make sure that everything which needs recording, attention, or help is taken care of. It also helps everyone know how things are going. If you have any questions not answered by the manuals, feel free to ask your reporting Ministers or crowns what information will best help.*

REPORT GOES TO: _____
At what level(s)? Imperial Realm Subdivision Deputy Other: _____
Recipients' Contact Info: _____
MONTH: _____ **YEAR:** _____

FROM: _____

Senders' Contact info: _____

Minister Position: _____

of Imperial Realm Subdivision Deputy Other: _____

◆ **WHAT HAPPENED THIS MONTH IN YOUR MINISTERIAL AREA?** *(Activities, demos, competitions, meetings, awards, petitions, heraldry to register, points, additions to membership or changes to accounts, etc)*

◆ **WHAT NEEDS TO HAPPEN / ADVICE / FEEDBACK / ASSISTANCE:** *(Do you need information? Is there some action or assistance you can use? Questions that need answered or issues clarified?)*

◆ **WHAT IS BEING PLANNED?** *(What is being planned or discussed for future activities, demos, competitions, workshops, projects, etc?)*