



**Area Council Monthly Report Form**  
**Delivered to the Corresponding Secretary**

For your convenience, this form has been prepared for your Area Council to share with Board of Directors the concerns, issues and activities of your monthly area council meeting. Please submit this report to the designated person- immediately after your meeting.

|                    |                 |
|--------------------|-----------------|
| Area Council:      |                 |
| Date Meeting Held: | Number Present: |
| Chair:             | Phone:          |
| Address:           |                 |
| Secretary:         | Phone:          |
| Address:           |                 |

**MEETING – ACTIVITY**

**WHAT DID YOU DO? WHAT DID YOU DISCUSS? DID YOU HAVE A SPECIAL PROJECT OR GUEST? FILL IN INFORMATION UNDER THE SPECIAL HEADINGS:**

- I. Number of persons who attended the meeting? \_\_\_\_\_
- II. Number of different houses (units) in attendance? \_\_\_\_\_
- III. Discussion(s): \_\_\_\_\_  
\_\_\_\_\_
- IV. Special Program or Speakers (s): \_\_\_\_\_  
\_\_\_\_\_
- V. Motions Passed: \_\_\_\_\_  
\_\_\_\_\_
- VI. Special Problems (list exact address, names, and details): \_\_\_\_\_  
\_\_\_\_\_
- VII. How the Block Unit (Area Council) plans to resolved this problems: \_\_\_\_\_  
\_\_\_\_\_
- VIII. Block Unit's (Area Council's) Goal(s): \_\_\_\_\_  
\_\_\_\_\_
- IX. Progress or action taken to achieve Block Unit's (Area Council's) Goal(s): \_\_\_\_\_  
\_\_\_\_\_