

## Guidelines for Reports to Representative Committee 2021

Friends, please follow these guidelines to prepare your report to Representative Committee (RepCom) 2021. Your cooperation will help make reports more readable for Friends, increasing the number of people reading reports in advance.

Note that where these guidelines refer to committees, the intention is that the guidance applies equally to representatives/delegates from PYM to other organizations. Sub-Committees may submit their own reports in consultation with their Committee.

Reports should be emailed to the Assistant to the Clerk ([PYMAssistanttotheClerk@gmail.com](mailto:PYMAssistanttotheClerk@gmail.com)) by 2/4/2021.

Reports should provide an overview of the committee's work, specifically work done since last Annual Session. Reports do not need to list all of the things the committee and its sub-committees or working groups have done during the year. Rather, reports should communicate how Spirit has moved through the committee since the last Annual Session. For purposes of clarity, more detailed and extensive information will be referred to as "news." News should not be included in the report but may be posted on the committee's page on the PYM website (by emailing to [PYMAssistanttotheClerk@gmail.com](mailto:PYMAssistanttotheClerk@gmail.com)) and referenced in the report. News can be printed and placed on an information table for Friends to read during RepCom. The contents of the reports will be merged into the final minutes document as attachments.

Reports from committees will be posted on the RepCom web page. To encourage broad readership, reports should be brief—most should be 1-2 pages long. If your committee's draft report is 3 or more pages, talk to the Assistant to the Clerk at least 2 weeks before the reports' deadline.

All committees should submit a report, even if it is brief. We want to create more awareness among the whole community and to continue to find ways to better support one another.

Because consistent formatting across reports make them easier to read, please use the following formatting:

1. 1" margins
2. 11 point Calibri font
3. Section headings in **bold**
4. Header (centered): [Committee Name] Report to PYM Representative Committee 2020
5. Footer (centered): Page X of Y
6. Do not include photos, as these make creation of the minutes document more difficult and do not print well in black-and-white.
7. A summary section at the top listing any action items and any specific requests (for example, key items for Meeting Representatives to convey). If there are no action items or requests, write "None" in this section.
8. Highlight any action items and/or draft minutes in **bold**

The last paragraph of the report should list the members of the committee, with the clerk's name last followed by the word "Clerk" in parentheses.

You may use the attached template or you can set up the formatting yourself in your Word document.

Submit the report in Word format with the filename following the model

CommitteeName\_Report\_to\_RepCom\_2021

Do not submit the report in PDF format unless it has tricky formatting (such as the budget). This is to facilitate creation of the advance reports packet and of the RepCom minutes.

Thank you for your support in the way we communicate from committees back to the Yearly Meeting. We hope that using these guidelines will increase the number of people reading the reports about your important work.