

Board Report Specifications

In order to fine tune the submission of board reports, please adhere to the following guide lines:

- Times New Roman **font, size 11**
- Please set all your margins to **1 inch**
- Please set a **right tab at 5 inch mark** on the ruler for “Board Report #09-”or “Information Report”.
- After the date there will be 3 hard returns making two blank lines before the “Title” of the report.
- After the “Title” there will be 2 hard returns making one blank line before “Information”.
- After the “Information” there will be 2 hard returns making one blank line before your paragraph.
- Two hard returns before the “Recommendation” line creating two blank lines.
- After “Recommendation” there will be two hard returns making a blank line before your paragraph.
- Two hard returns at the bottom of the report before:
Kathleen Plinske
Interim President
- A date in the body of the board report should list the month, date and year with a comma after the year unless it is at the end of a paragraph,
Example: June 25, 2009, was the date of completion...

We realize that not every board report will fit these parameters. Please do the best that you can. The bottom margin can always be made less than one inch to fit your document on to one page. We are willing to tweak the reports once we receive them, but we would prefer not to do it every single board report received.

It would also help if you could not name your board report “Board Report”. **Please name it as close as possible to the title of the report.** We usually have 15 to 25 board reports and attachments each month and if they are all called “Board Report” it gets difficult when replacing the file with an updated version when revisions are made and sent via email.

Thanks for all your help and if you have any questions, please call the President’s Office at x8726 or x7528.