

**FLEET RESERVE ASSOCIATION
PUBLIC RELATIONS COMMITTEE REPORT**

Region: _____ Branch Number: _____ Name: _____ Group: _____ Negative
Report

IF NO ACTIVITY, A NEGATIVE REPORT IS REQUIRED.
REPORT TO BE SIGNED BY BRANCH CHAIRMAN AND BRANCH PRESIDENT OF THE
REPORTING YEAR

MBR ID BRANCH CHAIRMAN 20__ - 20__ MBR ID BRANCH PRESIDENT 20__ - 20__

The following report is submitted for the year: 1 July ____ to 30 June ____

Total Branch members in Good Standing as reported in the 31 March Membership Report: _____

1. Type of Public Relations:	# Submitted	# Published
(a) Newspaper/Magazine Articles (Note 1)	_____	_____
(b) Advertisements	_____	_____
(c) Letters to Editors	_____	_____
(d) Branch Bulletins: Number copies published each issue: _____		

Published: Monthly ____ Quarterly ____ Yearly ____

In addition to Branch members, copies mailed to (e.g., all/selected national officers; all/selected regional officers; other Branches, officials at local military commands, i.e., Commanding Officer, Command Master Chief, etc.):

(e) Letters to and from Veterans' Groups, Military Organizations, Community Leaders, Local and National Government Officials Number Mailed _____ Number Received _____

(f) Community Activities: Number _____

(g) Civic and Military Speaking Engagements: Number _____

(h) Radio Announcements, including Public Service spots: Number _____

(i) Television Coverage of Branch Activities: Number _____

NOTE 1: In this category, the "Number Published" may be greater than the "Number Submitted." For example, a reporter for a local newspaper or "Navy Times" may have published an article about a Branch. The article was not submitted by the Branch, but it was published.

DOCUMENT ALL PUBLIC RELATIONS ENDEAVORS: You must submit proof of all activities listed in paragraph 1. For example, a copy of each newspaper and magazine article, letter to editor, etc. To verify speaking engagements, radio announcements and television coverage, submit a letter from the respective organization certifying that these events occurred. In the event a letter from the radio or television station cannot be obtained, a letter signed by the Branch President and Branch Public Relations Chairman explaining the respective coverage will suffice.

ORGANIZATION OF REPORT: When compiling this report, the Branch Chairman is requested to organize the documentation in the order listed, i.e., Newspaper/Magazine Articles, advertisements, Letters to Editors, etc. If possible, use index tabs, document protectors, or some other method to submit a neat, orderly report.

THIS FORM MAY BE REPRODUCED LOCALLY FOR BRANCH AND/OR REGIONAL USE
Regional/Branch Committee Chairmen may want to add items for their own purposes

FLEET RESERVE ASSOCIATION
PUBLIC RELATIONS COMMITTEE REPORT

2. Name of Shipmate nominated as Shipmate of the Year, or deserving of special recognition: _____

NOTE: IN NOMINATION A SHIPMATE AS "SHIPMATE OF THE YEAR", OR DESERVING OF SPECIAL RECOGNITION, THIS REPORT MUST BE ACCOMPANIED BY A SEPERATE SHEET (s) OF PAPER, GIVING, A DETAILED REPORT OF THIS SHIPMAE'S ACTIVITIES.
(SEE ATTACHED SOY FORM)

3. Recommendations for improvement of the Public Relations program within your Region and on the national level.

4. The first place winner only in each membership group within each Region shall be forwarded by the Regional Chairman of the Committee on Public Relations to the Chairman of the National Committee on Public Relations for consideration at the National Convention. In addition, the Branch's Public Relations report of the Shipmate nominated for special recognition must accompany the Shipmate's nomination even if the Branch's report is not in competition for a National Award.

Branch Chairman: Submit report to Regional Chairman three weeks prior to the Regional Convention. Regional Chairman: Submit report to National Chairman immediately following Regional Convention. IF ADDITIONAL INFORMATION IS REQUIRED, CONTACT REGIONAL COMMITTEE CHAIRMAN

Distribution:

- (1) Regional Chairman
- (2) Regional President
- (3) Branch Files

THIS FORM MAY BE REPRODUCED LOCALLY FOR BRANCH AND/OR REGIONAL USE
Regional/Branch Committee Chairmen may want to add items for their own purposes

**FLEET RESERVE ASSOCIATION
NOMINATING FORM FOR PUBLIC RELATIONS SHIPMATE OF THE YEAR**

Region: _____ Branch No: _____ Name: _____ Group: _____

The following Shipmate has been nominated for consideration as Public Relations Shipmate of the Year:

NAME _____ Membership No. _____

A. Activities in which the Shipmate participated.

B. The average number of hours contributed in each activity.

C. Personal monetary contributions. (If applicable)

D. Additional information that may be useful in making this selection.

Mbr ID Branch Chairman

Mbr ID Branch President