

2026-2027 ANNUAL BRANCH OFFICER REPORT

(PLEASE TYPE)

Submission of the Annual Branch Officer Report is specified in Section 1217(d), C&BL FRA, in order that the National Executive Director may comply with Section 808(k), C&BL, FRA. PLEASE complete fully using the instructions listed on the last page of this report.

Branch #: \_\_\_\_\_ Branch Name: \_\_\_\_\_ Region: \_\_\_\_\_

Installation Time/Term Start Date: \_\_\_\_\_ Installing Officer: \_\_\_\_\_

Time and Day of Monthly Meetings: \_\_\_\_\_

Meetings held at (Address): \_\_\_\_\_

Branch mailing Address, \_\_\_\_\_

City, State and Zip \_\_\_\_\_

**NOTE:** If regular time, date and/or place of monthly meeting is not established, indicate who to contact for this information. Include complete name and telephone:

\_\_\_\_\_  
Name Contact Phone Number

If the Branch has a website, Facebook page or other social media site please enter information here:

Check this block, if your Branch is exempt from electing a full slate of officers as authorized by Section 1216(a), C&BL,FRA. Review and confirm that your Branch qualifies for 1216(a) and has been approved by Regional President.

\*If operating under 1216(a), select Branch Membership Group as of the 4<sup>th</sup> Quarter Membership Report: \_\_\_\_\_

President

\_\_\_\_\_  
Name Member ID#  
\_\_\_\_\_  
Address, City, State, Zip  
\_\_\_\_\_  
Area Code Home # Area Code Mobile # E-mail Address

Secretary or  
Executive Secretary

Executive Secretary Name Member ID#  
Director if \*1216(a) Address, City, State, Zip  
/Treasurer Area Code Home # Area Code Mobile # E-mail Address  
\*if applies

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(1<sup>st</sup>) Vice President

Membership Chair

Name

Member ID#

Contact Number

2<sup>nd</sup> Vice President

Name

Member ID#

Contact Number

Treasurer (if not Secretary)

Director if \*1216(a)

Name

Member ID#

Contact Number

Financial Secretary

Name

Member ID#

Contact Number

Jr. Past President

If Jr. Past President is deceased check box.

Name

Member ID#

Contact Number

Membership Chair

If not Vice President

Director

Name

Member ID#

Contact Number

Check this block, if your branch participates in the Americanism Essay Contest. Please provide contact information for the contest if you don't want essays forwarded to the Branch Secretary:

Essay Contest Chair

Director

Name

Member ID#

Address, City, State, Zip

Area Code Home # Area Code Mobile # E-mail Address

Director

Name

Member ID#

Contact Number

Director

Name

Member ID#

Contact Number

Director

Name

Member ID#

Contact Number

Director

Name

Member ID#

Contact Number

Director

Name

Member ID#

Contact Number

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SIGNATURE - BRANCH SECRETARY DATE

## INSTRUCTIONS

\*\*It is recommended to use the latest Adobe Acrobat Reader or Pro to complete this form. This will allow better functionality that includes the displaying of the required officers (highlighted in red) needed when selecting certain check boxes and field tips when hovering over a field. The link to download Adobe Acrobat Reader is listed at the end of these instructions. \*\*

1. **Branch #**, Type Branch number.
2. **Branch Name**, Type the Name of your Branch.
3. **Region**, From the Dropdown select the Region your Branch is in.
4. **Installation Time/Term Start Date**, Type the Time and Select Date from Dropdown for Installation of Officers.
5. **Installing Officer**, Type the Installing Officer's Name.
6. **Time and Day of Monthly Meetings**, Type the time and day of the month that your Branch holds monthly meeting.
7. **Meetings held at (Address)**, Type address of where the Branch monthly meeting is held.
8. **Branch mailing Address**, Type address of where the Branch receives mail.
9. **NOTE: If regular time, date and/or place of monthly meeting is not established, indicate who to contact for this information. Include complete name and telephone**, Type person to contact and their telephone number.
10. **If the Branch has a website, Facebook page or other social media site please enter information here**, Type Branch's website, Facebook page and/or other social media sites.
11. **Check this box, if your branch is exempt from electing a full slate of officers as authorized by Section 1216(a), C&BL, FRA**, If your Branch is operating under 1216(a) check this box, 1216(a) only requires a President and depending on which Membership Group your Branch is in will require either four or three Directors and out of those Directors a Secretary and Treasurer is appointed.
  - a. **\*If operating under 1216(a), select Branch Membership Group as of the 4th Quarter Membership Report**. Using the Dropdown select the Group Number that your Branch is in. (Group II will require four Directors and groups III, IV, & V require three Directors.)
12. **President**, Type President's Name, Member ID#, (Address, City, State, Zip), Home and/or Mobile Telephone Number, and E-mail Address.
13. **Secretary or Executive Secretary**, if an Executive Secretary and Financial Secretary division is desired check the box for Executive Secretary (Only for full slate of officers) (Reference C&BL, Article 12, Section 1215(d)). Otherwise, this will be the Secretary position. If operating under 1216(a) check box (Will be appointed from one of the Directors), if the Secretary will also be the Treasurer check box (Note: If using Executive/Financial Secretary division the Treasurer cannot be combined with the Secretary), then type Secretary's Name, Member ID#, (Address, City, State, Zip), Home and/or Mobile Telephone Number, and E-mail Address.
14. **(1<sup>st</sup>) Vice-President**, If the Vice-President or 1<sup>st</sup> Vice President will be the Membership Chair check box, then type Vice-President's Name, Member ID#, and Contact Telephone Number. (Note: Do not complete if operating under 1216(a))
15. **2<sup>nd</sup> Vice-President (Optional)**, If applicable type 2<sup>nd</sup> Vice-President's Name, Member ID#, and Contact Telephone Number. (Note: Do not complete if operating under 1216(a))
16. **Treasurer (If not secretary)**, If operating under 1216(a) and Treasurer is not the Secretary check box (Will be one of your Directors), if applicable then type Treasurer's Name, Member ID#, and Contact Telephone Number.
17. **Financial Secretary (Optional)**, If applicable type Financial Secretary's Name, Member ID#, and Contact Telephone Number. This is required if you have an Executive Secretary vice a Secretary. (Note: Do not complete if operating under 1216(a))
18. **Jr. Past President**, Type Jr. Past President's Name, Member ID#, and Contact Telephone Number.
  - a. If Jr. Past President is deceased check box.
19. **Membership Chair (If not Vice President)**, If operating under 1216(a) complete who will be appointed the Membership Chair and check box for Director if this person is one of your Directors under 1216(a) or full slate of officers, then type Membership Chair's Name, Member ID#, and Contact Telephone Number.

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## INSTRUCTIONS (Continued)

20. **Check this box, if your Branch participates in the Americanism Essay Contest. Please provide contact information for the contest if you don't want essays forwarded to the Branch Secretary,** Check the box if Branch participates in the Americanism Essay Contest and if applicable type Essay Contest Chair's Name, Member ID#, (Address, City, State, Zip), Home and/or Mobile Telephone Number, and E-mail Address. If Essay Contest Chair is also a Director under 1216(a) or full slate of officers check box.
21. **Directors**, if operating under 1216(a) complete as needed to ensure the Branch has the needed Directors (**Group II = 4 Directors or Groups III, IV, or V = 3 Directors**), if the Secretary and Treasurer positions are checked for 1216(a) then they do not need to be listed again. Or if the Membership Chair and/or the Essay Contest Chair is also a Director they do not need to be listed again.  
  
For Branches not operating 1216(a) **five** Directors are required to be completed. If Membership Chair (if not (1<sup>st</sup>) Vice President) and/or the Essay Contest Chair is also a Director they do not need to be listed again.  
  
Type Director's Name, Member ID#, and Contact Telephone Number for each Director.
22. **S\ Signature – Branch Secretary \S**, Type in the Secretary's Name and Membership Number.
23. **Date**, Select Date from Dropdown.
24. Once completed Save the form naming the file with your Branch Number, Form Name, and Upcoming Association Year. (i.e. Br182\_ABOR\_2026-2027)
25. Then email your Annual Branch Officer Report to your Regional Secretary for validation. All Regional Secretary contact information is listed under the FRA Board, Staff and Committee Directory that can be downloaded from the FRA website (<https://fra.org>) under Official Correspondence once logged in to your Profile.
26. Once the Regional Secretary validates the report they will email the report to the National President, National Executive Director, and Regional President, if corrections are needed the report will be sent back to the Branch Secretary to correct and then the Branch Secretary will need to email back to the Regional Secretary to validate again.
27. The Branch Secretary should keep a copy for their records.

### Adobe Acrobat Reader:

<https://get.adobe.com/reader/>

NOTE: Ensure you are downloading the correct version for your Operating System. You can select "More download options" to select your Operating System. Plus, uncheck the additional add-ons if you do not require them.