Group Update Information (Orange Form text)

We need your help in making our records complete, accurate, and current. Please provide the following information for listing on the web site:

Name of group:

Chair/Contact person:

Address:
Phone:
Fax:
E-mail:

Other Steering Committee Members:
(Vice Chair)
(Secretary)
(Other, e.g., Webmaster)

This form filled out by:

IMPORTANT: Please return completed form to ATLA Staff at the Conference
Submission Instructions
The *Proceedings* contain annual reports and business meeting summaries of regional, denominational and interest groups and committees that met at the conference. This provides important historical documentation of association activities.

Use the sample below for your report. Please submit by July 1

Committees of the Association
• Annual Report for the past year

Interest Groups
• Annual Report for the past year
• Summary of Meeting at Conference (include # of attendees)

Denominational Groups
• Summary of Meeting at Conference (include # of attendees)

Regional Groups
• Annual Report for the past year

Name of Group

Contact Person:
Name of Chair
Chair’s Institution
Chair’s Full Address
Phone (123) 456-7890
Fax: (123) 456-7890
Email: Name@library.edu

Summary of business meeting goes here

Most annual reports are from one-half to three pages in length. Reports should include any decisions made regarding the steering committee.

The group’s name should be centered. Any commonly used font is acceptable: the size should be 10 pt or larger.

Contact information should be for the year completed and the Orange Form should update ATLA on future contact information.

Use tabs set at 1.5 inches.

Please refer to past *Proceedings* for ideas for your report.

Please send electronic files and any questions to proceedings@atla.com. Thank you.

Submitted by [Name of Individual], Secretary [or other title]