

VA Area District Representative Report

This template can be used as a guide for your **VAWSC** and **Assembly Meeting Reports**; it does not need to be strictly adhered to. Please adapt to suit the needs of the person giving the report. We recommend you use first name last initial only on your report.

Prepared for:

Date of Meeting:

District Name and Number:

DR Name and email:

Submitted On:

Informational Items:

Meetings in your District: (total)

Face to face:

Hybrid:

Virtual only:

In active:

Updates since last meeting:

- Events or projects the District has completed since last meeting
- Events or projects the District is planning
- Successes – none too small or too large to share!
- Challenges
- Goals
- Things that are working well
- Things that need attention