

[Insert Local Chapter Name here](#)

**CWC Quarterly Report for**

**Q 1 – April, May, June 2019 (sample)**

<b>Date</b>	<b>Summary</b>	<b>Function</b>
4/1/2019	Registered for Step Out Diabetes Walk (Print out Donation Receipt)	Chapter Service Activity
4/4/2019	All member distribution (email)- call for nominations	Communications
4/10/2019	All member distribution (email)- NASWA Update	Legislation
4/19/2019	EDDNet- Announcement of Conference to all EDD employees on intranet site. (Copy of Site: Initial Page & Detailed Announcement)	Communication
4/21/2019	All member distribution (e-mail)- Yearly Calendar	Communication
4/25/2019	Saving Plus Presentation- Glendale, Ca from 12 noon- 1:00 pm {1 Hr} (Sign-in Sheets, flyer, educational materials)	Education  Communication
4/6/2019	Article submission to Glendale Tribune (e-mail article)	Marketing
4/8/2019	Chapter Service Project- March of Dimes (flyer)	Chapter Service Activity Communication
4/9/2019	CWC Acknowledgment letter from Charity (letter/email)	Chapter Service Activity
5/3/2019	Local Chapter Executive Meeting (minutes & sign-in)	Chapter Function
5/10/2019	State Educational Conference & Convention (2 members attended-conference list, flyer, workshop materials, Cal-ilope article- Costa Mesa.)	Conference Communication Education
5/10/2019	State Award winner- Award of Merit- Individual (Cal-ilope article-highlighted in yellow)	Awards/Recognition
6/1/2019	Chapter Participation in District Meeting & Awards Planning Meeting (agenda, sign-in, minutes, #of members Attending)	Chapter Function Awards/Recognition Communication
6/10/2019	Presentation at New Employee Orientation- Buena Park, Ca (sign-in sheet)	Chapter Development
	New members this quarter (Membership Activity Report)	Membership

Submitted by: \_\_\_\_\_, Chapter President

Date: \_\_\_\_\_