**Template for Reports to Synod** (YEAR)

 **Approved by Synod 2023**

INDEX XX (to be assigned each year by Central Services)
BOARD OR COMMITTEE NAME
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 In order to provide consistency, this is a template for your Synod report which has the correct font size, line spacing, and margins. Reports should be submitted in Word format. You should be able to put your report directly into the body of this template. The margins, fonts, etc. are already set.

In case you need to create your own document, the specifications are:

Custom margins: Top .5 Bottom .75 Left 1.0 Right 1.0

Heading: Palatino Linotype 24 pt, all caps, bold

Body of report: The body of the report is Palatino Linotype, 10 pt. First line of each paragraph is indented .25.

Officers for (THE COMING YEAR):

Name Chairman

Name Vice Chairman

Name Treasurer

Name Secretary/Administrative Officer

It is helpful to include the dates of your next meetings if they are already scheduled.

Recommendations at end of report should be as follows:

Recommendations:

1. Type recommendations in order using this format. First line is enumerated. Subsequent lines are indented as shown.
2. **Please do not submit words of appreciation for staff and committee members as recommendations for Synod action**, but feel free to include these appropriate words of encouragement in the body of your report.

 A special note about budgets: Many of the budgets attached to reports are submitted by Brian Such, Director of Finance. If your agency/board is responsible for submitting your own budget, please submit it as a separate Excel document.