

**XYZ Chapter, VCOC - MOAA  
Quarterly Report  
Month Start Date to Month End Date.**

<b>I. <u>Membership:</u></b>	<u>Regular</u>	<u>Auxiliary</u>	<u>Honorary</u>	<u>Total</u>
<i>For Example:</i>				
As of 1 January:	250	65	5	320
Gains:	10	5	0	15
Losses:	<u>  2</u>	<u>  1</u>	<u>  0</u>	<u>  3</u>
As of March 31	258	69	5	332

**II. Legislative Affairs:**

- a. Please list here any and all meetings and or speaking engagements with and by Senators and Representatives and any subjects discussed
- b. List here any meetings with General Assembly Senators and Delegates and any subjects discussed
- c. General: Please include any efforts undertaken by the Chapter in letter writing to Congress and the General Assembly, Letters to the News Media Editors, Radio and Television interviews on matters of general interest in promoting pro-defense and veterans, issues.

**III. Public Affairs:**

Here list all activities and events that promote your Chapter and MOAA in the public arena.

**IV. Levels of Excellence Award Scoring & Chapter Self-Evaluation Status**

- a. Levels of Excellence Status: Refer to MOAA Publication, *Council and Chapters Policies and Procedures Guide*, page 83,
- b. Self-evaluation Status: Refer to MOAA Publication, *Council and Chapters Policies and Procedures Guide*, page 87.

**V. Most Significant Chapter Event of the Quarter:**

Chapter Meetings, Significant Agenda Items to include Major Activities and Events

Submitted by: Responsible Submitting Officer

Rank and Name  
Chapter Representative  
Street Address  
City, State  
E-mail:  
Phone:

## **Instructions for Preparing and Submitting Quarterly Chapter Report**

**Membership Section:** Provide “year-to-date” membership statistics which include “cumulative gains and losses from 1 January to the closing date of the report. Also include a brief description of any membership/recruiting activities undertaken, including the “Gold Bar” program, new members gained from local-area military conferences or symposiums, etc.

**Legislative Affairs:** Provide a brief summary of the most significant legislative activities accomplished by the chapter during the quarter of report.

**Public Affairs:** Provide a brief summary of news releases submitted to local civilian and military newspapers and indicate if published. Examples of stories: support provided to ROTC/JROTC units; community activities; new officers elected; awards won or bestowed by the chapter; membership drives; legislative issues or successes; **or** other activities which enhance the reputation/exposure of your chapter and MOAA to the local community/public. You may also mention chapter info published in MOAA publications - Military Officer and/or the Affiliate - or in the VCOC Council Crier (while these publications target MOAA members or leaders, and are not for the "public," they do show the vitality of your chapter.)

**Chapter Vitality:** At least once annually, use the self-evaluation checklist in Appendix ‘O’ of the *Council and Chapters Policies and Procedures Guide*, to calculate your chapter’s score. Include in the your quarterly report(s), a brief description of actions taken, progress made or assistance needed to address any deficiencies identified in the evaluation process.

**Levels of Excellence:** During the first calendar quarter, use the evaluation matrix in Appendix ‘M2’ of the *Council and Chapters Policies and Procedures Guide*, to evaluate your chapter’s competitiveness for a Levels of Excellence Award. Include in the pertinent quarterly report, a brief description of intended action or assistance needed to enhance your chapter’s ability to compete and win. Annual submissions for this award are due to MOAA not later than June 1<sup>st</sup>.

**Most Significant Event of the Quarter:** Provide a brief description of the most significant chapter events of the quarter (meeting, social event, fund-raiser, etc.) with the objective of sharing “good-to-do” ideas with other VCOC-MOAA chapters.

**Prescribed Length of Report:** Chapter reports should not exceed one typewritten page if possible.

**How to Submit Your Report:** Submit the quarterly report to the Membership/Chapter Affairs Chairman (COL Vic Peña) by e-mail, [avpena@comcast.net](mailto:avpena@comcast.net) (either imbedded in the message body or as an attachment).

**Publishing of Reports.** Chapter reports should be submitted in **Microsoft Word** format for posting to the VCOC-MOAA website at [www.virginiamoaa.com](http://www.virginiamoaa.com). Chapters wishing to review and/or print copies of reports from other chapters should download and print the reports from the council website. Hard-copy reports will not be distributed at quarterly VCOC-MOAA meetings. The website administrator will advise all chapters when the quarterly reports have been posted.

**Identification of Report POC:** Each chapter is asked to include the e-mail address and telephone of the submitter of the Quarterly Report to allow the Membership/Chapter Affairs chairman to follow-up on report content as necessary.