

# ASPRS REPORT FORM



*INSTRUCTIONS: Please try to keep the report to this one page. If you are only reporting/updating on your entity's activities, attach no more than two (2) written pages to this form. If you are reporting on a recommendation for action or policy change, please attach supporting documentation to your response to Question #4. Reports resulting from a meeting held during the conference must be dropped off at the on-site ASPRS staff office the day preceding the Board meeting. **Please submit an electronic copy for web site posting (email to [asprs@asprs.org](mailto:asprs@asprs.org)).***

1. Report Category and Sub-category (*Select as appropriate*):

2. Report Type (*check one*):

Reporting/Updating of Activities

Recommending Action

Recommending Policy Change

*If recommending action or policy change:*

Is recommendation result of a meeting?                      Yes                      No

If yes, was a quorum present?                                      Yes                      No

Recorded vote on recommendation:                      For                      Against                      Abstentions

Date of meeting:

3. Title of issue/area reporting (*example: Proposal for Affiliate Membership Category*):

4. Brief background information and possible impact of issue/area (*examples: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary? How much will it cost? What are projected revenues? Are there alternatives? Please be brief, but attachments may be submitted when necessary*):

5. Specific recommendation for Executive Committee/Board of Directors action, if any (*state in the form of a motion(s) to be acted upon*):

6. Report completed by:

Name:

Title:

Signature: \_\_\_\_\_

Date: