

**FLEET RESERVE ASSOCIATION
HOSPITALS, WELFARE & REHABILITATION COMMITTEE**

Region: _____ Branch Name & Number: _____ Membership Group: _____

1. Total Branch members in Good Standing as reported in the 31 March Membership Report: _____

2. Hours and mileage spent in performing the below activities:

(a) Visiting/assisting ill or incapacitated members: hours _____/miles _____

(b) Assistance to needy families of Shipmates: hours _____/miles _____

3. Hours of volunteer work performed at hospitals by Shipmates:

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

4. Widows assisted: Number _____ Hours _____

5. Number of Shipmates who donated blood: _____ Number of pints donated: _____

6. Rituals:

(a) Number of Rituals: _____

(b) Number of Shipmates attending Rituals: _____

7. Number of books or magazines donated to hospitals: _____

8. Financial contributions by Branch and Shipmates to FRA Disaster Relief:

(a) Branch: \$ _____

(b) Shipmate: \$ _____

9. List any other activities on attachment. (Donations of clothing, household effects, miscellaneous items, etc.)

10. Name of Shipmate nominated as Shipmate of the Year, or deserving of special recognition: _____

NOTE: IN NOMINATING A SHIPMATE AS "SHIPMATE OF THE YEAR" OR DESERVING OF SPECIAL RECOGNITION, THIS REPORT MUST BE ACCOMPANIED BY A SEPARATE SHEET(S) OF PAPER, GIVING, A DETAILED REPORT OF THIS SHIPMATE'S ACTIVITIES.

IF NO ACTIVITY, A NEGATIVE REPORT IS REQUIRED.
REPORT TO BE SIGNED BY BRANCH CHAIRMAN AND BRANCH PRESIDENT OF THE REPORTING YEAR.

BRANCH CHAIRMAN 20 _____ - 20 _____
Member# _____

BRANCH PRESIDENT 20 _____ - 20 _____
Member# _____

Branch Chairman: Submit report to Regional Chairman.

Regional Chairman: Submit Report to National Chairman immediately following Regional Convention.

IF ADDITIONAL INFORMATION IS REQUIRED, CONTACT REGIONAL COMMITTEE CHAIRMAN

- Distribution: (1) Regional Chairman
(2) Regional President
(3) Branch Files

THIS FORM MAY BE REPRODUCED LOCALLY FOR BRANCH AND/OR REGIONAL USE
Regional/Branch Chairmen may want to add items for their own purposes

**FLEET RESERVE ASSOCIATION
PUBLIC RELATIONS COMMITTEE REPORT**

Region: _____ Branch No. & Name: _____ Membership Group: _____

NOTE: Guidelines for submitting and routing this report are contained in SR-5 and Article 8, Section 815, C&BL's, FRA.

The following report is submitted for the year: 1 July _____ to 30 June _____.

1. Type of Public Relations:

	<u>Number Submitted</u>	<u>Number Published</u>
(a) Newspaper/Magazine Articles (Note 1)	_____	_____
(b) Advertisements	_____	_____
(c) Letters to Editors	_____	_____
(d) Branch Bulletins:		

Published: Monthly _____ Quarterly _____ Yearly _____

Number copies published each issue _____.

In addition to Branch members, copies mailed to (e.g., all/selected national officers; all/selected regional officers; other Branches, officials at local military commands, i.e., Commanding Officer, Command Master Chief, etc.):

(e) Letters to and from Veterans' Groups, Military Organizations, Community Leaders, Local and National Government Officials

Number Mailed: _____ Number Received: _____

(f) Community Activities:	Number _____
(g) Civic and Military Speaking Engagements:	Number _____
(h) Radio Announcements, including Public Service spots:	Number _____
(i) Television Coverage of Branch Activities:	Number _____

NOTE 1: In this category, the "Number Published" may be greater than the "Number Submitted." For example, a reporter for a local newspaper or "Navy Times" may have published an article about a Branch. The article was not submitted by the Branch, but it was published.

DOCUMENT ALL PUBLIC RELATIONS ENDEAVORS: You must submit proof of all activities listed in paragraph 1. For example, a copy of each newspaper and magazine article, letter to editor, etc. To verify speaking engagements, radio announcements and television coverage, submit a letter from the respective organization certifying that these events occurred. In the event a letter from the radio or television station cannot be obtained, a letter signed by the Branch President and Branch Public Relations Chairman explaining the respective coverage will suffice.

ORGANIZATION OF REPORT: When compiling this report, the Branch Chairman is requested to organize the documentation in the order listed, i.e., Newspaper/Magazine Articles, advertisements, Letters to Editors, etc. If possible, use index tabs, document protectors, or some other method to submit a neat, orderly report.

2. Name of outstanding Shipmate deserving special recognition for services rendered during the period of this report: _____

Use the space below or attach a separate sheet of paper to list in detail the Shipmate's accomplishments in the field of Branch Public Relations.

3. Recommendations for improvement of the Public Relations program within your Region and on the national level.

4. The first place winner only in each membership group within each Region shall be forwarded by the Regional Chairman of the Committee on Public Relations to the Chairman of the National Committee on Public Relations for consideration at the National Convention. In addition, the Branch's Public Relations report of the Shipmate nominated for special recognition must accompany the Shipmate's nomination even if the Branch's report is not in competition for a National Award.

Branch Public Relations Chairman
Member# _____

Address: _____

Phone Number: _____ - _____ - _____

Branch President
Member# _____

Address: _____

Phone Number: _____ - _____ - _____

Branch Chairman: Submit report to Regional Chairman three weeks prior to the Regional Convention.

Regional Chairman: Submit report to National Chairman immediately following Regional Convention.

- Distribution:
- (1) Regional Chairman
 - (2) Regional President
 - (3) Branch Files
 - (4) Branch Public Relations File

IF ADDITIONAL INFORMATION IS REQUIRED, CONTACT REGIONAL COMMITTEE CHAIRMAN

THIS FORM MAY BE REPRODUCED LOCALLY FOR BRANCH AND/OR REGIONAL USE

Regional/Branch Committee Chairmen may want to add items for their own purposes

DO NOT MISPLACE THESE FORMS - THEY MUST BE SUBMITTED AS AN ANNUAL REPORT

**FLEET RESERVE ASSOCIATION
YOUTH ACTIVITIES COMMITTEE**

Region: _____ Branch No. & Name: _____ Membership Group: _____

NOTE: Guidelines for submitting and routing this report are contained in SR-5 and Article 8, Section 817, C&BL's FRA.

The following is submitted for the year: 1 July _____ to 30 June _____.

1. Total Branch members as reported in the 31 March Membership Report: _____

2. (a) Youth Activities by Branch members in detail: (Photos, Newspaper Clippings, letters and other documentation, etc.) (Use additional sheets if required.)

(b) Financial contributions for each activity: (Use additional sheets if required.)

(c) Individual Shipmates working with youth activities and the approximate man-hours spent: (Use additional sheets if required.)

3. Provide following information as/if applicable to this report:

(a) Does the Branch have the name of outstanding Shipmate deserving special recognition? Yes No
If yes, submit Form YA-SOY. See attached resume.

(b) Total dollars contributed by Shipmates: \$ _____

(c) Total dollars contributed by Branch: \$ _____

(d) Other monetary contributions: \$ _____
(Donations other than Branch Members)

(e) Total mileage driven by Branch members on Youth Activities projects: _____

IF NO ACTIVITY, A NEGATIVE REPORT IS REQUIRED
REPORT TO BE SIGNED BY BRANCH CHAIRMAN AND BRANCH PRESIDENT OF REPORTING YEAR

BRANCH CHAIRMAN 20 _____ - 20 _____
Member# _____

BRANCH PRESIDENT 20 _____ - 20 _____
Member# _____

Regional Chairman: Submit report to National Chairman immediately following Regional Convention.

IF ADDITIONAL INFORMATION IS REQUIRED, CONTACT REGIONAL COMMITTEE CHAIRMAN

- Distribution:
- (1) Regional Chairman
 - (2) Regional President
 - (3) Branch Files
 - (4) Chairman's Files

THIS FORM MAY BE REPRODUCED LOCALLY FOR BRANCH AND/OR REGIONAL USE
Regional/Branch Chairmen may want to add items for their own purposes

INFORMATION AND INSTRUCTIONS CONCERNING YOUTH ACTIVITIES

GENERAL INFORMATION:

In fairness to all Branches, only those reports submitted on the form supplied by the National Youth Activities Chairman will be considered for the Youth Activities award.

If additional space is required, or letters of explanation or commendations are to be considered, they may be attached to this form.

The following list of Youth Activities is provided as a guide to assist the chairman in preparation of his report: (a) Boy Scout Troops; (b) Girl Scout Troops; (c) Football teams; (d) Basketball teams; (e) Baseball teams; (f) Softball teams; (g) Swim Clubs for teens; (h) Golf Club teams; (i) Crippled Children program; (j) Under Privileged Children; (k) Retarded Children program; (l) Youth programs for children of members of your Branch, such as parties, special events, picnics, youth club, etc.

This is only a suggested listing. There are many more youth activities that your Branch may be active in and you may include in this report.

REMEMBER: Your Branch DOES NOT HAVE TO SPONSOR A TEAM OR GROUP to report Youth Activities.

GUIDELINES FOR COMPLETING FORM ON REVERSE SIDE:

A. Youth Activities by Branch members in detail:

1. List all activities and approximate cost of sponsorship.
2. If Branch is co-sponsor, so state.
3. Individual Shipmates with over 500 hours must have documented proof for time spent on Youth Activities.

B. Financial contributions for each activity:

1. Do not include those listed under sponsorship.
2. List organizations, individuals or groups contributed to, and the amounts contributed.

C. Individual Shipmates working with youth activities and the approximate man-hours spent:

1. List Shipmate by name.
2. List activities working with.
3. Estimate man-hours contributed by each Shipmate.

NOTE: If the Branch feels that there is a Shipmate that should receive special recognition and consideration for the National Individual Shipmate award, enclose details of his work on Form YA-SOY. Be sure to include all details.

D. Summary:

1. Total dollars contributed: This will include both sponsorship and contributions to youth activities.
2. Do not leave any space blank; if none, so print in the word none or put in a zero.

NOTE: Please do not include hours and monies spent on the Americanism Essay Contest in this report.

**FLEET RESERVE ASSOCIATION
NOMINATING FORM FOR YOUTH ACTIVITIES SHIPMATE OF THE YEAR**

Region: _____ Branch No. & Name: _____ Membership Group: _____

The following Shipmate has been nominated for consideration as Youth Activities Shipmate of the Year:

NAME: _____ Member #: _____

A. Activities in which the Shipmate participated.

B. The average number of hours contributed in each youth activity.

C. Personal monetary contributions. (If applicable)

D. Additional information that may be useful in making this selection.

Branch Chairman

Member# _____

Branch President

Member# _____

DO NOT MISPLACE THESE FORMS - THEY MUST BE SUBMITTED AS AN ANNUAL REPORT

**FLEET RESERVE ASSOCIATION
AMERICANISM - PATRIOTISM COMMITTEE REPORT**

Region: _____ Branch No. & Name: _____ Membership Group: _____

NOTE: Guidelines for submitting and routing this report are contained in SR-5 and Article 8, Section 814, C&BL's FRA.

The following report is submitted for the year: 1 July _____ to 30 June _____.

1. Total Branch members as reported in the 31 March Membership Report: _____

2. (a) Type of Branch activity in observance of Patriotic Holidays:

<u>Observance/Date</u>	<u># of Branch Participants</u>	<u>Time Spent</u>	<u>Sponsor *</u>
------------------------	---------------------------------	-------------------	------------------

* Specify organization or group sponsoring activity.

(b) Type of Branch activity promoting Americanism:

- (1) Speeches to schools and organizations _____
- (2) Flag Sales _____
- (3) Flag donations/presentations _____
- (4) Financial support to Regional Essay Contest _____

3. (a) What means did your Branch utilize to provide public exposure of the FRA to the general public in the observance of patriotic holidays?

(b) What means did your Branch use to promote participation in the Americanism Essay Contest?

(c) Total essays received: _____

4. Explain any unusual and worthwhile means of promoting Americanism/Patriotism, especially among young people, by your Branch:

5. (a) Total dollars contributed by Shipmates in support of Branch Americanism/Patriotism activities (include mileage at 14 cents per mile and parking/ toll expenses): \$ _____

(b) Total dollars contributed by the Branch in support of Branch Americanism/Patriotism activities: \$ _____

(c) Other monetary contributions (i.e. gifts to other patriotic/philanthropic organizations by Branch and/or members): \$ _____

(d) Total hours expended by Branch members on Americanism/Patriotism projects: _____

(e) Total mileage driven by Branch members on Americanism/Patriotism projects: _____

6. Name of outstanding Shipmate deserving special recognition (attach resume of reasons/achievements co-signed by Branch President and Chairman):

(Name)

(Membership No.)

IF NO ACTIVITY, A NEGATIVE REPORT IS REQUIRED
REPORT TO BE SIGNED BY BRANCH CHAIRMAN AND BRANCH PRESIDENT OF REPORTING YEAR

BRANCH CHAIRMAN 20____ - 20____
Member#_____

BRANCH PRESIDENT 20____ - 20____
Member#_____

REGIONAL CHAIRMAN: Submit report to National Chairman immediately following Regional Convention.

IF ADDITIONAL INFORMATION IS REQUIRED, CONTACT REGIONAL CHAIRMAN

- Distribution:
- (1) Regional Chairman
 - (2) Regional President
 - (3) Branch Files

THIS FORM MAY BE REPRODUCED LOCALLY FOR BRANCH AND/OR REGIONAL USE

Regional/Branch Chairmen may want to add items for their own use