

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

**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