

**Formatting Instructions for All Reports
Submitted for Inclusion in the Convention Binders
(Calibri font 12 pt Bold)**

These guidelines apply to all reports that are submitted for electronic distribution of convention materials. To ensure that your report will be included in the convention binder, please submit it by May 15 (but earlier would be appreciated!) This will allow us time for assembling all reports and distributing them electronically before the convention. There will not be a binder at this convention. We are trying to go as paperless as possible this year with materials that had been included in the binders in the past.

Typically, these would include district reports that are also verbally given on the convention floor during the general session (i.e., BPS, DMB, Constitution Committee, CCFS, etc.), as well as memorials, the convention essays and the District President's Report.

Please observe the following formatting rules: (Calibri font 10 pt Bold)

Please submit your reports to the district secretary as an attachment using Microsoft Word. If you do not have Microsoft Word, please submit them in .rtf format. (Calibri font 10 pt)

Left and Right Side Margins: 1.25 inches

Top and Bottom Margins: 1 inch

Font Style: Calibri (if you do not have this font, use Arial)

Font Size: 10 pt. If you have headings, use 12 pt bold for the main heading and 10 pt bold for the sub-headings.

Line Spacing: Single space

Length of your Reports: As short and concise as possible. Try not to end up with a paragraph or a few lines carried over to one sheet. For example, if your report is two pages long, but carries over to the top of the third and will not fill out the page, edit your report so that it will fit on two full pages.

If necessary, I may edit your submissions.

Pastor Daniel Schroeder

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