



## **PACIFICA Inc. Reporting template for branches**

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This template is to guide PACIFICA Inc. branches in creating their respective branch reports for PACIFICA Inc. purposes. This will enable consistency in reporting and ensure that key areas are covered. It will also reduce photocopying and environmental costs.

Branch reports are required for national/regional PACIFICA Inc. meetings, including:

1. Regional Mini-conferences
2. National Council
3. National Conference and Annual General Meeting (AGM)

### **In your branch report, please include the following:**

1. Name of your branch, and location.
2. Number of financial members, and the breakdown of Life members, Ordinary members, Youth members (16 to 25 years) and Young members (12 to 15 years).
3. Information on the activities and/or events that your branch has executed or taken part in, in the last period. Please include the number of participants/attendees at those activities/events.
4. Any significant news or information of note/interest. This may include branch members' successes (e.g. members who received honours/awards), and members who have passed away since the last report.
5. *Optional: Any current issues you wish to highlight. A list of future/upcoming events/activities.*

Please keep the report to a maximum of 3 pages long.

Photos may be included but the 3-page maximum still applies.

The **deadline** for all reports is **one month** before the national/regional PACIFICA Inc. meeting.

(For the upcoming 2024 National Conference, branch reports are due on **Tuesday 9 January 2024.**)

**Please email all branch reports to: [pacificanationalexec@gmail.com](mailto:pacificanationalexec@gmail.com)**