



CAPTAIN MERIWETHER LEWIS CHAPTER

POLICY 1-1, SUBCHAPTER ACTIVITY REPORTING

Association of the United States Army (AUSA), Captain Meriwether Lewis Chapter (CMLC)

Reference: Article VII, Section 1, Subchapter By-laws, and Policy 1-6, Chapter and Subchapter Committee Meeting Minutes.

- All activities involving subchapter participation in direct and indirect support of soldiers and soldier's families **are required** to be reported by Subchapter Activity Reports (SAR) preferably electronically, to the CMLC President, CMLC Secretary and CMLC Treasurer. **Subchapter presidents have primary responsibility for reporting; however subchapter presidents are encouraged to have all subchapter executive committee members submit SAR reports while keeping the subchapter president fully informed.** The SAR report must include the date, location of the event, number of attendees, the purpose of the event, and any associated costs incurred, to include contributions or donations supporting the event (template below).
- **Minutes of Subchapter Executive Committee Meetings and Other Subchapter Committee Meetings:** These meetings are planning events and shall be submitted as a SAR. (Policy 1-6, Chapter and Subchapter Committee Meeting Minutes further covers these meetings as events.)
- **SAR Purpose:** A SAR is used to report subchapter events to National. National uses the information to judge the performance of its chapters and the chapter's subchapters. National uses these reports as the basis for determining awards.
- **SAR Deadline:** Each SAR must be **submitted by the 5th of each month for the prior month's activities.** Further, a supporting picture, although not necessary, adds to the value of a SAR. Both the SAR and an accompanying picture (if available), **must** be submitted at the same time.
- **Submit SAR to:** The CMLC President, Amy Tiemeyer at atiemeyer@youracu.org, the CMLC Treasurer, Virginia Kinakin, at retirextwo@aol.com, and the CMLC Secretary, Alecia Grady, at lewissecretarygroup@outlook.com.

Sub-Chapter Name

Sub-Chapter Activity Report

REQUIRED INFORMATION	
Event Title	
Location	
Date/Time	
Number of Attendees	
Guest Speaker	
Cost	

NARRATIVE (PROVIDE DETAILS)		
<input type="checkbox"/>	Event Supported	Military/Civilians/Retirees/Family
<input type="checkbox"/>	How was the event publicized	Flier/Email/Other
<input type="checkbox"/>	Co-Sponsored	Yes/No
<input type="checkbox"/>	Submitter Name	
<input type="checkbox"/>	Submitter Email	
<input type="checkbox"/>	Submitter Phone Number	
<input type="checkbox"/>	Remarks:	