

## UUAA Activities / Teams

### Instructions for Submitting an Annual Report

It is time to consider what to share in an annual report about your recognized congregational team's events and activities. The 2018-2019 Annual Report deadline will be Monday, April 15 at 5:00pm. Recognized congregant team leaders are encouraged to write an annual report. This year's annual report will be online only. Each group's report will appear as a link on the 2018-2019 annual report page.

UUAA staff will not be able to provide editing, so please make sure you've proofread and edited all text before sending it in.

Please aim for a word count of **300 words**. When appropriate, use bullet lists to encourage others to read what you've shared. Basic elements to include are:

- The recognized team's name.
- The author of the team's report.
- A brief description of the team or ministry.
- A description of how UUAA core values were met by the team.
- Highlights of activities from May 1, 2018 through April 30, 2019.
- Focus on major themes or a few key accomplishments. Your report need not include every detail - just enough to give others the flavor of your group's ministry.
- Names of active participants in the ministry.
- Describe future ideas, plans, and goals.

Submissions beyond a word count of 300 words maximum will be returned for further editing.

Submit each annual report as a Word file to [annualreport@uuaa.org](mailto:annualreport@uuaa.org).

Early submissions are very much appreciated.