



NAACP

Pennsylvania

STATE CONFERENCE

QUARTERLY UNIT REPORT TO PENNSYLVANIA STATE CONFERENCE

INSTRUCTION SHEET

Under Article X Section 1 it states, "If a Unit fails to inform the Association in writing of its activities or shall fail to maintain 50 adult members; twenty-five (25) prison branch members; or twenty-five (25) youth unit members for a period of four (4) consecutive months, the Board of Directors shall declare any or all of the offices of the Unit vacant and order a new election."

Please note that monthly reports should be submitted to the National Office and copied to the State Conference President and Secretary. Quarterly reports are to be submitted to the State Conference using the attached form. The work of the NAACP is completed through the committees. The information to be included is as follows:

- All activities that have taken place regarding the National Standing Committees.
- List your active Standing Committee Chairs within your branch.
- List any information that has been sent to the National Office.
- Include information pertaining to the amount of complaints received by your branch. How has your legal redress committee responded to the complaints? What specific action was taken to resolve the complaint? What correspondence was issued to the complainants, and if resolved, was the complainant satisfied with the results? If not resolved, what is the current status?
- List any upcoming programs that are being planned for the next quarter.
- Were your previous programs publicized? If so, attach flyers and/or press releases.
- Have you received information regarding the work of any of the Pennsylvania State Conference committee chairs?

Presidents are to sign off on the report to ensure that the information is true and correct.