

ANNUAL REPORT GUIDELINES



Who: Union and Conference WM Directors



What: Annual report in “news story” form detailing WM event/ministry that resulted in changed lives.



When: Conference directors by February 15 of each year. Union directors send reports to NAD WM by March 1 of each year.

Instructions: In the top left corner, list the following:

1. Name of person writing story
2. Church and conference where the event took place
3. Area of emphasis the event fits into (Nurture, Empower, or Outreach)

The body of the story should follow format below:

1. Most important information first
 - **WHO:** First and last names (no initials) of event planners (or simply the name of the church) and those who helped carry out the event. No more than four or five names, please.
 - **WHAT:** What kind of event or outreach it was?
 - **WHEN:** Date (at least month and year) the event happened
 - **WHERE:** Location where the event took place; include the name of the church and conference
2. Details:
 - **WHY:** State the purpose of the event
 - **HOW:** This is where you fill in the Important Details of the event, including how lives were changed. Include photos if they are in focus. Be sure to give names of persons in photos (first and last names) in order from left to right.

