Dgr v0qh.J qo grcpf 'Ugewtl\{ **U.S. COAST GUARD** **CG-3615 (Rev. 32/2;)**	**AUXILIARY - RECORD OF UNIT MEETING**

UNIT NO.		UNIT NAME *(As recorded in AUXDATA)*	Members Present BQ + AX
	Ø Ø Ø		

DATE	MEETING TIME	MEETING LOCATION	TYPE OF MEETING(✔)
			REGULAR BUS.
			SPECIAL BUS.

UNIT OFFICERS PRESENT *(List office abbr. and last name only)*

GUESTS PRESENT

CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON *(List)*

UNIT TRAINING TOPICS PRESENTED

REMARKS *(Include special events, future plans, awards presented, etc.)*

NEXT BUSINESS MEETING *(Give Time, Date and Location)*

DATE SUBMITTED	SIGNATURE OF PERSON SUBMITTING REPORT

PREVIOUS EDITIONS MAY BE USED UNTIL SUPPLIES ARE EXHAUSTED   SN 7530-00-FO1-4710
   ANSC# 7017

INSTRUCTIONS
(Use Ballpoint pen and press firmly)

This form is to be completed by the Flotilla/Division Staff Officer-Secretary/Records after each unit meeting, and serves as a record of each unit business meeting held. Should additional space be required, use reverse side of form.

UNIT NUMBER BLOCK - Enter the unit identification number of the unit reporting the meeting. Use one square per digit.

UNIT NAME BLOCK - Enter the unit name AS RECORDED IN AUXMIS. Use one square per character.

MEMBER PRESENT BLOCK - Enter the total number of Basically Qualified plus AUXOP members who attend the meeting.

DATE BLOCK - Enter the date of the meeting. Use MMDDYY format.

MEETING TIME BLOCK - Enter the official time the meeting was brought to order. Use 24 hour clock time. For example: 8:00PM = 2000 hrs.

MEETING LOCATION BLOCK - Enter the location where the meeting was held.

TYPE MEETING BLOCK - Indicate whether the meeting was a regular or special business meeting.

UNIT OFFICERS PRESENT BLOCK - Enter the abbreviated office code and the last name of all officers attending the meeting. Abbreviated office codes are listed on the back of the form and in the Auxiliary Manual, COMDTINST M16790.1.

GUESTS PRESENT BLOCK - Enter the names, and if applicable, the functional titles of any guests attending the meeting. Print all data.

CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON BLOCK - The Staff Officer-Secretary/Records is to enter, as the block title implies, a condensed version of all reports presented and motions voted on at the meeting. Keep all entries brief and to the point. Print all data entered.

UNIT TRAINING TOPICS PRESENTED BLOCK - Any presentations concerning unit training that were brought up at the meeting are to be entered in this block. Keep explanations or descriptions brief and to the point. Print all data entered.

REMARKS BLOCK - Should any special items of interest be brought up at the meeting, such as special events, future plans, awards presentations, etc., enter a brief statement for each item. Keep statements brief and to the point. Print all data entered.

NEXT BUSINESS MEETING BLOCK - Enter the time, date, and location of the next unit meeting. Time should be entered using 24 hour clock time, and the date should be entered using the MMDDYY format.

DATE SUBMITTED BLOCK - Enter the date using the MMDDYY format.

SIGNATURE BLOCK - After ensuring the accuracy of the report as well as the legibility, the officer submitting the report is to sign his/her name in this block.

This form includes one information copy to distribution as determined by district policy. Send DIRAUX copy to the Director of Auxiliary and retain the unit copy.

REMOVE THESE INSTRUCTIONS BEFORE MAILING ATTACHED
(CG-3615 AUXILIARY - RECORD OF UNIT MEETING