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U.S Coast Guard Auxiliary

Eighth District Eastern Region

Flotilla 11-01 Monthly Report

Report Period: 20 December 2023 to 20 January 2024

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1. **Flotilla Summary:**

An introductory paragraph is good, but not required. Most items should be in bullet form.

1.1. Summarize the high points of activities during the report period.

1.2. Try not to duplicate the same information that is in the sections below. You can say the Flotilla is growing in membership but save the details for the "Recruitment and Retention" section below.

1.3. Make this easy-to-read bullet points, well summarized. Think of this as what the COMO would read if he cannot read the details of the entire report.

1.4. Keeping this list numbered. This allows it easy to reference in a meeting, etc. "e.g. in reference to item 1.4..."

1.5. …

2. **Initiatives**:

2.1. Initiatives should be persistent in each period report if the initiative is ongoing. It is fine to restate them each month to indicate they are still in process.

2.2. **NEW:** For new indicatives that have been undertaken during the report period, prefix the item with "NEW:" like this one.

2.3. **NEW:** Preferable list all the NEW items together

2.4. [example] **NEW:** Develop and implement a process for establishing mentors and coaches for all members.

3. **Quantitative Goals:**

   A summary paragraph is recommended but not required. This table is also up to your discretion depending on the established goals for your flotilla. The table below may be tailored to your needs but should represent the establishment and tracking of your 2024 goals. Goals may be added along the way as well to support new initiates.

CY 2024	Patrols	PVs	VSCs	PE Class	PA Events	MT Classes	# AP Members
GOALS	20	50	50	5	5	5	0
THIS MO	0	2	2	0	1	1	2
YTD	0	2	2	0	1	1	2

4. **Training:**

   4.1. Talk about your Member Training initiatives. Perhaps this is from your FSO-MT Staff report. Examples below.
   4.2. OPs and VE workshops are nearing completion.
   4.3. Working to improve Core Training completion/currency.
   4.4. Instructor Development and Operations Training are scheduled.
   4.5.

5. **2024 Events Completed:**

   (Event type codes: AD is administrative/meetings, PA is public affairs, OP is patrols, PE is public education, HR is a dedicated membership recruiting event, VE is vessel safety check event, PV is marine dealer visit events)

   5.1. PA: 2-3 JAN; Mayberry Boat Show
   5.2. AD: 8 JAN; Monthly flotilla business and training meeting.
   5.3. PV: 10 JAN; Flotilla traveling Program Visitor Blitz for Paddlecraft and PWC dealers
   5.4. PE: 19 JAN: Boating Safety Class at YMCA; 20 students, 20 passed.
   5.5.

6. **2024 Upcoming Events Planned:**
   6.1. PA, VE 20 – 26 May – National Safe Boating Week
   6.2. PA 26 MAY – Paddlecraft World Cup
   6.3. PA, VE 9 – 10 Jun – "You Bet Your Bass" – Fishing Tournament – Mayberry Marina

7. **Recruitment and Retention:**
   7.1. Bullet point your Recruitment and Retention activities.
   7.2. Itemize and disenrollments and any new members added
   7.3. How are you keeping new members engaged and progressing?

8. Challenges and Needs:

8.1. What challenges are you facing?

8.2. What needs does your flotilla have?

8.3. Try to cover how your Challenges and Needs can be addressed or how you may be addressing them already.

8.4. [example] Member participation in activities (lack of member involvement). This is being addressed in part by the plan to contact all members and link them to mentors and coaches

9. Positive accomplishments:

9.1. Talk about the great things your flotilla is doing. It is OK to expand of the success of events listed above—that is normally how/where things are accomplished-setting up an MT, OPS, etc. event and executing.

9.2. These items can also include how you are coming along solving the items in Section 8 above…

10. Working with USCG units:

10.1. List any unit coordination or augmentation planned or accomplished.

10.2. This should include any OPS with active duty on board or interaction with units or unit personnel.

11. Additional Supporting Information

Feel free to include any additional information that may not fit in the sections above in this section. This report template is not intended to limit your report content, but items fitting in the subject of the above sections should be included therein.

Include a # centered in the page or the words "End of Report" to indicate such.

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