**Elected Unit Reporting Template**

**Unit:** Div.-FL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Month:** ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ 2014

**1. What is your significant accomplishment of your program in the last month? (Bullet points but specific, please)**

**2. Do you have a member participating in your program you would like HELP recognizing for actions in the last month or for ongoing contributions? Please provide details. Click this link for recognition and award information. If you want good recognition, you will need to get very specific and detailed in your recommendation! See attached form and end of this document.**

**3. How are your people?**

**4. What can the Division/District staff and leadership do to help your members?**

**PROGRAM REPORTING**

*As you consider the following areas please report mission activity and actions taken by your unit to prepare members to participate in the mission (training, qualifications, new techniques and new tools). Typical Flotilla business meeting minutes do not give the information we are seeking.*

1. **Recreational Boating Safety**

What activity has your unit completed in the areas of Recreational Boating Safety: (Bullet points please?)

Plans & opportunities:

What are your plans for next month in RBS?

What opportunities do you see in the three or four months ahead?

1. **Other Prevention**

What activity has your unit completed in the areas of Navigation Systems (NS) & Marine Safety (MS)?

Plans & opportunities: What are your plans next month in?

What opportunities do you see in the three or four months ahead?

1. **Operations/Response**

What activity has your unit completed in the areas of CM, OP, & CM?

Plans & opportunities: What are your plans next month in?

What opportunities do you see in the three or four months ahead?

1. **Member Support/Logistics- Member Training**

What activity has your unit completed in the areas of (MT), (CS) (IS), (HR), (MA), and (PB)?

Plans & opportunities: What are your plans for next month in Member Support & Logistics?

What opportunities do you see in the three or four months ahead?

1. **Other Notes/Questions/Problems/Issues of significance?**