



### **Quarter Report Guidelines for Chapter Representatives**

All OMGA Chapter Representatives must submit a report each quarter to the OMGA secretary. This includes information about your chapter's activities, recent and upcoming. Share your stories of successful events as well as challenges and potential solutions that your chapter is experiencing. Include such things as a list of events, short paragraphs describing a significant activity or event, or lessons learned from a project or activity to help other chapters. You can gather this information from attendance at your chapter board meetings, meeting minutes, newsletters and events. Photos from the activities are very helpful.

These reports help us learn from one another. In addition, the OSU Extension Master Gardener™ Program uses our chapter reports in their annual report to OSU and elected officials to determine funding.

Due: one week before the quarterly general board meeting; email to OMGA Secretary: [lindseykmcnab22@gmail.com](mailto:lindseykmcnab22@gmail.com)

Format:

Word or Google docs only, no pdfs.

Font Arial 11 pt

Paragraph: single spaced

Photos: jpeg or png if possible