



# Circular 1619

## Club Presidents Reports

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**Audience:** Club Presidents and Club Administration  
**Date:** Monday 10<sup>th</sup> June 2024  
**Contact:** Natalie Tucker, Membership Officer  
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<b>Summary</b>	This circular outlines the information required from each club for the submission of the Club Presidents Report for the 2023-2024 SLSCC Annual Report.
<b>Actions</b>	Complete Club Presidents Reports by Sunday 28 <sup>th</sup> July 2024. Via - <a href="#">online submission link</a>

The Annual Club President Report submission is an important report from clubs each season to preserve the history of Surf Life Saving Central Coast. The reports received from clubs are published in the Surf Life Saving Central Coast Annual Report.

The Branch is seeking all **Club President's reports** to be submitted on or before Sunday 28<sup>th</sup> July 2024 with the following criteria completed and proofed by another member of the club.

### Criteria

1. The report doesn't exceed 2 A4 pages when using Arial font at size 12.
2. A summary of the 2023/24 season within your club highlights and membership statistics.
3. Paragraph on;
  - a. Lifesaving
  - b. Junior Activities
  - c. Youth Activities
  - d. Education
  - e. Surf Sports
  - f. Administration
4. A conclusion wrapping up your club's season for the 2023/24 season.

Please note that should any amendments to the Club Presidents report be required, SLSCC will reach out to presidents directly.

### Submission Due – Sunday 28<sup>th</sup> July 2024

1. To upload, save document as a Word or PDF and name - president report [Club].
2. Open [online submission link](#), complete the contact information and upload reports and photos to the upload area.