



**Archivist-Historian Report  
GROUP (Society)**

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Year: \_\_\_\_\_ Name of Group (Society): \_\_\_\_\_ No. of Members: \_\_\_\_\_

**Number of Members Attending LWML Events** (fill in those that apply)

- \_\_\_\_\_ LWML Convention (*odd-numbered years*)
- \_\_\_\_\_ LWML South Dakota District Retreat (*odd-numbered years*)
- \_\_\_\_\_ LWML South Dakota District Convention (*even-numbered years*)
- \_\_\_\_\_ LWML South Dakota District Christian Life Workshop (*Fall of every year*)
- \_\_\_\_\_ Prayer Service (*Winter or Spring*)
- \_\_\_\_\_ LWML Zone Spring Event Name and Location
- \_\_\_\_\_ LWML Zone Fall Event Name and Location

**Event Information**

Event and Date: \_\_\_\_\_ Location: \_\_\_\_\_

Theme/Topic \_\_\_\_\_ Guest Speaker: \_\_\_\_\_

Event and Date: \_\_\_\_\_ Location: \_\_\_\_\_

Theme/Topic \_\_\_\_\_ Guest Speaker: \_\_\_\_\_

Event and Date: \_\_\_\_\_ Location: \_\_\_\_\_

Theme/Topic \_\_\_\_\_ Guest Speaker: \_\_\_\_\_

Event and Date: \_\_\_\_\_ Location: \_\_\_\_\_

Theme/Topic \_\_\_\_\_ Guest Speaker: \_\_\_\_\_

Event and Date: \_\_\_\_\_ Location: \_\_\_\_\_

Theme/Topic \_\_\_\_\_ Guest Speaker: \_\_\_\_\_

Event and Date: \_\_\_\_\_ Location: \_\_\_\_\_

Theme/Topic \_\_\_\_\_ Guest Speaker: \_\_\_\_\_

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**Names and Addresses of Officers** (complete those that apply, or edit for your officer titles)

President: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Vice President: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Secretary: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Treasurer: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Archivist-Historian: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Pastoral Counselor: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Any other Officer: Position and Name: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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Extra Space for any additional information (*if needed*)

\_\_\_\_\_  
\_\_\_\_\_

<b>Signature:</b> _____ <b>Date:</b> _____
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**Instructions:**

- Use one page; print on both sides. Type in the information using Times New Roman, 12 point. **DO NOT FOLD, BEND, STAPLE, OR PAPERCLIP.**
- **INCLUDE PHOTOS MARKED WITH WHO, WHAT, WHERE, AND WHEN.**
- **INCLUDE HANDOUTS FROM EVENTS.** If your society hosted an event, please include two copies.
- Be sure to sign and date your report.
- **DO NOT EMAIL. DO NOT STORE ON YOUR COMPUTER;** make a hard copy so it can be filed. If you do not have an Archivist-Historian, the Secretary is to assume those duties. Use a large manila envelope to mail the report. If this envelope has a clip make sure you cover it with scotch tape. This is a postal regulation, so the clip is not caught in sorting devices.
- Send two copies of the report to your Zone Archivist-Historian or Secretary by **November 1.**
- Thank you for serving the Lord with Gladness!