



Reports

Your Annual Report

Preparing an Annual Report may seem like a daunting task and a waste of time but it's actually an opportunity to highlight your accomplishments.

The annual report documents your achievements in a concise format:

- ◆ Structure it using the four (4) areas of responsibility, explaining what you have accomplished or are working on in each area.
- ◆ Keep it simple but informative. Use bulleted lists and be sure to incorporate photos and examples where possible.
- ◆ By the end of January, complete the report for the previous. You can send your report as a PDF or hardcopy to:
 - ◆ Your appointing official (Supervisor/Mayor),
 - ◆ County Historian, and the
 - ◆ State Historian.
- ◆ Place a copy in your file and consider adding it to your web page.

Keep in mind that documenting your work can be an advantage at budget time. It can also be used to identify what you've completed when filling out your Registered Historians application.

Many historians add their annual report to their municipal web page. While the reports come in all sizes and formats, they cover the same basic information.

Included in a Google or Bing search of "historian and annual report" you'll find examples of fellow historians annual reports.

Monthly or Quarterly Reports

Some municipalities require monthly or quarterly reports from department heads. As the head of the Historian's Department, you may be asked to submit one also.

The monthly report can be as simple as one page long, highlighting:

- ◆ Projects Completed
- ◆ In Process Projects
- ◆ Meetings Attended
- ◆ Ongoing Projects

You may also choose to document:

- ◆ Presentations Given
- ◆ Hours of Office Volunteers
- ◆ Grants Applied for or Received.

These reports are very helpful in compiling your annual report.