

Area Summary Form

The purpose of this form is to improve Area communications. It is designed to help information move from the Area Officers and Coordinators in a more user friendly manner. To do this, we have created this standardized cover sheet to be used with all correspondence directed to our Virginia Area DR's which contains information intended to be received by individual members. We ask that you use the form to give a brief summary of the points in your full report.

This form is available for download from the Area Web Site: www.va-al-anon.org. Once downloaded, you will be able to fill it in on line. Please send two attachments, the full report and the Summary Form to your intended e-mail list.

If you do not have a computer, ask a computer buddy to make a copy of this form and it can be your original to make additional copies. Complete the form by hand. Please PRINT and send the form and your report to your postal mailing list.

Area Summary Report

DR's: Please send or provide this Summary Report to each Group Representative. You may wish to copy the complete document for distribution or use it to supplement your report and/or answer questions.

From:

To:

Date:

Subject 1 :

Description:

Action needed:

Deadline:

Subject 2 :

Description:

Action needed:

Deadline:

Subject 3 :

Description:

Action needed:

Deadline:

Subject 4:

Description:

Action needed:

Deadline:

Subject 5:

Description:

Action needed:

Deadline: