# Collecting Annual Reports

Boilerplate Message

## Message

**Subject:** LAUC-I Reports Due August 1

Dear LAUC-I Standing Committee Chairs and Academic Senate representatives,

**Please email your written annual reports to the general membership (liblauci@uci.edu) by August 1st.**

Templates for the Standing Committee Reports and Academic Senate Representative Reports can be found at <http://lauci.lib.uci.edu/procedures.php> . Ad Hoc Committee chairs should use the Standing Committee Report template (write N/A where not applicable).

Thanks!

**[insert name]**

LAUC-I Chair

## Instructions/Timeline

* Chair sends out this message **mid-July**.
* Chair sends a reminder again on **August 1**.
* Vice Chair will follow up with those who do not submit by **August 1**.
* Secretary will compile individual Academic Senate Representatives reports into a single document by **first working day of September**. This template is also found at <http://lauci.lib.uci.edu/procedures.php>.
* Secretary will email compiled Academic Senate report to Web Manager who will then post it on the website by **first working day of September**.
* Secretary verifies correct format of Standing Committee annual reports and sends PDF version to Web Manager by **first working day of September** for posting.