

- 1 Both SHEETS has been locked and only the **YELLOW SHADED AREAS** requires filling up or subject to revisions.
2 Computation(s) and other data(s) has been programmed to self generate.
3 Upon completion, insert the electronic signature of both the Club President and Secretary on their designated boxes.
4 **Save your current using PDF file and email it to both the District Secretary and the Office of the District Governor.**
5 Do not forget to CC your Assistant Governor when submitting all District reports or correspondence.

6 Only reports submitted within the prescribed period will be considered for the RI & District Governor's Citations.