

**Audra Horton**

Program Committee Chair

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Greetings 2022 Presidents:

Congratulations on being elected to lead your club in 2022. I’m looking forward to working with all of you this year.

The Program Report is an important communication between your Club and the Association of Desk and Derrick Clubs (ADDC). Prompt completion and submission of your club’s monthly reports is crucial to maintaining ADDC’s tax-exempt status.

Attached is Program Report form PRGM 1 with instructions. Please forward the form to the individual in your Club who is responsible for its completion; this is usually the Program Chairman. It may be filled in monthly on a computer and sent via email or photocopied for use during the year. The Program Report Form PRGM 1 and instructions are also available on the ADDC Website.

In addition to other information, the Program Report requires:

1. Meeting Date

2. Program Category (Industry, Non-Industry, No Meeting, etc.) per legend

3. Preparer’s name and date of report

4. Signature of Club President or Program Chairman

(Note: electronic signature is acceptable).

E-MAIL, FAX, or MAIL THE COMPLETED MONTHLY PROGRAM REPORT WITHIN ONE WEEK OF THE CLUB MEETING to your Program Committee Region Representative. If you do not have a monthly meeting scheduled, you MUST STILL SUBMIT A REPORT INDICATING “NO MEETING SCHEULDED.” Region Reps are:

Central – Diana Walker

Northeast – Donna Hartig

Southeast – Judi Adams

West – Audra Horton

Should you have any questions concerning completion of the Program Report, you may contact me or your Program Committee Region Rep. With your help, I’m looking forward to being able to report your Club as 100% reported in 2022.

Thank you for your assistance.

*Audra Horton, ADDC Program Committee Chair*

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