



Area 59

EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY

area59aa.org

Creating and Submitting Officer & Subcommittee Reports

1. [Microsoft Word](#) & [Google Docs](#) templates are provided for you to download – (*click one*).
 - a. The Microsoft Word template is stored on Google Drive so you will need to download and save the file to your desktop or drive space. You can then label your file as shown below.
 - b. The Google Doc will open on Google Drive, so you will want to save the file to your desktop or drive space and label as shown below.
2. Once you have created your English report, save the properly labeled document as a .pdf.
3. Create a Spanish translation of your report and save the properly labeled document as a .pdf.
(*See the following page for a suggested translation process*).
4. Please email both your English and Spanish PDFs to: [Area Chair](#), [Archivist](#), and [Digital Communications](#).

How to label your Quarterly Reports

1. EN for English, ES for Spanish
2. Year
3. Quarter
4. Committee
5. Report

How to label your Annual Reports

1. EN for English, ES for Spanish
2. Year
3. Committee
4. Annual
5. Report

Some examples of properly labeled report files

EN-2021-Q3-Corrections-Report.pdf

EN-2021-Q3-Literature-Report.pdf

ES-2021-Q4-Archives-Report.pdf

ES-2021-Q2-Officer-At-Large-Report.pdf

ES-2021-Q3-Treatment-Report.pdf

ES-2021-Public-Information-Annual-Report.pdf

ES-2021-Grapevine-Annual-Report.pdf

ES-2021-Finance-Annual-Report.pdf

EN-2021-Technology-Annual-Report.pdf

ES-2021-Delegate-Annual-Report.pdf

How to determine your Quarter

EPGSA operates on a fiscal year of December 1 to November 30, so the quarterly meetings and reports are labeled to correspond with the quarter in which they are held / are given.

Q1: report given in December

Q2: report given in March covers Dec. 1 or Q1 through Q2 meeting

Q3: report given in June covers period between Q2 and Q3 meetings

Q4: report given in September covers period between Q3 and Q4 meetings

Annual Report: covers December 1 through EPGSA

For assistance please contact: digitalcomm@area59aa.org or webservant@area59aa.org



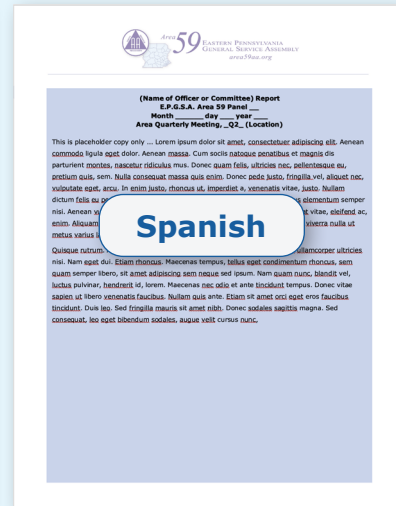
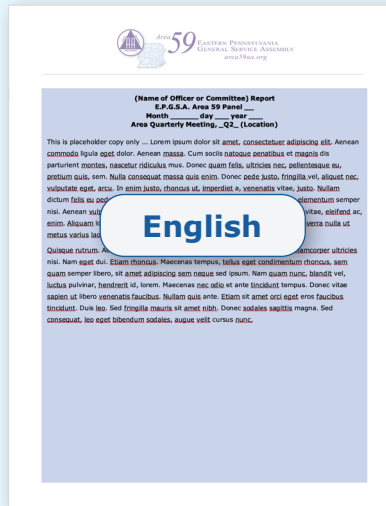
Translating Reports from English to Spanish

Using MS Word Template

Click [HERE](#) for Youtube video "How to Translate a Word Document"

Using recent version of Microsoft Word:

1. Save English version
2. Select Review > Translate
3. Choose Spanish
4. Save Spanish version
5. Label documents using instructions (previous page)



Using Google Docs Template

Click [HERE](#) for Youtube video "Translate docs in Google Docs"

Using Google Docs:

1. Save English version
2. Select Tools > Translate
3. Choose Spanish
4. Save Spanish version
5. Label documents using instructions (previous page)

