Report Formatting Guidelines

Font & Size
- Times New Roman font
- The size should be 12 pt.

Margins
- All margins, except the LEFT, should be 1" and the LEFT should be 2".

Spacing
- The report will be single-spaced with a double space between the paragraphs.

Heading
- The heading should be centered and include Daughters of the American Revolution of Michigan, your name, office, date, and type of report. Refer to sample provided.

SAMPLE
Daughters of the American Revolution of Michigan Ima Member Office September 1, 2018 State Officer Report

Document Type
- Save your report as a Word (doc or docx) or rtf file and put your Name, and Chapter or Office in the name of the document.