**Template for Intergroup Representatives to send reports to the Area Chair**

**Instructions: Please feel free to modify this report format to suit your needs. Send your report to the Area Chair and Secretary at lest one week before the Area meeting. Thank you for your service!**

**To:** Area 2 of CEA-HOW

**From**: (Your name and IG you represent)

**Date**:

**Re.**  The (name of your IG) Intergroup

**Report**

1. **“Our Intergroup meets…”** Describe how often, whether by phone, or face-to-face, and where your IG meetings are held.
2. **“We have (number) meetings: There are (number) in the – area and…** List where the meetings in your communities are held.
3. “***Our meetings have about (number) people attending.”*** Add a brief statement about how many people usually attend each meeting and an estimate of the total number of people attending your Intergroup meetings)
4. ***“We reach out to newcomers by…”*** Explain how your meetings attract and welcome new members (such as with a newcomer packet, etc.) and you can also describe how you address any challenges for growth in your area.
5. ***“This year our Intergroup held a…”*** Describe any special activities such as a public information activity, workshop, or special events.