



Reporting Instructions for the Blue Book

Thank you for your service to the Church this triennium. The *Report to the 77th General Convention*, also known as *The Blue Book*, will contain reports and proposals of the Committees, Commissions, Agencies and Boards (CCABs) of the Episcopal Church. As we approach the end of the current triennium, the Office of the General Convention asks that you review the following information to aid in your reporting.

Deadlines

The two deadlines this year for submitting the *Blue Book* Report to General Convention are as follows:

- **Friday, September 9, 2011**, for Committees reporting to Executive Council¹.
- **Friday, December 2, 2011**, for all other groups².

Pre-Filing Summary

To prepare in our receiving your *Blue Book* Report, please provide the following details:

- Contact information for the writer(s) of your report. Include email and phone number(s).
- Any supplemental information (special reports, surveys) your group may want to share with Convention.

Submitting Your Summary

Please submit this information to Christopher Barajas, Staff Assistant for Publications (212-716-6141 or cbarajas@episcopalchurch.org). Please attach the summary in an email; he will contact you upon receipt.

Blue Book Report

The *Blue Book* Report will be compiled and published in advance of General Convention for attendees of Convention. It is the official document and represents the work accomplished by your group this triennium.

Preparing Your Report

Your report should be written in an easy-to-read style, being as brief as possible while conveying the work and recommendations of your group. The length of your report may vary: for example, reports of standing commissions and other similar committees have generally been between five (5) and fifteen (15) pages in length; reports from agencies and boards tend to be five (5) pages or fewer.

*Report Outline*³

Membership

The **Membership** section should first list the names of the original members appointed to your group, with their terms of office. Changes in membership should also be noted in a following subsection, entitled *Changes in Membership*. Please list your members with officers first, including their titles. Additionally, we ask that you identify one (1) Bishop and one (1) Deputy authorized to receive non-substantive amendments to the report at Convention. Please be aware that your most up-to-date membership information is listed in GCO Extranet, available at <http://extranet.generalconvention.org/>. If your report is not unanimous, please identify those concurring with, and those dissenting from, the report.

¹ Executive Council's reporting requirements are outlined in *Canon I.4.1(b)*.

² *Blue Book* distribution requirements are found in *Canon I.1.2(j)*.

³ See *Canon I.1.2(k)*.

Summary of Work

For the **Summary**, please include your CCAB's mandate, a listing of meetings including locations and dates, a description of the work accomplished on resolutions referred by a previous General Convention, and future recommendations. If your CCAB will continue, outline goals and objectives for the 2013-2015 triennium.

Please prioritize your legislation so that the most important piece of legislation appears first, with additional resolutions in descending order of priority. Legislation submitted should further the recommendations of your group; if funding is necessary to implement a resolution, you must include those details. Refer to the *Resolution Guidelines for the 77th General Convention* for more details on how to write a resolution.

Budget Report

The **Budget Report** section lists your CCAB's expenditures for the 2010-2012 triennium, as well as funding needs for meetings and travel in the upcoming triennium. Use the following format:

"The [committee name] will meet approximately [#] times during the next triennium. This will require [S] for 2013, [S] for 2014, and [S] for 2015 for a total of [S] for the triennium."

Please be aware current budget information is available in GCO Extranet, at <http://extranet.generalconvention.org/>. As the first steps in creating the budget are taken a year before General Convention, it would be helpful to have an estimate by August 15, 2011. You may include this estimate in your *Pre-Filing Summary*.

Formatting Your Report

When writing your report, please use a word processor (such as Microsoft Word, OpenOffice.org Writer, Pages) to aid in organizing your information. Each section of your report (**Membership**, **Summary**, **Budget Report**) is its own heading, so you may use subheadings to help structure your report.

Please limit use of additional formatting: *italics*, underline or **bold** text should be kept to a minimum. Footnotes are preferred to parenthetical citations. *The Blue Book* has its own headings and page numbering, so please reference sections within your report if necessary.

Submitting Your Report

Please send your report as an email attachment to Christopher Barajas at cbarajas@episcopalchurch.org. He will notify you upon receipt of the report, and perform collaborative proofreading/editing as necessary before final publication of *The Blue Book*.

Questions, Comments & Additional Resources

Contacting Us

Please feel free to contact the Office of the General Convention with any questions or comments about the reporting process:

- Christopher Barajas, Staff Assistant for Publication (general inquiries)
 - cbarajas@episcopalchurch.org or (212) 716-6141
- Marian Conboy, Staff Assistant for Legislation (legislation inquiries)
 - mconboy@episcopalchurch.org or (212) 716-6205
- Cheryl Dawkins, Staff Assistant for Administration (budget inquiries)
 - cdawkins@episcopalchurch.org or (212) 716-6145

Attached Documents

- *Resolution Guidelines for the 77th General Convention*, containing resources on researching and preparing resolutions for submission.
- *2009 Resolutions Referred to CCABs*, used as a reference in reporting work performed in the triennium.