

## REPORTING

The FSO-VE will be required to submit two types of reports; 1) Monthly FSO report to the VFC, and 2) report of Flotilla VE activities to the Division SO-VE. These reports are excellent opportunities to display Flotilla VE/VSC progress and activity. Put your Flotilla's best foot forward.

Different Flotillas and Divisions will have different due dates, reporting period, and content requirements for these reports. Often these reports are being submitted for the reporting period ending with the last of the prior month. The FSO-VE should contact the VFC and the SO-VE to determine report frequency, reporting period, report due date, and any prescribed content and format requirements.

**ALWAYS SUBMIT YOUR REPORTS ON TIME, IN THE CORRECT FORMAT (if format is specified) AND WITHOUT HAVING TO RECEIVE A REMINDER FROM THE RECIPIENT.**

Suggestions as to report content for each type of report are described below.

### FSO reports to the VFC

This report should be more detailed than reports that are required further up the VE Chain of Leadership. Suggested content can often include:

- a. Total VSCs for year, and last month.
- b. Current number of qualified VEs, including VEs initially qualified in the current calendar year.
- c. Number of VEs completing more than 120 VSCs completed during the current calendar year (add names if desired).
- d. Number of VEs completing between 100 and 119 VSCs during the current calendar year.(add names if desired).
- e. Number of VEs completing between 60 and 99 VSCs during the current calendar year (add names if desired).
- f. Number of qualified VEs completing their minimum annual VSC requirements required to maintain their VE qualification. (add names if desired).
- g. Number of VEs NOT completing the minimum number of VSC requirements required to maintain their VE qualification (add names if desired).
- h. VE Workshop schedule for prospective VEs.
- i. Number of currently REYR VEs who have expressed interest in being re-certified as a VE (add names if desired).
- j. Number of Recreational Boating Safety (RBS) awardees in the Flotilla; (add names if desired).
- k. Number of VEs completing the first annual leg, of two required, to qualify for the RBS Device (add names if desired).
- l. The Flotilla VSC goal for 2017 is to complete at least \_\_\_\_ VSCs. As of this writing, we have \_\_\_\_ VSCs to go to meet that goal.
- m. Commercial customer visit status plans; number, how many completed, plans for those not yet visited, etc.

### FSO-VE reports to the SO-VE

The report is usually a summary of the latest FSO report to the VFC, omitting names and minor details. The report should show near term plans for events that will provide opportunities for improving the Flotilla's VSC count. In addition, there may be specific subject matter prescribed by the SO-VE. The following information should always be included when applicable:

- a. Names of VEs that have completed requirements for the award of the RBS Device, including the date and location where the award will be presented to the recipient.
- b. The number of commercial boat rental companies being served by the Flotilla, the number who have received their initial calendar year visit, plans for those who have not yet been visited, and the total potential number of VSCs these companies will generate.
- c. Number of qualified VEs completing their minimum annual VSC requirements required to maintain their VE qualification.
- d. Number of VEs NOT completing the minimum number of VSC requirements required to maintain their VE qualification
- e. Flotilla VSC goal for the current calendar year, and progress through the end of the reporting period.