



ROAR CHECK LIST

- Units send nine (9) monthly reports to Department President/ Vice President.
- Pay all monetary Citations by December 1st.
- Send end of the year reports to the Department Chairperson with all sections completed.
- Send Department Administrator and District President the newly elected Officers List.
- Answer Roll Call at your annual District Meeting.
- Answer Roll Call at the Department Convention on Friday and Saturday.
- **District Presidents:** Make sure to keep a record of who sent you their officers list and answered roll call at their annual meeting. This information you will need to send to the ROAR Chairperson by the deadline given.
- **Committee Chair:** Keep track of who sends in the end of year report and that it is filled out. Remember N/A or no report or similar cannot be accepted.
- You will have a form to fill out and send to the Department ROAR Chairperson by the deadline given.
- **Department President and Department Vice President:** Keep track of who sends 9 monthly reports to you by the given date and send to the ROAR Chairperson by Deadline given.