

USS EXCALIBUR DEPARTMENT STATUS REPORT



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

Copy Distribution: **1. Chief Operations Officer** **2. Department Files** **3. Regional Department Chief**

Report for month and year	Department Name	RDC Participation	FDC Participation

Department Crew	Last Department Meeting	Next Department Meeting	Department Newsletter	Last Publication

Department Head Officer Information (Rank, Name, Address & Phone)	Assistant Department Head Officer Information (Rank, Name, Address & Phone)

List all department crewmembers, duty positions, and SCC#

List all promotions and awards for this reporting period

List all graduates of STARFLEET Academy and the school/course from which they graduated

Current Department Activities

Problems, Questions, or Concerns (Please be specific)

Department Head Officer's Signature:		Date:
Reporting Officer's Signature:		Date: