

**Public Affairs Officer's  
Activity Report for \_\_\_\_\_ Quarter, 2002**

**Unit Name - \_\_\_\_\_ Charter Number \_\_\_\_\_ Group \_\_\_\_\_**

**PAO Name - \_\_\_\_\_ Rank \_\_\_\_\_**

**Address - \_\_\_\_\_**

**City \_\_\_\_\_ Zip Code \_\_\_\_\_**

**Please list ALL activities undertaken in the following categories. Attach copies of any newsletters you distributed or any newspaper articles printed about your unit.**

**External Information:** List all releases distributed externally (media outlets, CAP News, etc.)

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**Internal Information:** List newsletters, flyers, or other information distributed to members.

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**Community Relations:** List unit open houses, recruiting drives, public appearances, etc.

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**Other Activities:** List any activities -- missions, etc. -- that do not fit the other categories.

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**Please complete the following to help assess the Wing's Public Affairs Program:**

Does your unit publish a newsletter/flyer? Yes \_\_\_\_\_ No \_\_\_\_\_

If so... how often? Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Other \_\_\_\_\_

Does your unit have a web page? Yes \_\_\_\_\_ No \_\_\_\_\_

If not... do you need assistance in developing one? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list any training or assistance you feel you need to perform your duties better: \_\_\_\_\_

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Signature of PAO completing report: \_\_\_\_\_ Date: \_\_\_\_\_

Please return by the appropriate deadline (below) to:

Georgia Wing Headquarters - Civil Air Patrol  
Attn: PA  
1501 First Street  
Dobbins ARB, GA 30069-4112

1st Qtr	15 April	3rd Qtr	15 October
2nd Qtr	15 July	4th Qtr	15 January