FROM:

DATE:

SUBJECT: End of Cycle Memo Template

**OVERVIEW**

Include in this section:

1. Major responsibilities and duties of your position
2. Structure (including consultants if applicable) of your region/department
3. Total amount raised for DCCC. Please note what previous cycles raised and include statistics about different groups’ (CHC, CBC, Women, Freshman) participation

**MEMBER DUES/PARTICIPATION OVERVIEW**

1. DCCC Leadership – explanation of roles and recommendations for future leadership structure.
2. Tactics used to raise member dues
3. Your involved/work with our finance staff and other DCCC staff
4. Caucus report – explanation of what it represents and also how its developed
5. Member events – what types of events are needed to increase member participation?
6. suggestions of how to improve member participation/dues/this role

**MEMBERS**

Any specific notes about members, their staff, best contacts and tactics to encourage them to participate

 **NOTE: Please make sure each member has some notes.**

**FINANCE PLAN**

Attach most recent regional finance plan to this memo