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**REPORTING GUIDELINES FOR INDIVIDUALS AND CLUBS**

**INDIVIDUAL MEMBERS:**

Each member of Episilon Sigma Omicron (ESO) must fill out the ESO Club Member Report and deliver it to your Club President or Club ESO Chairman by January 25th. The total statistics will then be compiled for the whole club and documented on the ESO Club Report and the Club Statistical Form.

 \*\*Submit 1 copy to your Club President/Club ESO Chairman

 \*\*Keep 1 copy for your records

 \*\*Club President/Club ESO Chairman will mail 2 copies to the State Vice President postmarked by

 January 25th

 \*\*Club President/Club ESO Chairman will mail 1 copy to the State President postmarked by January 25.

**MEMBERS AT LARGE:**

Each Member At Large is responsible for reporting their own volunteer hours and projects, using the Club Statistical Form and the Club Level Reporting/Entry Cover Sheet and Narrative, as well as the ESO Club Member Indiviual Report. Reports must be postmarked by January 25th.

 \*\*Mail 2 copies to the State Vice President

 \*\*Send 1 copy to the State President

 \*\*Keep 1 copy for your records

**CLUB CHAIRMAN:**

Each Club must submit a Club Level Reporting/Entry Cover Sheet for each program/project area to their Club President no later than January 25th. These are mandatory so that the Club President can consolidate the statistics for their Club. To be considered for an award a narrative must be attached. Narratives should be no more than 2 pages, must be typed, and single spaced.

 \*\*Submit 1 copy to your Club President

 \*\*Keep 1 copy for your records

 \*\*Club Presidents will mail 2 copies of to the State Vice President, postmarked by January 25th.

 \*\*Mail 1 copy to the State President, postmarked by January 25th.

**CLUB PRESIDENTS:**

Each Club President must submit a ESO Club Report Form, a Club Statistical Form, and State President’s Special Project, EPIC, Report Form. Mail and postmarked by January 25th.

 \*\*Keep 1 copy for your records

 \*\*Mail 2 copies to the State Vice President

 \*\*Mail 1 copy to the State President

**REPORTS MUST BE MAILED AND POSTMARKED BY January 25th.**

State Vice President—2 copies State President—1 copy

Robyn Stayton Jane Jackson

5901 JFK Blvd., Apt. 5102 1917 South Prairie St.

North Little Rock, AR. 72116 Stuttgart, AR. 72160

**REPORT GUIDELINES FOR STATE CHAIRMAN**

**STATE CHAIRMAN**

\*All reports received by the State Vice President will be forwarded to the appropriate State Chairman no later than February 1st.

\*Have reports judged for Awards at State Convention no later than February 15th.

\*\*All State Contests and GFWC Community Service Programs including projects with GFWC Affiliate Organizations are to be judged b a committee of 3 impartial, qualified judges. State awards will be awarded in 2 categories: Population Over 5000 and Populations Under 5000; 1st, 2nd, 3rd, Honorable Mention.

\*Mail 1 copy of the GFWC Arkansas Chairman Award List along with your chairman’s narrative to GFWC Arkansas State President and 1 copy to the Arkansas Vice President no later than February15th.

\*Submit entries to GFWC by following the instructions for GFWC State Award Entry Cover Sheet and the GFWC Club Creativity Award Entry Cover Sheet (found in the GFWC Club Manual) Mail 1 copy of your entries (to include your narrative) to the GFWC Arkansas President and to the appropriate GFWC Special Program, Community Service Program or Advancement Plan Chairman no later that February 15th.

**STATE PRESIDENT**

\*Submit the GFWC State Statistical Form (found in the GFWC Club Manual) to Programs@GFWC.org and WCarriker@GFWC.org no later than March 1st.

\*Submit the GFWC Affiliate Organizations State Data Form (found in the GFWC Club Manual) to Programs@GFWC.org and WCarriker@GFWC.org and JFrankfurth@GFWC.org no later than March 1st.

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**Club Statistical Form**

**Annual Reporting Year January 1 – December 31, 2023**

**Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prepared By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club President’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club President’s Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GFWC SPECIAL PROGRAMS** |  | **Number of****Projects** | **Volunteer****Hours** | **Dollars** **Donated** | **In-Kind****Donations** |
| **GFWC SIGNATURE PROGRAM****DOMESTIC & SEXUAL VIOLANCE****AWARENESS** | **All Club/Community****Projects** |  |  |  |  |
| **GFWC JUNIORS SPECIAL PROGRAM****ADVOCATES FOR CHILDREN** | **All Club/Community****Projects** |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GFWC COMMUNITY SERVICE****PROGRAMS** |  | **Number of****Projects** | **Volunteer****Hours** | **Dollars** **Donated** | **In- Kind****Donations** |
| **ARTS AND CULTURE** | **All Club/Community****Projects** |  |  |  |  |
| **CIVIC ENGAGEMENT AND****OUTREACH** | **All Club/Community****Projects** |  |  |  |  |
| **EDUCATION AND LIBRARIES** | **All Club/Community****Projects** |  |  |  |  |
| **ENVIORNMENT** | **All Club/Community****Projects** |  |  |  |  |
| **HEALTH AND WELLNESS** | **All Club/Community****Projects** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **GFWC ADVANCEMENT PLANS** | **Number of Projects** | **Volunteer Hours** | **Dollars Spent** |
| **COMMUNICATIONS AND PUBLIC RELATIONS** |  |  |  |
| **LEADERSHIP** |  |  |  |
| **LEGISLATION/PUBLIC POLICY** |  |  |  |
| **MEMBERSHIP** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number of Projects** | **Volunteer Hours** | **Dollars Raised** |
| **FUNDRAISING AND DEVELOPMENT** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Number of Projects** | **Volunteer Hours** | **Dollars Donated** | **In-Kind****Donations** |
| **WOMEN’S HISTORY AND RESORCE CENTER** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Volunteer Hours** | **Books Read** |
| **EPSILON SIGMA OMICRON (ESO)** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GFWC AFFILIATE ORGANIZATIONS** |  | **Number of****Projects** | **Volunteer****Hours** | **Dollars****Donated** | **In-Kind****Donations** |
| **CANINE COMPANIONS** | **All Projects** |  |  |  |  |
| **HEIFER INTERNATIONAL** | **All Projects** |  |  |  |  |
| **HOPE FOR JUSTICE** | **All Projects** |  |  |  |  |
| **MARCH OF DIMES** | **All Projects** |  |  |  |  |
| **OPERATIONS SMILE** | **All Projects** |  |  |  |  |
| **ST. JUDE CHILDREN’S RESEARCH HOSPITAL** | **All Projects** |  |  |  |  |
| **UNICEF** | **All Projects** |  |  |  |  |
| **UNITED NATIONS FOUNDATION****SHOT@LIFE CAMPAIGN** | **All Projects** |  |  |  |  |

**Mail 1 copy to GFWC Arkansas President and 1 copy to GFWC Arkansas Vice President no later than January 25th.**

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**EPSILON SIGMA OMICRON CLUB MEMBER REPORT FORM**

**Annual Reporting Year January 1 – December 31, 2023**

**Club Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prior level of ESO Membership: (circle one)**

 **Pledge Member Star Torch Century (#\_\_\_\_) Diamond (#\_\_\_\_)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number of Books Read** |  | **Number of Books Read** |
| **The Arts** |  | **Families & Parenting** |  |
| **Biography & Memoirs** |  | **Poetry** |  |
| **Business & Finance** |  | **Public Affairs** |  |
| **Classics** |  | **Religion & Inspiration** |  |
| **Conservation & Nature** |  | **Sports & Recreation** |  |
| **Education** |  | **Travel & Geography** |  |
| **Fiction General** |  | **American History** |  |
| **Fiction Mystery** |  | **World History** |  |
| **Health & Medicine** |  | **Women’s History** |  |
| **Home & Garden** |  | **Reading to Children** |  |
|  |  |  |  |
| **TOTAL VOLUNTEER HOURS** |  | **TOTAL BOOKS READ** |  |

|  |  |
| --- | --- |
| **TOTAL MAGAZINES READ** |  |
| **VOLUNTEER HOURS AT THE LIBRARY** |  |
| **NUMBER OF BOOKS BOUGHT** |  |
| **NUMBER OF BOOKS BORROWED FROM LIBRARY** |  |
| **DID YOU PURSUE HIGHER EDUCATION?** |  |
| **ASSISTED ANOTHER WOMAN ATTENDING SCHOOL** |  |
| **PARTICIPATED IN A BOOK CLUB OR STUDY GROUP** |  |
| **READ TO A CHILD OR ADULT** |  |
| **BOOKS I WOULD RECOMMEND** |  |
|  |  |

**Mail 1 copy to GFWC Arkansas President and 2 copies to GFWC Vice President no later than January 25th.**

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**EPSILON SIGMA OMICRON CLUB REPORT FORM**

**Annual Reporting Year January 1 – December 31, 2023**

**Preparer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club President’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESO LEVEL** | **NUMBER OF****PARTICIPANTS** | **VOLUNTEER****HOURS** | **NUMBER OF****BOOKS READ** |
| **PLEDGE (obtain application and begin )** |  |  |  |
| **MEMBER** (complete 4 books in 4 different categories (16) |  |  |  |
| **STAR** (4 books in 10 categories (40) |  |  |  |
| **TORCH** (4 books in 16 categories (64) |  |  |  |
| **CENTURY**(100 books/can attain levels 2-9 with each 100 books) |  |  |  |
| **DIAMOND** (completed 1000 books) |  |  |  |
|  **TOTALS** |  |  |  |

**Mail 1 copy to GFWC Arkansas President and 2 copies to GFWC Vice President no later than January 25th.**

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 **CLUB LEVEL REPORTING/ENTRY COVER SHEET**

**Annual Reporting Year January 1 – December 31, 2023**

**Person Preparing Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club President’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Circle one of the following categories for each separate report for which you are submitting this entry.** |
| **GFWC SPECIAL PROGRAMS:** | **GFWC ADVANCEMENT PLANS continued:** |
| **Domestic & Sexual Violence Awareness & Prevention** | **Epsilon Sigma Omicron (ESO)** |
| **Advocates For Children** |  |
| **GFWC COMMUNITY SERVICE PROGRAMS:** |  |
| **Arts and Culture** |  |
| **Civic Engagement and Outreach** |  |
| **Education and Libraries** |  |
| **Environment** |  |
| **Health and Wellness** |  |
| **GFWC ADVANCEMENT PLANS:** |  |
| **Communications and Public Relations** |  |
| **Leadership** | **ARKANSAS PRESIDENT’S EPIC PROJECT** |
| **Legislation/Public Policy** | **Educating about GFWC and our Affiliates** |
| **Women’s History and Resource Center** | **Promoting scholarships for vocation/trade school** |
| **Membership** | **Increasing contribution for nurse/teacher scholar** |
| **Fundraising** | **Cultivate GFWC membership through education** |

|  |  |
| --- | --- |
| **Number of Programs/Projects** |  |
| **Volunteer Hours** |  |
| **Dollars Donated** |  |
| **In-Kind Donations** |  |
| **Dollars Raised** |  |
| **Dollars Spent** |  |
| **Volunteers used from other organizations** |  |

**Use this cover sheet for each report and include a narrative describing the program/projects using up to 2 pages, single spaced. Your narrative should include who, what, where, when, why, how and what the results were.**

**Mail 1 copy to GFWC Arkansas President and 2 copies to GFWC Vice President no later than January 25th.**

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**STATE PRESIDENT’S SPECIAL PROJECT—EPIC**

**President Jane Jackson’s special project EPIC is as follows:**

* **Educating our members and our communities about GFWC and our Affiliates**
* **Promoting and establishing scholarships for students considering their pursuits of trade and vocational educations**
* **Increased club contributions to the GFWC AR Nurse and Teacher Scholarships**
* **Cultivate GFWC membership for growth and retention through education**

**Diamond Awards will be presented as follows:**

**1 Diamond for one challenge completed**

**2 Diamonds for two challenges completed**

**3 Diamonds for three challenges completed**

**4 Diamonds for four challenges completed**

**5 Diamonds awarded to the ONE CLUB who completes all four challenges**

 **and is MOST Creative.**

**Club Presidents shall submit Club Level/Entry Level Cover Sheet and a brief description of all challenges completed.**

**Mail 1 copy to GFWC State President and 1 copy to GFWC Vice President no later than January 25th.**

 **GFWC Arkansas President GFWC Vice President**

 **Jane Jackson Robyn Stayton**

 **1719 South Prairie St. 5901 JFK Blvd., Apt. 5102**

 **Stuttgart, AR. 72160 North Little Rock, AR. 72116**

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**GFWC ARKANSAS STATE CHAIRMAN AWARD LIST**

**ANNUAL REPORTING PERIOD JANUARY 1 – DECEMBER 31, 2023**

|  |  |
| --- | --- |
| **Award List for Program/Projects Area** | **Date** |
|  |  |

|  |  |
| --- | --- |
| **Person Preparing Report:** | **Phone:** |
| **Address:** | **City:** |
| **City:** | **Zip:** |
| **Email** |  |

|  |  |
| --- | --- |
| **Number of Clubs Reporting** |  |
| **Number of Programs/Projects** |  |
| **Volunteer Hours Overall** |  |
| **Dollars Donated (Special Projects/Community Services)** |  |
| **Dollars Spent (Advancement Areas)** |  |
| **Dollars Raised (Fundraising)** |  |
| **In-Kind Donations** |  |

|  |  |  |
| --- | --- | --- |
|  | **Club Name** | **City** |
| **1st** |  |  |
| **2nd** |  |  |
| **3rd** |  |  |
| **Honorable Mention** |  |  |

**Mail 1 copy to GFWC State President and 1 copy to GFWC Vice President no later than February 15th.**

 **GFWC Arkansas President GFWC Vice President**

 **Jane Jackson Robyn Stayton**

 **1719 South Prairie St. 5901 JFK Blvd., Apt. 5102**

 **Stuttgart, AR. 72160 North Little Rock, AR. 72116**

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**STATE CHAIRMAN**

**Have reports/contests judged by at least 3 impartial judges.**

**Document the results on the GFWC ARKANSAS STAE CHAIRMAN AWARD LIST and forward as follows:**

**` 1 copy to 1 copy to**

**GFWC AR President GFWC AR Vice President**

**Jane Jackson Robyn Stayton**

**1917 South Prairie St. 5901 JFK Blvd., Apt 5102**

**Stuttgart, AR 72160 North Little Rock, AR 72116**

**DEADLINE IS NO LATER THAN FEBRUARY 15th**

**State Chairman are encouraged to submit outstanding projects to the proper GFWC Chairman using the GFWC STATE AWARD/ENDRY COVER SHEET AND GFWC CLUB CREATIVITY AWARD ENTRY.**

**OTHER CONTESTS/SUBMISSIONS**

|  |  |  |
| --- | --- | --- |
| CONTEST: | DEADLINE FOR STATE ENTRY | DEADLINE FOR GFWC ENTRY |
| Photography | May 1st, 2024 | May 15th, 2024 |
| Website and Newsletter | February 15th, 2024 | March 15th, 2024 |
| Short Stories and Poetry | March 15th, 2024 | April 1st, 2024 |
| Registered Nurse Scholarship | March 30th, 2024 | n/a |
| Teacher Scholarship | March 30th, 2024 | n/a |
| LEADS Candidates | February 25th, 2024 |  |
| Arts and Crafts | 1st day of Spring Convention |  |
| Jennie Award  | June 1st, 2023 | August 1st, 2023 |
| Community Impact | February 15th, 2024 | March 15th, 2024 |