*Each year branches submits to conference a short  
 “Branch Report” (****500 words or less****) on activities for the prior year.*

**[Insert] Branch Report [or, Portfolio Report] 2024**  
**Prepared by [Insert Name]**

Key members/Branch contacts are as follows:

* Chairman/President: [Insert]
* Delegate (2024): [Insert] *(if different from above)*
* Patron: [Insert]
* Treasurer: [Insert]
* Secretary: [Insert]
* Vice President(s): [Insert], [Insert]
* Membership Officer: [Insert]
* Branch Life member(s): [Insert], [Insert] … etc

[Insert one, or two paragraphs with a general view of the year, conference to conference.]

[Insert one, or two paragraphs to highlight specific wins for the Branch: maybe you built a new hut, a partnership with another NFP, NGO or Govt.]

[Insert one, or two paragraphs to highlight branch activities, events, workshops, party hunts with animals harvested and membership changes and HUNTs courses where applicable.]

[Insert a summary of Branch competitions, number of entries across photographic, aht, range etc]

[Insert one, or two paragraphs to highlight branch conservation efforts, i.e. track, hut and trapline work, etc. Try to provide an est. on volunteer numbers, total hours, financial contributions where applicable, kilometres managed, pests and bait number counts.]

[Insert one, or two paragraphs with a view to socialize any perceived challenges, and areas for improvement?]

[Insert a paragraph with closing remarks, remember to thank your committee and volunteers (Range Officers) efforts.]

[Insert list of huts/lodges/and facilities managed and or owed by the branch]

[Branch President to sign off]