

Hume Region Guidelines for
The Submission of Documents

When documents are submitted to Hume Region by email the following is to apply effective immediately.

Budgets for District/Region Events. These must be submitted in Excel Format to the Region Office and sent as an attachment to the email.

E1's. These must be submitted to the Region Office (not the Activity Coordinator) as a PDF Document **attached** to the email, not imbedded into the email. The Activity coordinator can be CC'd if you desire.

All other Documents. These are to be submitted to the Region Office as PDF Documents **attached** to the email. Please do not imbed into the email.

Dated 30/5/18