SAMPLE REPORT

Name: **Tom Cruise**
Mission: **Observe**
Report: **Local Meeting**
Date submitted: **9/15/10**

Please always use this format when submitting your reports, unless instructed to do otherwise. Always include your NAME, MISSION, NAME OF REPORT OR ASSIGNMENT, & DATE it was submitted. Reports should be one page in length unless otherwise instructed. Text should be no larger than 12 pt font, single-spaced and margins should be no larger than 1" on all sides. Please use a standard font like Times New Roman or Arial so it can be read easily by SSI staff.

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