

CHAPTER ANNUAL ACTIVITIES REPORT

Submissions to this web form serve as the chapter annual report. If this report is submitted by the **August 15 deadline**, it will also serve as the nomination for the Chapter of the Year award (regional and student) and other chapter awards. Feel free to send any supplemental files to [INSERT EMAIL ADDRESS LATER].

Name of Chapter:

Date:

Your name and office held:

List all current elected chapter officers, with contact information:

1. Membership (20 points)

Describe your membership base and average attendance at meetings and events. Items of interest include, but are not limited to:

- What is your perceived audience (members/non-members, students/faculty, practitioners/academics, etc.)?
- How many people are involved in planning programs or on working groups?
- What do you do to retain current ASIS&T members or to gain new ones?
- What's the average attendance at your events and meetings?

2. Activities (25 points)

Describe the events, activities, meetings, projects, or services provided by your chapter. Items of interest include, but are not limited to:

- What types of activities did you have (social, business, conference, presentation, workshops, continuing education, etc.)?
- What is the target audience of your major events?
- What worked well, or what didn't work well?
- What were the costs and financial gains associated with your events?
- Were the activities attended in-person, online, or both?
- Did you provide a service to the community (ex., career guidance or consulting service)?

3. Communication (20 points)

Describe how your chapter communicates with members. Feel free to include URLs for examples. Items of interest include, but are not limited to:

- What media do you use to communicate with your members?
- How do you advertise your chapter's events?
- Do you use social media (Twitter, Facebook, etc.)?
- What worked well, or what didn't work well, for reaching your members?

4. Financial (15 points)

Describe any financial changes in this year (ex., money received from events, money received from HQ, money spent on events, current money). Please itemize as best as you are able.

5. Awards and Honors (5 points)

Describe any awards or honors received by the chapter this year. Please also list the nominations you will make this year.

6. Administrative (15 points)

Describe how you have administrated chapter business. Also answer two specific questions necessary for maintaining active status:

- Have all Quarterly Financial Reports and bank statements been sent to ASIST HQ for the fiscal year so far?
- Minutes are required for chapter business and committee meetings. Have minutes already been sent to ASIS&T Headquarters? If not, please attach here.

6. Other (0 points - This section is excluded from awards judging.)

Is there anything else you would like to share about your chapter? Is there anything ASIS&T can do to help your chapter be more effective and sustainable?