**REPORT FOR FISCAL YEAR JULY 01, \_\_\_\_ THROUGH JUNE 30, \_\_\_\_**

**CHAPTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Institute I.D. #:

Charter Date:

Incorporated: Y or N

Liability Insurance: Y or N

**BUSINESS OFFICE**

Address:

Telephone:

Email:

Duties/Responsibilities:

Cost:

Other Hired Services:

Cost:

**BOARD MEETINGS**

Day of Month:

Time:

Location:

Average Attendance:

**CHAPTER MEETINGS**

Day of Month:

Time:

Location:

Average Chapter Attendance:

% of total membership: \_\_%

Meal cost:

Members: $

Guests: $

Included in dues? Y or N

**PROGRAMS:**

Please attach program descriptions where helpful to illustrate quality

Most successful programs:

Least successful programs:

**SPECIAL MEETINGS:**

Describe

**MEMBERSHIP:**

Date of Report: \_\_\_

Professional: \_\_\_

Emerging Professional: \_\_\_

Student: \_\_\_

Retired: \_\_\_

Emeritus: \_\_\_

Honorary \_\_\_

Total: \_\_\_

Special Membership Activities or Events:

**FINANCIAL:**

Please attach Treasurer’s Reports, Financial Statements, and Chapter Budget for most recent month and for fiscal year ending previous June 30.

Annual Dues

Professional: $

Emerging Professional: $

Student: $

Retired: $

Emeritus: $

Fund raisers:

Scholarship Program:

Chapter Sponsorship Program:

Levels:

Costs (per yr):

Other Details:

**OFFICERS:**

President:

President-Elect:

1st Vice President:

2nd Vice President:

Secretary:

Treasurer:

Director:

Director:

Director:

Director:

Past-President:

**CHAPTER COMMITTEES/ACTIVITIES:**

(Insert N/A if not applicable)

Please attach flyers, programs, or other material that describe events /activities during the most recent year. Include income and expense details for Trade Shows and Seminars. Indicate special plans for next year.

Academic Affairs:

Audit:

Awards:

Certification:

Education:

Fundraising:

Historian:

Membership:

Planning:

Programs:

Publications:

Technical:

Trade Show:

Website:

Other:

**NEWSLETTER:**

Please attach sample

Distribution Method:

How Many on Distribution List:

Advertising Rates:

**WEBSITE:**

Web Address:

Advertising Rates:

**SOCIAL MEDIA**

Describe types and how utilized by Chapter (Blogs, Facebook, Twitter, LinkedIn, etc.)

**AWARDS**

Attach lists

Chapter Awards presented to members:

Region Awards accepted by chapter/members:

Institute Awards accepted by chapter/members:

**REGION/INSTITUTE SUPPORT/ACTIVITY:**

Members attending Region Conference:

Members attending Institute Convention:

Members attending Institute Leadership Program:

Members attending Incoming President Orientation:

Members serving Region Committees:

Members serving Institute Committees:

**ANALYSIS OF STRENGTHS, WEAKNESSES, SUGGESTIONS FOR IMPROVEMENT:**

Strengths:

Weaknesses:

Suggestions for improvement:

**PREPARED BY:**

**DATE:**

**ATTACHMENTS:**