

**APPENDIX A - CHAPTER REPORT TO REGION FORMAT**

**CHAPTER REPORT TO REGION**

**REPORT FOR FISCAL YEAR: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_**

**CHAPTER**

**Name:**

**Institute Number:**

**Mailing Address:**

**Date Chartered:**

**Incorporated? Yes / No**

**Liability Insurance? Yes / No**

**BUSINESS OFFICE**

**Location:**

**Telephone:**

**Fax:**

**Duties/Responsibilities:**

**Other Hired Services:**

**Cost:**

**MEETINGS**

**Board Meeting time, day, location:**

**Attendance:**

**Chapter Meeting time, day, location:**

**Average Chapter Meeting attendance:**

**(%of total membership):**

**Meal Cost:**

**Included in dues? Yes / No**

**Programs since last report:**

**Most successful program(s):**

**Least successful program(s):**

**Special meeting(s) / program(s):**

**MEMBERSHIP**

**Date of Report:**

**Professional:**

**Industry:**

**Associate:**

**Retired:**

**Honorary:**

**Student:**

**Emeritus:**

**Other:**

**Total:**

**Membership activities (recruiting, orientation, retention, etc):**

**FINANCIAL**

**Annual Dues**

**Professional: \$**

**Industry: \$**

**Associate: \$**

**Retired: \$**

**Honorary: \$**

**Student: \$**

**Emeritus: \$**

**Other: \$**

**Dues increase anticipated?**

**Explain:**

**Fund Raisers:**

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

**OFFICERS**

**(Enter names for those elected by your Chapter for fiscal year ending previous June 30)**

**President:**

**President-Elect:**

**Vice President:**

**Second Vice President:**

**Secretary:**

**Treasurer:**

**Secretary/Treasurer:**

**Directors:**

**COMMITTEES**

**(Check those maintained by your Chapter)**

**Arrangements**

**Audit**

**Awards**  
**Budget and Finance**  
**Bylaws**  
**Certification**  
**Communications**  
**Education**  
**Historian**  
**Host (for Institute or Region event)**  
**Liaison**  
**Membership**  
**Nominating**  
**Planning**  
**Programs**  
**Publications**  
**Technical**  
**Telephone**  
**Trade Show**  
**Other**

**COMMITTEE ACTIVITIES**

**Please attach summaries of major accomplishments for each committee during the past year. Include income and expense details for Trade Shows and Seminars. Indicate special plans for next year.**

**NEWSLETTER**

**Distribution:**  
**Annual Cost:**  
**Advertising Support:**  
**Advertising Rates:**

**AWARDS**

**Attach list of 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:**  
**Chapter support: \$**

**Members attending Institute Convention:**  
**Chapter support: \$**

**Members attending Institute Leadership Event:**

**Chapter support: \$**

**Other:**

**Chapter support: \$**

**Members serving Region (list individual and title)**

**Committees:**

**Other:**

**Members serving Institute (list individual and title)**

**Officers:**

**Committees:**

**Other:**

**ANALYSIS OF STRENGTHS & WEAKNESSES AND SUGGESTIONS FOR IMPROVEMENT**

**Attach written statement**

**PREPARED BY:**

**DATE:**