Annual Chapter Report

Annual Chapter Reports are due by March 31, *reporting on activities and finances of the previous calendar year*. All chapters must submit Annual Reports regardless of requests for funding. However, if this deadline is not reached, chapters will not be eligible to access chapter support funding. Please email reports to joycewebster@gmail.com.

**GENERAL INFORMATION**

**Reporting Year:**

**Chapter Name:**

**Report Completed by:**

**Mailing Address (*to send chapter support payment*):**

**Make check payable to:**

**Email address:**

**Phone Number:**

**CHAPTER LEADERSHIP**

Chapter Chair (Name, Email, and Phone):

Chapter’s Board Representative (Name, Email, and Phone):

Chapter Vice President:

Chapter Secretary:

Chapter Treasurer:

Chapter Membership Chair:

Approximate number of active chapter members:

**BOARD MEMBERSHIP/SERVICE**

1. Did your chapter send a Chapter Representative to the two IASWG Board meetings this year? On which Board committees does your Chapter Representative serve?
2. Did your chapter send members to the annual symposium? If so, how many? Were any supported financially by the chapter? If so, how many?
3. Please identify any chapter members who might be interested in serving on Board committees. Please list member names and possible committees (Budget and Finance, Commission on GW in SW Education, International, Marketing, Membership, Nominations and Elections, Practice, and Symposia Planning). A Board member will reach out to interested individuals to discuss committee opportunities.

**CHAPTER BUSINESS**

4) Describe Chapter Leadership/Business meetings held this year and topics discussed:

5) Have any changes, amendments, or additions have been made to your chapter’s bylaws during this reporting period? If so, please attach an updated copy.

6) List gatherings, workshops, activities, etc. held this year, identifying topics, attendance, feedback, and incentives for attendance. Please note any social action and/or diversity initiatives. Attach any marketing materials.

1. This section must be completed for IASWG tax reporting purposes. Complete the information below or submit an annual report by your Chapter Treasurer.

 a. Expenses for and revenue from chapter activities this year

 b. What is the current financial status of your chapter?

 c. Please list any bank account balances and where they are held.

8) Did your chapter receive chapter support payments last year? If so, how were these funds allocated?

9) Are you requesting chapter support funds for the year of this report? (*Note: chapter support payments are made in arrears.)* If yes, please describe your plans for use of these funds in the coming year.

10) What upcoming challenges does your chapter anticipate?

11) How can the organization best support your chapter next year?

Signature of person submitting this report: Date:

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Role of person submitting this report: E-mail address for

 confirmation of receipt:

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