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**VSUAA Annual Chapter Preliminary Report**

**1A. Chapter Information:**

|  |  |
| --- | --- |
| Chapter Name: | Enter Chapter Name |
| Chapter Address: | Enter Chapter Mailing Address |
|  |  |
| City: | Enter City | State: | Enter State | Zip Code: | Enter Zip Code |
| Chapter Website: | Enter Chapter Website |
| Chapter E-mail: | Enter Chapter E-mail Address |
| Chapter Social Media: | Please List Social Media and URL |
| **1B. Chapter Meeting Information:** |  |  |
| Frequency of Chapter Meetings: | Insert Frequency of Meetings | Where are Meetings Held: | Insert Where Meetings Are Held |
| Amount of Chapter Dues: | Insert Amount of Chapter Dues  | New Officers Election Date: | Insert Election Date  |

**1C. Reporting Liaison Information:**

|  |  |
| --- | --- |
| Name: | Enter Annual Report Liaison Name |
| E-mail: | Enter E-mail Address | Chapter Position: | Click here to enter text. |

**Section 1: Chapter Officers**

The "Officer Type" drop-down fields give you the option to select the exact type of officer title you have.

|  |  |
| --- | --- |
| Term of Officers Began (Month/Year): | Insert Month/Year |

|  |  |
| --- | --- |
| Total number of officers for the current Year : | Insert total number of officer |

|  |  |  |  |
| --- | --- | --- | --- |
| Officer Type: | Select Officer Type | Officer Name (First, Last): | Insert Officer Name |
| Other Type: | Insert Type  | VSU Class Year: | Insert VSU Class Year |
| Phone Number: | Insert Phone Number | E-mail Address: | Insert E-mail Address |
|  |  |  |  |
| Officer Type: | Select Officer Type | Officer Name (First, Last): | Insert Officer Name |
| Other Type: | Insert Type  | VSU Class Year: | Insert VSU Class Year |
| Phone Number: | Insert Phone Number | E-mail Address: | Insert E-mail Address |
|  |  |  |  |
| Officer Type: | Select Officer Type | Officer Name (First, Last): | Insert Officer Name |
| Other Type: | Insert Type  | VSU Class Year: | Insert VSU Class Year |
| Phone Number: | Insert Phone Number | E-mail Address: | Insert E-mail Address |
|  |  |  |  |
| Officer Type: | Select Officer Type | Officer Name (First, Last): | Insert Officer Name |
| Other Type: | Insert Type  | VSU Class Year: | Insert VSU Class Year |
| Phone Number: | Insert Phone Number | E-mail Address: | Insert E-mail Address |
|  |  |  |  |
| Officer Type: | Select Officer Type | Officer Name (First, Last): | Insert Officer Name |
| Other Type: | Insert Type  | VSU Class Year: | Insert VSU Class Year |
| Phone Number: | Insert Phone Number | E-mail Address: | Insert E-mail Address |
|  |  |  |  |
| Officer Type: | Select Officer Type | Officer Name (First, Last): | Insert Officer Name |
| Other Type: | Insert Type  | VSU Class Year: | Insert VSU Class Year |
| Phone Number: | Insert Phone Number | E-mail Address: | Insert E-mail Address |
|  |  |  |  |

***Note: If you have additional chapter officers you would like to identify please download the*** [***current officers additional form (xls)***](http://www.vsuaaonline.com/index.php/alumni-chapters/chapter-forms)***.***

**Section 3: Chapter Activities:**

The purpose of this section is to provide an opportunity to describe your chapter activities.

**Instructions:**

* **Limit each response to 500 words (maximum).**
* If the chapter is unable to submit a response to any of the section(s) listed below, please provide information as to why the chapter was unable to answer the given question(s), and how the chapter plans to address the specific question(s) for the next year. For example, if the chapter will be unable to do a fundraising activity during the year, do not leave the response empty. Rather, the chapter should identify the obstacles that will prevent them from conducting a fundraising activity. This will help the VSUAA Executive Board create a plan to help your chapter overcome those obstacles.

**1 . Chapter Fundraising:**

1. Describe your chapter’s fundraising activities and provide financial data on their success, if held in the previous year. For example, provide a general description of the activity and include how much was expended, how much was raised, and then your final net. If no fundraising was conducted please explain why.

**-------------------- {Please copy/paste your response for this question in the field below} --------------------**

Click here to enter text, please keep response under 500 words (Maximum)

1. **Chapter Recruitment/Membership**

Describe your chapter recruitment and membership outreach activities. Describe how you measured the success of the activities and include data collected with regards to measuring success.

**-------------------- {Please copy/paste your response for this question in the field below} --------------------**

Click here to enter text, please keep response under 500 words (Maximum)

**Section 4: Chapter Committees:**

List all standing and special committees affiliated with your chapter. Also, list the name of the committee chair and their email address.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Chapter Committee** |  | **Committee Chair** |  | **VSU Class Year** |  | **E-mail Address** |  | **Telephone Number** |
| 1 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 2 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 3 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 4 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 5 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 6 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 7 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 8 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 9 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 10 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 11 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 12 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 13 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 15 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 16 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 17 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 18 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 19 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |
| 20 | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |  | Enter text. |

**How to Submit The VSUAA Annual Chapter Preliminary Report:**

Thank you for taking the time to complete the Virginia State University Alumni Association’s Annual Chapter Preliminary Report. We understand the amount of time, energy and commitment you contribute to your chapter and we would like to thank you for your ongoing support. Below you will find information on how to submit this form to the VSUAA national office. If at any point you have any questions, please contact Stephanie McNeil at (804) 524-5596 or via email info2@vsuaaonline.com.

1. *VSUAA will only accept reports submitted electronically*. If you cannot submit via email please contact Stephanie McNeil.
2. Enter the appropriate content per field, once all the content has been added, save the document as “VSUAA Chapter Membership Form (Name of Your Chapter Goes Here)” and send to info2@vsuaaonline.com.
3. Make sure to save the Annual Chapter Preliminary Report Template as a ***Microsoft word file not pdf***.
4. Make sure to title the email subject line. It should be (Chapter Name): 20xx Annual Preliminary Chapter Report.
5. Once you submit, you will receive an email confirming your submission.