



Description: Annual Reports provide vital information about the stability, progress, and innovations of each SACNAS Chapter. In addition, the submission of the annual report is now required for each chapter to keep their "Active Status." Annual Reports also serve as the basis for chapter recognition at the annual National Conference. Recognition is based on evaluation of the structured activities, fundraising, chapter governance, community outreach, and sustained membership provided in the annual report.

Instructions: Submissions for Annual Reports are open starting April 1, 2009. Annual reports are due **May 14, 2009** in order to qualify for chapter recognition or awards at the national conference. The final deadline for all other annual reports and for chapters to remain in active status is **June 30, 2009**. Electronic documents, including photos and outreach materials, are preferred for submissions. Having all annual reports electronically assists in providing the Chapter Committee with all necessary information for review.

On the document that is prepared, please provide the following:

I. Cover Page:

- Name and position of the person submitting the Annual Report
- Day Phone, Night Phone, and/or Cell Phone of the person submitting the Annual Report
- Email of the person submitting the Annual Report
- University/College
- Chapter Name
- Chapter Full Address with City, State, and Zip Code
- Web site (if applicable)
- Chapter Advisor(s); phone number; email

2. Chapter Member Information (all membership information will be verified; SACNAS ID numbers are required) 2008-2009

- Total student members in 2008-2009 (including officers) _____
- Active Membership Roster for 2008-2009. This section helps verify the size of each SACNAS Chapter when comparing chapters fairly. Please list the following:
Name, SACNAS ID number, email
i.e. Miley Cyrus, 42991, mcyrus93@preteen.edu
- Officers for 2008-2009 School Year. Please list the following:
Officer Type, Name, SACNAS ID number, Major, Email, & Phone of each person
i.e. Secretary: Charles Littlejohn, 42991, Physics, chlitlej@unc.edu, 800-888-8888

2009-2010

- Newly Elected Chapter Officers for 2009-2010 School Year. Please list the following:
Officer Type, Name, Major, Email, & Phone of each person
i.e. Secretary: Charles Littlejohn, 42991, Physics, chlitlej@unc.edu, 800-888-8888

3. Chapter Governance

- Advisor Status Report: a summary or letter from the advisor regarding their own role and participation in chapter meetings, fundraising, activities, and with officer orientation and training.
- Frequency of General Meetings: Weekly, Bi-monthly, Monthly, Once per semester/quarter, Other
- Frequency of officer meetings.
- Include when officer elections are scheduled and when new officers start their service.
- List of other staff (include department and/or title) and faculty (including discipline) that strongly support chapter activities.

4. Chapter Activities

- Describe the chapter's general activities.
- Describe the chapter's community related activities.
- What goals have been accomplished during the 2008-2009 year?
- Describe activities that are still in the planning stages and will be completed after this Annual Report is submitted. Please include when these activities are scheduled to take place.
- Describe any new goals for 2009-2010 and how you plan to achieve them.

5. Funding (includes recipients of the SACNAS General Grant and all other fundraising activities)
- Describe the successes of fundraising activities how the General Grant funds were utilized.

To qualify for conference recognition and awards:

ANNUAL REPORTS due: MAY 14

To remain in Active Status for 2009-2010 year:

ANNUAL REPORTS due: JUNE 30

Chapters that do not submit an Annual Report will have "Inactive Status." Chapters must submit their Annual Reports in order to have Active Status starting the 2009-2010 year.

Email all Annual Reports to Tanya Beat, Chapter Program Manager, at tanya@sacnas.org.