

2007 ANNUAL CHAPTER ACTIVITY REPORT

All Chapters must complete this report

_____ Chapter

**When saving the document, please include your Chapter name:
(ie. "07 Annual Report – YourName Chapter.doc")*

As Reported By:			
Daytime Phone:		FAX:	
E-Mail:			

A. Changes in policies and operations

1. Did your chapter change any of the following fundamental policies this year?				
a.	Fiscal year	Yes	<input type="checkbox"/>	No
		What is the new date?		
b.	Ending date for officer terms	Yes	<input type="checkbox"/>	No
		What is the new date?		
c.	By-laws: If yes, please supply a copy to SWCS Headquarters in Ankeny	Yes	<input type="checkbox"/>	No

B. Maintenance of legal and tax status

1. Did your chapter file the necessary report(s) needed to maintain its legal status in the state/province as a corporation or unincorporated organization?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2. US Chapters: All chapters must file IRS Form 990, Form 990EZ, or an annual election notice each year. Did your chapter file an IRS Form 990, 990EZ, or annual election notice in 2006?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

C. SWCS membership

Did your chapter conduct an event/activity to promote membership?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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D. SWCS Public Policy

Did your chapter promote any legislative issues this past year?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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E. Officers and Officer E-mail Addresses (Current 2008 officers)

When does your chapter elect officers?			
When do officers take office?			
President:		Email:	
President-Elect:		Email:	
Secretary:		Email:	
Treasurer:		Email:	
Membership Chair:		Email:	
Other:		Email:	

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F. Other benchmarks

Did your chapter produce "newsletters" to report chapter activities and progress to its members?	Yes		No	
How many?				
Did your chapter officers meet during the year to conduct chapter business?	Yes		No	
How many times? (in person or via teleconference)				
Did your chapter prepare and adopt a budget for the past year?	Yes		No	
Does your chapter have an internet homepage?	Yes		No	
If yes, what is the address: _____				
Did your chapter distribute newsworthy information through the internet?	Yes		No	
Does the chapter provide scholarship(s)?	Yes		No	
How many?				
Dollar Amount?				
<i>Please note: If your chapter is also applying for the Professional Development Award, you may attach that application when you turn in this form instead of filling out the information about conferences, workshops and tours below.</i>				
My chapter has already completed the Professional Development Award Application and it will be attached with this form. (If no, please answer the rest of section E).	Yes		No	
How many unique conferences, workshops or tours did your chapter hold this year? Please list dates, locations, attendance, and themes of meetings below.				

Meeting number	Date	City, State	Location	Attendance
1				
Theme/description of content:				

Meeting number	Date	City, State	Location	Attendance
2				
Theme/description of content:				

Meeting number	Date	City, State	Location	Attendance
3				
Theme/description of content:				

Meeting number	Date	City, State	Location	Attendance
4				
Theme/description of content:				