

## 2025 Chapter Annual Report Form Questions

Fields Marked with an \* are required

1. Chapter Name \*
2. Form Submitted By: \*
3. Submitter Email \*
4. Current Chapter Chair \*
5. Current Chapter Chair Email \*
6. Chapter Chair-Elect Name \*
7. Chapter Chair-Elect Email \*
8. List of all other current elected chapter officers, with contact information. \*
9. Who represented your Chapter at the Chapter Assembly meeting at the last ASIS&T annual meeting? \*

### Membership \*

10. Describe any efforts your Chapter made especially designed to recruit new ASIS&T members or retain existing ASIS&T members (e.g., welcome letters, calls or visits, etc.).

### Member Communication \*

11. Please describe the frequency of communication and methods you use to communicate with your members.

### Programs \*

12. What programs, including those presented at the ASIS&T Annual Meeting, did your Chapter sponsor or cosponsor during the fiscal year? (e.g., continuing education programs, regional meetings, webinars, promotional activities for your Chapter or ASIS&T, career guidance, ongoing services, etc.). Please list the name of the program, speakers involved, date and location, estimated attendance, revenue and expenses, a brief description of each program, and other participating organization or ASIS&T units, if applicable.

### Collaboration \*

13. Describe ways in which your Chapter engaged with other Chapters or SIGs (including student chapters) this year.

### Future Collaboration \*

14. Describe below your plans for the coming year to engage with other Regional and Student Chapters or SIGs:

**Other Activities \***

15. Describe your Chapter's participation in other noteworthy activities during the period (e.g., participation in a public effort, such as, legislative hearing, standards committee, representation at meetings of other organizations, etc.).

**Budgeted Activities**

16. If your chapter did not carry out the activities budgeted for the year, or if your actual activities varied more than 20% from what was budgeted, please provide an explanation for this below:

**Publication(s) \***

17. Describe the publications your Chapter produced during the activity period (e.g., newsletters, technical publications, pathfinders, joint publications, etc.). Briefly describe those publications here, indicate the publication frequency and intended audience, and enclose a copy of each publication (or provide the URL) with this report.

**Publication Upload**

18. Please upload the publication(s) described above.
19. Please include any other comments you would like to make about your Chapter's activities this year.

**Please upload your FY26 Budget \***

20. Using the template with historical data that was sent to you by ASIS&T Central, please complete your projections for FY26 (October 2025 - September 2026) and upload the excel spreadsheet here.