

Guidelines for Writing Your Chapter AP-S 2016 Annual Report

1. The purposes of the Annual Report include the following:
 - a) To keep the society informed of your chapter activities and your officer information.
 - b) To serve as a basis for selecting the AP-S Best Chapter Award for the year.
 - c) To serve as a basis for determining your chapter support for the upcoming year.

Each chapter must submit an annual report in order to be eligible to receive the Best Chapter Award and to receive funding for the next year.

2. There is a common format for all chapters to follow. Please fill out the attached form and e-mail it to the Chapter Activities Coordinator before **March 15, 2016**. Please adhere to the format and be as clear and concise as possible. If information is not known, simply leave that part blank. Please fill out the form electronically and return it by email, if possible.

The deadline for receipt of this report is March 15, 2016.

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