**ANNUAL REPORTS FOR CMS STUDENT CHAPTERS**

An annual report must be assembled and submitted by the president of the student chapter no later than May 15 of each year. This report must first be submitted to the chapter’s faculty advisor. Once approved, or after suggested edits have been made, the final version should be filed by email with Peter Park, CMS Director of Professional Activities.

Student chapters are required to file a report each year. If chapters fail to submit a report for two consecutive years, they will be considered inactive and will be removed from the roster of student chapters.

Annual reports must contain the following:

1. Student Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Report for the Academic Year \_\_\_\_\_\_\_\_ – \_\_\_\_\_\_\_\_.

3. Date of the Chapter’s Annual Business Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. List all current members of the student chapter:

 (Last Name, First Name)

 (Last Name, First Name)

 (Last Name, First Name)

 (Last Name, First Name)

 (Last Name, First Name)

 (Last Name, First Name)

5. List chapter officers for the upcoming academic year:

 President:

 Vice President:

 Secretary:

6. List active committees of the student chapter (examples below):

 Membership Committee:

 (Last Name, First Name)

 (Last Name, First Name)

 Program Committee:

 (Last Name, First Name)

 (Last Name, First Name)

 Community Engagement Committee:

 (Last Name, First Name)

 (Last Name, First Name)

 Special Project Committee:

 (Last Name, First Name)

 (Last Name, First Name)

 Other (Title of Committee):

 (Last Name, First Name)

 (Last Name, First Name)

7. Brief description of all student chapter activities during the academic year being reported (if no activity took place, this should be stated):

 1.

 2.

 3.

 4.

 5.