



Chapter Annual Report Form

This form is for annual submission to AAPB headquarters **no later than January 31** each year. Please submit this form to David Stumph, AAPB Executive Director at dstumph@kellencompany.com. The summary report will be submitted to the AAPB Board of Directors or its designee for their information and maintained for AAPB's records.

Date: _____
 Report Period – year ending (or ended), January 1 through December 31, 20____
 Chapter Name: _____
 Number of Members: _____
 Date(s) and Location(s) of Chapter meetings held in the calendar year ending 20__: _____
 If your Chapter represents multiple states, please list: _____
 Number attending largest meeting for this report period: _____

Chapter Leadership for the past year (for purposes of this report, the terms “Chair” and “President” are used interchangeably):

Chair:
 Chair-elect:
 Past-chair:

Chapter Leadership for the upcoming year:

Leadership role (name of individual):	Affiliation:	Email:	Telephone:
Chair:			
Chair-elect:			
Past Chair:			
Administrative support			

Chapter achievements for the Report Period: *(Achievements could include sponsored conferences, publications, marketing efforts, special recognition, or new committee or board initiatives)*

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Chapter plans/goals for the upcoming year:

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Please return this form with the items listed below to AAPB Headquarters no later than January 31, 2015 along with the items listed below:

- A copy of the current Chapter bylaws (to update our records for this year only).
- If bylaws have been updated with amendments of a substantive nature (non-editorial), please highlight the amended portions in a separate submission (a second copy) of your bylaws.
- A membership roster including names and addresses of all members. Upon receipt of this list, AAPB will provide its membership listing for the same geographic state or region of states represented by your Chapter.

This form is completed and presented by:

Authorized Representative (Please print or type)

Title

Signature of Authorized Representative

Date