



# HARVARD

## Alumni Association

CLUBS & SHARED INTEREST GROUPS

## Checklist of details needed for the Clubs and SIGs Annual Report

### Treasurer

- Current nonprofit status (if applicable)
- Year of most recent tax return (if applicable)
- % of Revenue by membership fees, events, sponsorships, donations, and other
- % of Expenses by events & programs, charitable endeavors, staff salary and/or benefits, general expenses, and other

### Governance

- Status of Bylaws
- Upload a copy of Bylaws if updated in the past 12 months
- Indicate the start month of important operations: fiscal year, elections, new officers
- Indicate type of insurance: General Liability and/or Director & Officer policy (if applicable)

### Events & Programs

- Number of actively involved volunteers in the past 12 months
- Number of Fiscal Year 2026 events (July 1, 2025 - June 30, 2026)
- Type of events offered
- Indicate HAA-enabled programming participation
- Types of collaboration partners within Harvard in Fiscal Year 2026
- If a Shared Interest Group, provide list of active chapters

### Membership

- Number of people in the organization's database or master Excel spreadsheet
- Number of the organization's paid and free members

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- Each Club or SIG should complete only one Annual Report Survey.
  - To preview the [survey questions](#), please visit our [Officers Lounge page](#).
  - When ready, start the [Annual Report Survey](#). **Deadline is June 22, 2026.**

