



HARVARD

Alumni Association

Organizational Info

2026 Annual Report Survey

HAA Clubs & Shared Interest Groups

Reporting Period: July 1, 2025 – June 30, 2026

Thank you for completing the Annual Report Survey. Your responses help the HAA support Clubs and SIGs worldwide and keep your organization in good standing with the University.

Before starting:

1. Gather information using the [provided checklist](#) and [preview survey questions](#).
2. Choose one person to submit the survey (approximately 20–25 minutes to complete).
3. Submit by **June 22, 2026**.
4. Save the PDF at the end for your records, and share with the president if they are not the submitter.

Questions with * are required. For assistance, contact your [HAA Staff Liaison](#).

Name of person completing this Annual Report Survey (first and last name):

Email of person completing this Annual Report Survey:

Role of person completing this Annual Report Survey:

- President
- Co-President
- Vice President
- Secretary
- Treasurer
- Paid Staff
- Other

Our organization is a:

- Club
- Shared Interest Group (SIG)

Club Name:

Select

SIG Name:

Select

Does your SIG have active chapters?

- Yes
- No

Please list active chapters and, if possible, the primary city/region and country for each. If your chapters have formal names, please use those. Write each chapter on a new line.

Does your SIG have guidelines or governance documents for SIG chapters?

Yes No

Org Operations

Organizational Structure & Leadership

What is the organization's primary *shared* administrative email address (e.g., clubname@gmail.com or info@SIGname.org)? If none, enter 'None'.

In what year was the organization founded? (e.g., 1975). If unknown, you may leave blank.

We ask this so that HAA can maintain a centralized, published record of founding years in the Officers Lounge.

How confident are you that the year you entered is accurate?

- Very confident – verified from an official source (e.g., bylaws, charter, archived records)
 - Somewhat confident – based on internal documentation (e.g., old emails, meeting notes, prior reports)
 - Not very confident – based mostly on institutional memory or estimates
 - Not sure – this is essentially a guess
-

What is the organization's current nonprofit status?

- 501(c)3 - Charitable organization
 - 501(c)4 - Social Welfare
 - 501(c)6 - Business League
 - 501(c)7 - Social Club
 - Legally registered nonprofit outside the United States
 - Not legally incorporated / informal group
 - Other (please specify)
 - Not sure
-

What is the start date of the organization's fiscal year?

- January 1
 - July 1
 - September 1
 - Other (please specify)
 - Not sure / Not applicable
-

When do elections typically occur for your organization? Please select the month when elections usually take place.

Select

When do new officers typically start their terms? Please select the month when new officers usually begin.

Select

Who is eligible to vote in the organization's elections? (Select all that apply)

- All current members in good standing
- Only alumni members (Harvard AL/AM)
- Only certain categories of members (e.g., Alumni members but not Friends/students/widows/others)
- Only board members/officers
- We do not hold elections
- Not sure / I don't know
- Other (please specify)

Please describe which member categories are eligible to vote (e.g., alumni members only, excluding students/widows or spouses).

What is the organization's presidential structure?

- President only
- Co-presidents who start/end together
- Co-presidents with staggered terms

What is the presidential term length?

- 1 year
- 2 years
- 3 years
- Other (please specify)
- We do not have a term length for presidents

President information:

Name	<input type="text"/>
Degree and Year	<input type="text"/>
Email	<input type="text"/>
Start Date (MM/DD/YYYY)	<input type="text"/>

Co-president (1) information:

Name	<input type="text"/>
Degree and Year	<input type="text"/>
Email	<input type="text"/>
Start Date (MM/DD/YYYY)	<input type="text"/>

Co-president (2) information:

Name	<input type="text"/>
Degree and Year	<input type="text"/>
Email	<input type="text"/>
Start Date (MM/DD/YYYY)	<input type="text"/>

Select the range that best reflects the number of volunteers that have been actively involved in the organization's operations in the past 12 months?

- 1-5 active volunteers
 - 6-10 active volunteers
 - 11-20 active volunteers
 - 21-30 active volunteers
 - 31-50 active volunteers
 - 51+ active volunteers
-

For each, indicate whether the organization communicates with the following:

	Yes	No
HAA Staff Liaison	<input type="radio"/>	<input type="radio"/>
HAA Board Appointed Director for Clubs and SIGs	<input type="radio"/>	<input type="radio"/>

What is the name of your HAA Staff Liaison?

- Dia Combas
 - Kim Delehanty
 - Rachel Tsavalakoglou
 - I'm not sure
-

Bylaws & Governance

Bylaws & Governance

The status of the organization's bylaws is:

- We have bylaws, but they are not reviewed regularly.
 - We have bylaws and our leadership team reviews them regularly to ensure relevance and applicability.
 - We have bylaws, but they are out of date and no longer reflect current practice.
 - We do not have bylaws or we cannot locate our bylaws.
-

Did the organization update its bylaws in the past 12 months?

- Yes No
-

Please upload a copy of the organization's new bylaws.

Do you use any other governance documents to support organizational operations (e.g., board handbook, officer role descriptions, chapter guidelines, code of conduct)?

- Yes No
-

Briefly describe any other governance documents you use (e.g., board handbook, officer role descriptions, chapter guidelines, code of conduct).

Operations - Financials

Operations - Financial & Insurance

Does the organization have an active bank account?

- Yes
- No
-

Did the organization file a tax return (e.g., for tax year 2024 or 2025)?

- Yes
- No
- Not yet
- Not applicable
- Unsure
-

Did the organization receive any income in 2025 (e.g., from paid memberships, event fees, sponsorships, or donations)?

- Yes
- No
-

What were the organization's sources of income in 2025? (Check all that apply)

- Membership fees
- Events
- Sponsorships (underwrite specific events or programs)
- Monetary Donations
- Other (please specify)
-

What was the organization's **primary** source of income? (Select one)

- Membership fees
 - Events
 - Sponsorships (underwrite specific events or programs)
 - Monetary Donations
 - Other (please specify)
-

Did the organization have expenses in 2025?

- Yes
 - No
-

What were the organization's main expenses in 2025? (Select all that apply)

- Events and programs
 - Charitable endeavors
 - Staff salary and/or benefits
 - General operating expenses
 - Other (please specify)
-

What was the organization's **primary** expense category? (Select one)

- Events and programs
 - Charitable endeavors
 - Staff salary and/or benefits
 - General operating expenses
 - Other (please specify)
-

Which type(s) of insurance does the organization have? (Select all that apply; if the organization does not have insurance, select "We do not have insurance").

- General Liability
 - Directors & Officers (D&O)
 - Not sure / I don't know
 - We do not have insurance
-

Membership

Membership

Which of the following best describes the organization's formal membership structure?

- No membership (e.g., all alumni in the database are considered "members")
 - Free membership (e.g., alumni in the database may opt in, and those who opt in are considered members)
 - Paid membership
 - Mix of free and paid membership
-

What are the organization's membership numbers? Please enter numbers as whole numbers (no commas or symbols). If not applicable, write '0'.

Total number (#) of paid members

Total number (#) of free members

Please indicate which memberships are free, discounted, or at regular cost

	Free	Discounted	Regular Cost
Current students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New alumni (0-1 year out)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recent alumni (between 1 to 5 years out)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior citizens (generally age 65 and older)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How does the organization collect membership dues?

- Rolling cycle (i.e. begins on the day of purchase)
- Set cycle (i.e. tied to calendar or fiscal year, beginning or end of month)

Does the organization currently offer a multi-year membership option?

- Yes, we currently offer a two-year membership option
- Yes, we currently offer a three-year membership option
- No, we do not offer any multi-year membership options
- Not sure / I don't know

Events and Programs

Events & Programming

For the remaining sections, please answer based on the period from July 1, 2025 - June 30, 2026.

How many events has the organization held or does it plan to hold from July 1, 2025 – June 30, 2026? Include both in-person and virtual events that were

organized or co-organized by your organization.

Please enter as a whole number with no commas or symbols

How frequently does the organization offer events?

- Several times a week
- Weekly
- About twice a month
- Monthly
- Every other month
- Quarterly
- Infrequently (fewer than 4 events per year)
- None in the past 18 months

What types of events did the organization offer? (Select all that apply)

- Speaker Events
- Social & Networking
- Service & Community
- Affinity/Identity
- Career Development
- Cultural/Educational
- Fundraising
- Other (please specify)

The organization has participated or will participate in the Harvard Prize Book program between July 1, 2025 and June 30, 2026.

- Yes

No

How many students will receive the Prize Book award between July 1, 2025 and June 30, 2026 (including any who have already received it during this period)?

How does the organization promote its events? (Select all that apply)

- Organization website
- Organization newsletter
- Targeted email to promote a specific event
- Harvard This Week newsletter
- Text or group messaging
- Social media
- Local community collaboration
- Mailings of printed material
- Harvard Alumni website event listing
- Personal outreach (board member networks, word of mouth)

What partners has the organization collaborated with between July 1, 2025 and June 30, 2026? (Select all that apply)

- Harvard Club
- Harvard SIG
- Alumni Association of Harvard Professional Schools (e.g. HBS, HLS, HKS)
- Other Harvard department, office or center
- Harvard student group

- Other Ivy alumni organizations
- Other
- None
-

Optional: Please name any key partners you've worked with on a particularly successful collaboration.

Communications - General

Communications

How does the organization engage with members? (Select all that apply)

- Email newsletter
- Social media
- Group messaging
- Phone calls
- Postal mail
- None of the above
-

For which purposes does the organization send email communications?
(Select all that apply)

- Newsletter
- Event promotion
- Post-event highlights
- Membership campaigns
- Volunteer opportunities/recruitment

- Leadership elections
- Other (please specify)
-

How often does the organization send newsletters/general outreach?

- More than once per week
- Weekly
- Every other week
- Monthly
- Every other month
- Quarterly
- Semi-annually
- Annually
-

What platform(s) do you use to send out newsletters? (Select all that apply)

- AlumniMagnet
- MailChimp
- Constant Contact
- Traditional Email Account (i.e., sending from harvardclub@gmail.com)
- Other (please specify)
-

How many unique individuals are in the organization's main contact list (database, CRM, or master spreadsheet)? This would include paid and non-paid members.

Which of the following social media or group messaging platforms does the organization use? (Select all that apply)

- Facebook
- Twitter/X
- Instagram
- LinkedIn
- YouTube/Vimeo
- WeChat
- WhatsApp
- Other
- No social media or group messaging used

Optional

Optional: Organization Success Stories and Challenges from July 1, 2025 - June 30, 2026

The text-based responses are optional.

Beyond events, what resources or opportunities is the organization providing to the community?

Share a success story of how your Club or SIG has positively impacted a local community.

What are some of the biggest challenge(s) for your Club or SIG? (Select all that apply)

- Volunteer recruitment
 - Leadership transitions
 - Governance updates
 - Limited operational capacity
 - Event attendance
 - Financial constraints
 - Communications challenges
 - Data management / technology
 - Other (please specify)
 - None
-

Please describe these challenges in more detail.

What support from HAA or your Staff Liaison would be most helpful in addressing these challenges?

Signatures

I attest that the information provided is accurate to the best of my ability.

SIGN HERE

clear

My name:

We want to express our gratitude for taking the time to complete the Annual Report Survey. Your responses provide insights and raise the profile of Clubs and Shared Interest Groups (SIGs) worldwide.

Additionally, we encourage you to save your responses as a PDF on the next screen for easy reference and documentation.

Thank you for your steadfast leadership and ongoing partnership.

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