



## 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 FY24 events (July 1, 2023 - June 30, 2024)
- Type of events offered
- Indicate HAA-enabled programming participation
- Types of collaboration partners within Harvard in FY24
- 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

- Each Club or SIG should complete only one Annual Report Survey.
- In addition to this checklist, a [preview of questions is available as a PDF](#).
- When ready, start the [Annual Report Survey](#). **The deadline is May 19, 2024.**