



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 FY25 events (July 1, 2024 - June 30, 2025)
- ☐ Type of events offered
- ☐ Indicate HAA-enabled programming participation
- ☐ Types of collaboration partners within Harvard in FY25
- ☐ 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 May 18, 2025.**