

APPENDIX B

**STUDENT CHAPTER ANNUAL REPORT
-AND-
STUDENT CHAPTER-OF-THE-YEAR CRITERIA AND CHECKLIST**

STUDENT CHAPTER NAME _____

Please submit six complete sets of documentation to the Headquarters, which must be received by May 31. One digital copy (with six copies of supporting materials which are not available in digital form) must be submitted if email is chosen as the delivery method.

This package is being submitted as

_____ our required activities report only

_____ our report and self-nomination for the Student Chapter-of-the-Year Award*

* You are encouraged to self-nominate – you have nothing to lose and recognition to gain

Year covered: June 1, 200__ to May 31, 200__

Chair

Vice-Chair

Secretary

Treasurer

Assembly Representative

Alternate Assembly Representative

Newsletter Editor/Publications Chair/Web Manager

Membership Chair

Other Officers (please specify)

Faculty Advisor

I. MEMBER -RELATED (20 points)

A. Membership (a list maybe obtained from ASIS headquarters)

Membership at year begin

Current membership

Net increase (decrease)

Retained members

New members

Number of members active locally

Number of members active/visible in state, local, federal affairs

B. Programs for recruitment, techniques of welcome and encouragement of participation

C. Programs for retention, follow-up efforts on non-renewed members

II. CHAPTER ACTIVITIES (40 points)

A. Meetings (list all meetings with dates and number of attendees for each meeting; describe any special welcome to new members, students, or first-time attendees. May indicate benefits to members and varieties of meetings).

[Provide details on meetings here]

B. Special events (institutes; seminars; conferences; sponsored programs or events held at ASIST annual or mid-year meetings; activities aimed at attracting student members or in conjunction with any local student chapters; cooperative ventures with other organizations).

[Provide details here]

Summary

Total number of meetings and events

Number of cooperative ventures with other organizations

High attendance

Low attendance

Average attendance

Ratio average attendance to membership

High number of guests (i.e., non-ASIS&T members)

Low number of guests

Average number of guests

C. Projects and Programs

Placement services

Special projects (e.g., career guidance programs, promoting ASIS&T and information science, assisting the community, referral service, etc.). Describe extent of member participation in each.

Public relations (news releases).

Annual and mid-year meetings hosted, cosponsored with other organizations

Other projects

III. COMMUNICATIONS (20 points)

A. Local

Newsletters or regular electronic listserv or blog, etc. (attach copies or URLs)

Any special print or electronic publications, fliers, etc., e.g., publicity for events, reports on events, fliers about Chapter and/or events, etc. (attach copies or URLs).

Minutes kept at meetings (attach copies or URLs)?

Special publications, e.g., Chapter Web site, Chapter directories, proceedings, etc; attach copies or URLs)

B. National

Were reports submitted on time?

Were they in proper format?

IV. FINANCIAL (5 points)

How were programs financed?

Were funds obtained from ASIS&T, and if so, how was funding used?

Were financial reports filed with ASIS&T if ASIS&T funding was used?

V. AWARDS (10 points)

Awards received by the Chapter (date given; purpose; nature of award)

Awards given by the Chapter (date given; purpose; nature of award)

VI. SOCIETY SUPPORT ACTIVITIES (5 points)

Contribution to ASIST Development Fund.

Number of institutional members recruited

Did your chapter provide any volunteer services to headquarters?

Report submitted by (please print): _____

Chapter office held: _____

Signature: _____

Date: _____

Please submit six (6) copies of Checklist with documentation to:
Chair, Student Chapter-of-the-Year Award Jury
American Society for Information Science and Technology (ASIST)
1320 Fenwick Lane, Suite 510
Silver Spring, MD 20910-3602