Guidelines for Writing Chapter Annual Report

Deadline: 15 July

1. The Chapter Annual Report purpose is:
   • to keep the Society informed of the activity of its Chapters
   • to serve as a basis for choosing the Photonics Society Awards
   • to help the Chapter Chairs and Vice Presidents (Membership & Regional Activities) determine your subsidy for next year

2. Please fill out the attached three-page form, or submit documentation that includes all information contained on the form. Briefly describe your chapter's activities from 1 July 2009 to 30 June 2010 in the simplest and most direct way possible.

3. To be eligible for any of the Chapter awards, an Annual Report must be submitted and must be postmarked no later than 15 July. **ONE additional page of "free form" elaboration** may be attached to the basic 3-page report.


5. Chapter Chairs who submit annual reports will vote for the Chapter Awards.

   The “Chapter-of-the-Year” Award will be based on all information supplied in the report. The “Largest Membership Increase” Award will be based on information supplied in Part I.C. The “Most Improved Chapter” Award will be based on information supplied in Part IV. The “Most Innovative Chapter” Award will be based on information supplied in Part V. The “Photonics Society Chapter Senior Member Initiative” Award will be based on the IEEE Senior Member Initiative report. Part I.E.

6. "Key interest items" considered in selecting the chapter awards are:
   a. Quality of programming and number of meetings.
   b. Chapter goals:
      what were they; how well were they met
   c. How well is the Chapter doing:
      in meeting local needs; in meeting Society needs
   d. Average attendance:
      absolute (Photonics Society / non-Photonics Society IEEE/other) Photonics Society attendance as a fraction of local Photonics Society members
   e. Membership increase:
      absolute
   f. Collaboration:
      with other IEEE chapters or other technical groups
   g. Innovation:
      any special / unusual programs
   h. Special items:
      workshops; student involvement; community involvement; recognition of members for service; other
**Deadline: 15 July**

**Annual Report for:**
(10/2009) 2009-2010

**I. Basic Information:**

A. Reporting Chapter Chairman:
   - Name:
   - Address:
   - Phone:
   - Fax:
   - Email:

B. Joint Chapter? [ ] Yes [ ] No
   If joint, please list names of other participating societies.
   1.
   2.
   3.

C. Number of area Photonics Society members as of approximately June 30

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<thead>
<tr>
<th></th>
<th>Number</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Previous Year</td>
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<tr>
<td>Current Year</td>
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<td>Change</td>
<td>_____</td>
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D. Total Number of Technical Meetings:

   This Year _______________
   Last Year _______________

E. Number of Chapter members elevated to Senior or Fellow grade

   ________________Senior   ________________Fellow

F. Average Technical Meeting Attendance

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<thead>
<tr>
<th></th>
<th>This Year</th>
<th>Last Year</th>
<th>Number % Change</th>
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<tr>
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<td>NumberPercent</td>
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<td>Total:</td>
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<td>IPS:</td>
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<td>XXX</td>
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G. Chapter funds at the beginning of the year: $________

H. Total Expenditures: $________  Total Income: $________  End of Year Balance: $________
I. Officers for 2010-11 (new officer list)
   On a separate sheet of paper list the Chapter Officers (name, address, phone, fax, email)
   (This information will be used to update the Chapter web site on the Photonics Society Home Page. Include your URL if your chapter has a home page.)

J. Check list:
   Sent L-31 forms to IEEE (minimum of 2/yr required)
   http://www.ieee.org/web/geo_activities/units/Required_Reporting/Meetforms.html

   Nominated member for Senior Member grade

   Sent nomination for Distinguished Lecturer Award
   http://www.ieee.org/portal/cms_docs_societies/leos/media/pdfs/forms/dlform.pdf

II. Overview of Basic Chapter Activities:
    Please make a list of the following:

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Title / Speaker or Workshop Name</th>
<th>Attendance</th>
<th>Joint Activity Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Tech. Meeting, Workshop, etc)</td>
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<tr>
<td>Photonics Soc IEEE Total</td>
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</table>

III. List of
   a) Best Practices
   b) Outreach Programs to pre-college level students

IV. List most significant chapter improvements over last year. *(Most Improved Chapter Award)*

V. List workshops, symposia, educational programs, consulting programs, job fairs etc. *(Most Innovative Chapter Award)*

VI. Did your chapter take advantage of the EYS or EYB programs? If so, please provide information.

VII. Miscellaneous Information/Elaboration on any of the above entries. *(Please attach up to ONE page.)*

We wish to have our chapter considered for the following chapter awards:
   [ ] Chapter of the Year (All information)
   [ ] Best Membership Percentage Increase (Part I.C.)
   [ ] Most Improved Chapter (Part IV)
   [ ] Most Innovative Chapter Activities (Part V)
   [ ] Senior Member Initiative (Part I.E.)

Chapter Chair Signature: