

# National Broadcasting Society – Alpha Epsilon Rho 2009 Annual Chapter Report Guidelines

According to Chapter 10, Section 1, of the By-Laws of the National Broadcasting Society-Alpha Epsilon Rho Constitution, each chapter must submit a written annual report 30 days before the national convention, on a date designated in the organizational calendar (February 10, 2010). Each chapter must submit one copy of the written report to the national office, one copy to the regional director, and one copy to the district director.

The annual report should cover the period from January to December of 2009. The written report, not to exceed the equivalent of five (5) word-processed 8-1/2 by 11 inch pages, shall contain, but not be limited to, the following information:

- A. A list of new and active student members, alumni/professional members, and Alpha Epsilon Rho members
- B. A chapter financial statement
- C. A brief description of chapter activities during the last year, including all fund-raising projects and philanthropies
- D. A brief statement of future plans and goals
- E. Any additional pertinent information

We encourage your report to be thorough but concise. **The annual report should be a form of communication, it is not a marketing tool.** Please use a plain white background in your electronic report. We may print the report in black and white for future use. Please proofread your report.

**This year the e-mail deadline date for the annual report is February 10, 2010. E-mail your report to your regional director (and district director, if you have one) and to the national office at [nbsaerho@swbell.net](mailto:nbsaerho@swbell.net). In the subject line, write "Annual Report" and indicate your chapter's name.**