

# AFFILIATE CHAPTER ANNUAL REPORT

**Chapter Name:** \_\_\_\_\_

**Chapter Mailing Address:** \_\_\_\_\_

**Current Officers (as of June 30)**

<b>PRESIDENT</b>	<b>TREASURER</b>	<b>TYPE OF ASSOCIATION</b> <input type="checkbox"/> STATE ASSOCIATION How many Guilds in STATE ASSOCIATION? _____  ARE YOU INCORPORATED? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes please provide a copy of articles of incorporation
<b>1<sup>ST</sup> VICE PRESIDENT</b>	<b>SECRETARY</b>	
<b>2<sup>ND</sup> VICE PRESIDENT</b>	<b>KEY CONTACT PERSON</b>	
<b>OTHER</b>	<b>OTHER</b>	

<b>NUMBER OF MEMBERS</b> AWCi ____ Non-AWCi ____  <b>NUMBER OF REGULARLY SCHEDULED MEETINGS PER YEAR</b> _____  <b>* PROGRAMS PRESENTED *</b> NUMBER OF AWCi BENCH COURSES _____ NUMBER OF AWCi FILM OR SLIDE / TAPE PROGRAMS _____ NUMBER OF AWCi SPEAKERS _____ NUMBER OF TECHNICAL PROGRAMS FROM INDUSTRY _____ NUMBER OF TECHNICAL PROGRAMS BY MEMBERS _____ NUMBER OF PROGRAMS RELATED TO THE PROFESSION * _____ NUMBER OF PROGRAMS <b>NOT</b> RELATED TO THE PROFESSION * _____	<b>ANNUAL DUES</b>  REGULAR MEMBER \$ _____  ASSOCIATE MEMBER \$ _____  STUDENT MEMBER \$ _____  OTHER \$ _____	<b>ELECTION POLICY</b> <input type="checkbox"/> MEMBERS ELECT DIRECTORS <input type="checkbox"/> MEMBERS ELECT OFFICERS (PRES., ETC.) <input type="checkbox"/> DIRECTORS ELECT OFFICERS OTHER : _____  DO YOU PUBLISH A NEWSLETTER? <input type="checkbox"/> Yes <input type="checkbox"/> No  HOW OFTEN? PAID ADS? <input type="checkbox"/> Yes <input type="checkbox"/> No  PRINTED BY: <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> ASSOCIATION  ANNUAL CONVENTION? <input type="checkbox"/> Yes <input type="checkbox"/> No  DATE USUALLY HELD: _____
--	---	--

**SOCIAL ACTIVITIES (PLEASE DESCRIBE)**

\_\_\_\_\_

\_\_\_\_\_

**CIVIC CONTRIBUTIONS-PLEASE ATTACH SEPARATE SHEET GIVING DETAILS**

<b>PLEASE USE THE BACK TO DISCUSS:</b> (A) FUTURE PLANS (B) MOST SUCCESSFUL PROJECTS (C) COMMENTS (D) PROPOSALS TO AWCi BOARD OF DIRECTORS	<b>REPORT PREPARED BY:</b>  NAME:  TITLE :
--	--

*IF ADDITIONAL SPACE IS REQUIRED, ATTACH ADDITIONAL SHEET*

**(A) Future Plans**

**(B) Most Successful Projects**

**(C) Comments**

**(E) Proposals For the AWCI Board of Directors**

## AFFILIATE CHAPTER CONVENTION QUESTIONNAIRE

Because the sharing of experience is one of the real values of our Affiliate Chapters group, we ask that you please complete this questionnaire on your annual convention. Each chapter can draw upon the information on this form to help make its convention better, and those chapters which don't hold such a convention may be inspired to begin planning their own.

Please answer as fully as possible. A copy of your last convention booklet for each chapter at our next meeting would be a useful adjunct to this report.

### PLANNING

1. Convention is planned by:

- Executive officers and directors
- Permanent convention committee
- Temporary convention committee
- Other (please specify) \_\_\_\_\_

2. How long before the convention are:

- a. Dates and location confirmed?
- b. Speakers and program confirmed?
- c. Publicity activities begun?
- d. Registration forms sent?
- e. Exhibitors invited?

3. When and where was your last convention held?

4. How many days does your convention last?

5. How many conventions have you held to date?

### FUNDING

1. Your convention is funded by:

- |  |                              |                                |       |
|--|------------------------------|--------------------------------|-------|
| <input type="checkbox"/> Registration fees     | <input type="checkbox"/> all | <input type="checkbox"/> part* | _____ |
| <input type="checkbox"/> Association treasury  | <input type="checkbox"/> all | <input type="checkbox"/> part* | _____ |
| <input type="checkbox"/> Convention booklet ad | <input type="checkbox"/> all | <input type="checkbox"/> part* | _____ |
| <input type="checkbox"/> Exhibitors fees       | <input type="checkbox"/> all | <input type="checkbox"/> part* | _____ |
| <input type="checkbox"/> Other                 | _____                        |                                |       |

\*Please give approximate percentage

2. Are guest speakers charged for:

- a. registration fees?  Yes  No
- b. meals?  Yes  No
- c. rooms?  Yes  No
- d. other activities? \_\_\_\_\_

3. What was the registration fee for your last convention? \_\_\_\_\_

**PROGRAM**

1. What types of activities and programs are usually included in your typical convention?
- Annual business meeting
  - AWCI speakers
  - Industry speakers
  - AWCI bench courses
  - Other related activities \_\_\_\_\_
  - Banquet
  - Tours
  - Other social activities \_\_\_\_\_

**ATTENDANCE**

1. Those invited to attend are:  Members  Non-members  Family
2. What was the attendance at your last convention?
3. What percentage of members attends your convention?
4. Do you provide for registration for certain programs only?  Yes  No
5. What is your policy on advance registration, i.e., is it required?  Yes  No
- a. Are incentives offered?  Yes  No
  - b. If so, what are they?

**CONVENTION BOOKLET**

1. Do you publish a convention booklet?  Yes  No
2. Do you plan for booklet ads to:  Show a profit  Cover production costs only?
3. Are any profits applied to other convention costs?  Yes  No
4. What is your latest fee for a full-page ad?
5. How many copies of your last convention booklet were circulated?
6. These were given to:  Attendees only  All members  
 Others (describe) \_\_\_\_\_

**PUBLICITY**

1. We use the following forms of publicity:
- Descriptive brochure with registration blank
  - Association newsletter
  - Trade ads
  - Signs
  - Cooperative mailings by AWCI/by material houses
  - Other (describe if not covered below) \_\_\_\_\_
2. Do you arrange for:  TV coverage                       Radio coverage  
 Local press coverage                       Trade publication coverage

**EXHIBITORS**

1. Do you invite members of our industry to set up exhibits?  Yes  No
2. Do you make space arrangements for them?  Yes  No
- If so, do you charge rent to:             Cover cost     Make a profit
3. Do you schedule time for exhibit viewing?  Yes  No

**COMMENTS (Attach a separate sheet if necessary)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Affiliate Chapter:**

**Prepared by:**