



**Alcorn State University National Alumni Association
Chapter's Annual Report Form
(Report Previous Fiscal Year's Activity)**

*The ASU National Alumni Association is requesting a fiscal year-end report from all alumni chapters. The report is due by January 25 of each year. A copy will be forwarded to the Awards Committee. Please complete the following: You may include additional information about **fundraising, community/public relations** and **student recruitment** on a separate document, if needed. Per ASUNAA constitution and Bylaws, it is mandatory that all chapters complete this form in order to be in good standing as an active chapter.*

Name of Chapter: _____ Chapter President: _____

Chapter's Mailing Address: _____

Phone: _____ E-mail: _____ Website: _____

Summary of Activities

A. Membership

- _____ Total number of National alumni members to include: **Life, Exempt, Associate and Annual** who pay national dues (\$50.00); do not include members paying only local chapter dues.
- _____ Total number of local chapter members not paying national alumni dues
- _____ Approximate number of identified alumni in local area

B. Communication

1. Method of communication with alumni (check **all** that apply)

- _____ E-mail, web site
- _____ Telephone
- _____ Newsletter
- _____ Letters via U. S. mail
- _____ Monthly, bi-monthly, or quarterly meetings
- _____ Media (radio, television, and newspaper)

2. Enhancements

- _____ Calendar of events developed and disseminated
- _____ Strategic plan developed and disseminated
- _____ Chapter directory published and disseminated

C. Major activities held during this reporting period

1. Fundraising (*any effort that is used to raise funds for ASU*)

2. Community Involvement//Public Relations (*Involvement in community or public relations activities. These activities can be in collaboration with other organizations.*)

3. Student Recruitment (*activities used to recruit students to attend ASU*)

D. Student Recruitment

- _____ Number of student recruitment sessions held (high schools, churches)
- _____ Number of students participating in recruitment sessions who actually came by your recruitment table
- _____ Number of students brought to University for recruitment purposes
- _____ Number of student receptions held

E. Financial Contributions (Make check payable to the ASUNAA for assessments)

- \$ _____ Chapter dues collected
- \$ _____ National Alumni Association Assessment Fee
- \$ _____ Scholarships to individual students not going through the ASU Foundation
- \$ _____ Financial contributions to programs (specify)
- \$ _____ Funds sent to ASU Foundation (specify)
- \$ _____ Individual Donations made by members of your Chapter to the University and/or Alumni Association
- \$ _____ Total cash contributions**
- \$ _____ In-kind contributions to the University (specify)
- \$ _____ In-kind contributions to the National Association (specify)
- \$ _____ Total all contributions**

Note: Please **email** to the Executive Secretary at: executive@asunaa.org. Please retain a copy for your files. Payments can be mailed to ASUNAA; 1000 ASU Drive- P.O. Box 899; Lorman, MS 39096 or paid via PayPal at <https://www.alcorn.edu/alumni/national-alumni-association/dues-assessments-donations>

Report Submitted by _____ Date: _____

Regional Director: _____ Date: _____

Received by the Office of Alumni Relations _____
(Name) Date

NOTE: Report must be received by the National Executive Secretary, by the last Monday of January of each year.