

## Chapter of the Year Report Outline

- a) Cover Page: Introduction and Presentation (*Ex. Chapter Photo, make up of your chapter*)
- b) Table of Contents (*Create a table of contents following the order listed below with*
- c) *proper labeling*)  
**(The yearbook must follow this order without deviation).**
- a) Label this section: **Achievement Week**
- b) Label this section **Scholarship** (*Include scholarship form*)
- c) Label this section: **Conclave / Leadership conference / District Meeting / State Meeting** (Insert Form 36 listing the delegates from each meeting and a write-up showing pictures with captions)
- d) Label this section: **Memorial Service**
- e) Label this section: **Social Action** – (If your chapter did not complete an initiative below it is okay. Continue to follow the outline)
  - Fatherhood Initiative Write-up and Complete the Fatherhood Initiative Form
  - Voter Registration, Education and Mobilization
  - Mentoring – include AOIP (Reading Program)
  - Big Brothers – Big Sisters
  - Domestic Violence / Sexual Assault
  - Economic Development (*State of GA Program only*) **Include Form in report. Do not include the criteria for the award**
  - Include any other social action programs or events in this section (**Parties and social events to raise money should be included here**)
  - Donations (*This includes donations to other organizations or individuals outside of scholarship awards. Include letters from the organization receiving the funds on their letterhead, picture of checks, screenshot of website and write-ups with pictures if possible.*)
  - Media Documentation (*Newspaper articles or electronic articles, etc.*)
- f) Label this section: **Talent Hunt**
- g) Label this section: **Reclamation / Retention** (*Include events that promoted reclamation and retention even if they are also included in other sections of the report. (Also Include Reclamation and Retention Form)*)
- h) Label this section: **College Endowment Fund** (*Show proof of receipt from website that CEF was paid*)
- i) Label this section: **NAACP Life Member** (*Include NAACP Form*)
- j) Label this section: **International Health Initiatives** (Include events like St. Jude, Charles R. Drew Blood Drive, Cancer Walk, American Diabetes Association)
- k) Label this section: **Other Local Community Based Activities**  
(Documentation: Mentoring programs, adopt-a-highway, visiting nursing homes, after school, youth athletic programs, parties and other social event to raise money or for a cause)
- l) Label this section: **Chapter Awards and Other Recognitions**  
Any awards received by the chapter or brothers in the chapter. (**Include Afro-American Life report here**)
- m) **Form 77 and the signature page (Be sure to include signatures)**

\*\*\*\*\***(The yearbook must follow that order without deviation)**