



## End of Year Report for Chapter Presidents

Due: May 31

Email to [info@sna-va.org](mailto:info@sna-va.org)

Chapter Name and Number: \_\_\_\_\_

Submitted By: \_\_\_\_\_

1. **Goals of Local Chapter** (List short term and/or long-term goals.)

2. **Summary of Major Activities** (List projects started and/or completed. Detailed description, if necessary, may be attached to report and should be given to incoming officer, chairperson, or president.)

3. **Recommendations** (List briefly the recommendations for future activities of this office, committee, or chapter to accomplish the goals as stated above or for future exploration or development.)

4. **Resolutions** (Brief, concise statement of any action requested of the Executive Board. Each resolution should be a separate attachment to the report. Please note, any resolution recommended should be forwarded to the Chairman of the Resolutions and Bylaws Committee according to the Calendar of Activities.)