Annual Report

To maintain its charter, local chapters must submit an Annual Report. The report should include a membership structure of the club, a summary of the year’s activities, and a summary of club activities as outlined in the recommended format.

We have enclosed a sample of the Annual Report Title Page that should be attached to the report. Clubs are not required to mail the entire Annual Report to headquarters. Clubs should send only the completed Annual Report Title Page by the stated deadline. Note, all clubs must submit an Annual Report Title page to maintain their charter and to qualify for participation in the Annual Report competition.

Clubs wishing to participate in the Annual Report and Outstanding Chapter competitions should indicate their participation on the Contest Entry Form at https://adsa_sad_entry_form.eventbrite.com and bring three copies of their complete Annual Reports to the SAD business meeting on the first day of the annual meeting. If your chapter is not attending the annual meeting and would like to compete in the judging competitions, send the complete Annual Reports to ADSA Headquarters four weeks prior to the meeting.

Annual Report Title Pages received after the stated deadline will be accepted, but clubs will incur a 5-point late deduction on the Outstanding Chapter Award Scorecard. Annual Report Title Pages should be sent to ADSA Headquarters. The SAD First Vice President will coordinate the judging competition and the SAD First Year Advisor will assist.

FORMAT FOR ANNUAL REPORT

I. **Club Structure**
   A. Club Officers and Advisors
   B. Membership (Does not affect the chapter competition scoring.)

II. **Summary of Year’s Activities**
   A. Calendar of Events for the Year
      1. Activities for each month
   B. Complete Financial Report
      1. Ending Balances for each event
         a. Expenses
         b. Profits
         c. Net and Gross
III. **Details of Year’s Activities**

A. Title of Activity  
B. Committee Structure (if applicable)  
C. Description  
   1. Purpose  
   2. Organization  
   3. Extent of Participation  
   4. Success (or Failure)  
   5. Financial Aspects  
      a. Expenses  
      b. Profits  
      c. Net and Gross

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**EVALUATION OF ANNUAL REPORTS**  
added 02/17

The Annual Report should serve as a complete and accurate summary of activities of chapters as well as the associated expenses with running the activities of the chapter. The following is to be used as a supplement to the scorecard to aid in club assembly and judge evaluation of chapter annual reports.

I. Follows format as designed by ADSA-SAD  
   a. The annual report should follow the provided format provided for annual reports.  
   b. Annual reports are expected to receive a reduction in total points if:  
      i. They do not follow the order of materials indicated in the annual report format  
      ii. They are missing information provided in the annual report format  
   c. This section is to assess formatting only. The activity (purpose, success, etc.) will be scored in the sections that follow.

II. Scope and range of activities  
   a. Chapters are expected to provide a wide array of activities to their members in order to enhance student experiences  
   b. Examples of activity categories that would provide “scope” are  
      i. Philanthropic  
      ii. Fundraising  
      iii. Team Building  
      iv. Regional / National Events  
      v. Public Relations  
   c. One point is awarded for each different category of activity (referenced above) represented in the activity report and 1 point for each activity listed in the annual report for a maximum of 10 points.

III. Purpose and completeness of activities  
   a. Each activity should be thoroughly described. This description should be complete enough to allow the reader to understand:  
      i. Purpose of the activity  
      ii. Amount of participation in the activity  
      iii. Outcome of the activity based on its purpose  
         1. i.e. if the purpose was to recruit new members, how many new members were recruited

IV. Success of activities and participation  
   a. Points in this category should not be based on “success” or lack thereof of activities. Instead, the chapter is expected to reasonably qualitatively and quantitatively (financial numbers) evaluate those events that had a high level of success to their intended purpose versus those that did not.  
   b. Much success in this category is also assessed by club participation.
i. Important to note that participation should be evaluated within a chapter and not between chapters. For this, the judge may wish to review membership numbers when evaluating participation for different events.

V. Financial Aspects

a. Chapters are expected to provide financial information for all activities listed in the Annual Report.
   i. For Area II “Summary of Year’s Activities”, chapters should provide an overall profit and loss summary statement for all activities for the year.
      1. This should list (without details) each activity and net profit or loss for that activity.
   ii. For Area III “Details of Year’s Activities”, chapters should provide financial information for each individual activity provided in the annual report. This financial information should include:
      1. Expenses
      2. Income
      3. Gross Expenses / Income
      4. Net Expense or Income
   iii. Chapters should not be deducted points for net losses in Area II or III.
American Dairy Science Association  
Student Affiliate Division  
ANNUAL REPORT TITLE PAGE

Name of Chapter ___________________________________________________________________________________

Mailing Address ___________________________________________________________________________________

Officers and Advisor(s):

President ___________________________ Secretary _____________________________

Advisor(s) __________________________________________________________________

Date Officers Elected ________________ Term of Office ________________

Department Chair ______________________________

Membership in your student affiliate club as of March 1 (For information only)

Total Club Membership ________________

Report submitted by ________________________________

Approved by ________________________________ date

Chapter Advisor

Approved by ________________________________ date

Chapter President

____ Yes, we plan to participate in the Annual Report Competition by bringing 3 copies of our annual report for judging.

Postmarked by May 1, please send original Title Page to:

ADSA-SAD
1800 S. Oak Street, Suite 100
Champaign, IL 61820

Due: May 1

Please note: Annual Report Title Pages received after the stated competition entry deadline will be accepted, but clubs will incur a 5-point late deduction on the Outstanding Chapter Award Scorecard.

In order to maintain a club’s charter in ADSA, clubs should submit an Annual Report, regardless of whether they plan to participate in the competition.
The American Dairy Science Association  
Student Affiliate Division  
ANNUAL REPORT SCORECARD

Name of Chapter

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<th>Maximum Score</th>
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TOTAL: 39

REMARKS: