

ANNUAL REPORT GUIDELINES

The importance of a comprehensive and accurate annual report should not be underestimated. The quality of your club report is taken into consideration when assessing your club's annual grant.

The following headings should be used when compiling your club's report for last year:

- Name of Club/Society (indicate academic year e.g. '08 – '09).
- Committee members' names, student numbers, telephone numbers, postal and email addresses (for previous and current years).
- Membership (supply information on total number of active members for year and breakdown in terms of males - females, and students - associates).
- Activities (e.g. competitive/non-competitive/social).
- Achievements (if appropriate) (highlight club, or individual successes).
- Income (describe how fund raising was undertaken in your club/society, giving totals of overall income) and expenditure (give an account of expenditure breakdown for year).
- Future development (highlight any future development plans for the club and outline this year's calendar of events/activities).

Please include any further information you feel may be useful.

