

1. An **Annual Progress Report** must be submitted to the CHADD National office by 7/31 of each year, with the following attachments:

- Signed Forms
 - Conflict of Interest
 - Confidentiality Agreements
 - Chapter Agreement
- One blank check signed by current Chapter Treasurer
- Fourth Quarter Financial Report.

Note: Bank signature cards must be updated with the bank by 7/31 annually.

2. The **Annual Progress Report** covers the period from July 1 through June 30, ____ [year].

3. Number of Advisory Board Meetings held during this reporting period.

July 1, [year] through June 30, [year] # _____

4. List Chapter Officers with contact information for the upcoming year.

<u>POSITION</u>	<u>NAME</u>	<u>PHONE NUMBER</u>	<u>E-MAIL</u>
Co-Coordinator(s)	_____	_____	_____
Treasurer	_____	_____	_____
Secretary (if any)	_____	_____	_____

5. Attach a List all other Chapter Advisory Board Members.
6. Number of Chapter and Branch meetings held during this reporting period
July 1, [year] through June 30, [year] # _____
7. Average attendance at Chapter/Branch meetings: # _____
8. Bank account balance as of end of fiscal year: 6/30/____[year]
\$ _____
9. Attach an inventory of all Chapter/Branch assets (in addition to cash).
10. Attach Summaries of all Advisory Board Meeting Minutes held during this reporting year.
11. Please summarize your strengths and accomplishments during the reporting period.
12. Please summarize any challenges identified during the reporting period and the steps being taken to address them.
13. Please list the Chapter/Branch GOALS for the coming year:
14. How could National provide greater support for your Chapter/Branch?