

ANNUAL REPORT TEMPLATE

All clubs, except casual clubs, are required to submit an Annual Report to the Club Program Coordinator, no later than the end of their Fiscal Year. The Annual Report is designed to be a transition document to help keep your club sustainable.

This template is to be used as a base for what to include in your Annual Report. Other additions can be made as per your club's discretion.

At a minimum your annual report MUST include:

- The names and contact information of the outgoing and incoming Club Executives
- A list of all Members current to the end of the Fiscal year
- A summary of all Club Events
- Current Copy of the Club Constitution

Club Contact Information

The Club Program Coordinator MUST receive updated contacts for the club's incoming executive team. Without this, a club is considered inactive until current contact information is provided.

Outgoing Club Executives

President

Name: _____

Phone: _____

E-Mail: _____

Vice President

Name: _____

Phone: _____

E-Mail: _____

Treasurer

Name: _____

Phone: _____

E-Mail: _____

Other Executive: _____

Name: _____

Phone: _____

E-Mail: _____

Incoming Club Executives

President

Name: _____

Phone: _____

E-Mail: _____

Vice President

Name: _____

Phone: _____

E-Mail: _____

Treasurer

Name: _____

Phone: _____

E-Mail: _____

Other Executive: _____

Name: _____

Phone: _____

E-Mail: _____

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Membership List

On the following page please provide a list of all members from the past year. Include additional pages if necessary.



BCIT Student Association



	Full Name	BCIT Program	Year of Schooling
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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22			

Membership List

Most clubs have annual staple events that have become a tradition for the club. Please provide a detailed list of all events hosted by your club this year.

	Event Date	Date	Loction	Budget
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



BCIT Student Association



Additional Information

The following information is not required to be provided in your club's annual report, however, keeping track of this information on an annual basis can certainly improve the success and functionality of your club.

What were the Club's Biggest successes this year?

What were the Club's Biggest successes this year?

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