



## Student Chapter Progress Report – Guidelines

Complete this form and email to the Student Representative on Council, **Juliette Nye** ([Juliette.nye@gmail.com](mailto:Juliette.nye@gmail.com)), before May 1<sup>st</sup>. This report will be made available on the WDA website; thus, it is also serves as your chapter's business card.

- 1) Complete your report according to the guidelines below
- 2) Make sure to list the current officers and their details.
- 3) If possible, please attach a group shot of the current chapter officers for the year to be added to the website.
- 4) Chapter that are not sending back a progress report will not be considered active anymore.



## Student Chapter Progress Report

Chapter Name \_\_\_\_\_

Year established in (if known): \_\_\_\_\_.

Number of chapter members: Not WDA members \_\_\_\_\_ WDA members \_\_\_\_\_

If you are unsure about the number of WDA members among your chapter members, feel free to attach your chapter's membership list. We can check membership status.

### Mission

Faculty Advisor:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Email: \_\_\_\_\_

Current Board Members:

If your chapter is Section Based, please include home country of Board Members.

President: \_\_\_\_\_ email: \_\_\_\_\_

Vice President: \_\_\_\_\_ email: \_\_\_\_\_

Other Officers: (e.g., treasurer, secretary, etc.)

Treasurer: \_\_\_\_\_ email: \_\_\_\_\_

Secretary: \_\_\_\_\_ email: \_\_\_\_\_

email:

Other:

How frequently does your chapter hold elections? \_\_\_\_\_

Board Members for Upcoming Year:

If no changes are planned, please note this. If board members will be changing later in the year, please provide the planned time frame for board and/or country representative changes. It is key to update the Student Representative on Officer changes.

President: \_\_\_\_\_ email \_\_\_\_\_

Vice President: \_\_\_\_\_ email \_\_\_\_\_



Other Officers:

Treasurer: \_\_\_\_\_ email: \_\_\_\_\_

Secretary: \_\_\_\_\_ email: \_\_\_\_\_

email:

Other:

## Description Of Chapter Activities

### Public Relations

Social Media:

Website (if applicable): \_\_\_\_\_ Facebook page (if applicable): \_\_\_\_\_

Other online or social media presence: \_\_\_\_\_

Do you have a newsletter? \_\_\_\_\_

### Member Recruitment & Outreach

How do you announce and advertises your events?

### Collaboration

Which other groups does your chapter collaborate with and what activities do you do together?

### WDA Promotion

Describe how your chapter promote the WDA? (e.g., distribute flyers, promote Mission, membership drives, coordinate travel to conference)



### **Fundraising / Finances**

Does your chapter have a membership fee, if so, what are they? \_\_\_\_\_

Did your chapter host a fundraiser? \_\_\_\_\_

Did your chapter apply for grants, awards, sponsorships (e.g., WDA student chapter grants, university support)? If so, please describe how you used the funding.

### **EVENTS**

Please share the activities you organized or co-organized between April 30th and May 1<sup>st</sup> of the last year. Please include overlapping events or exciting upcoming activities. Please indicate if these are monthly or bi-annual events We love to know how you keep members engaged when school is not in session.

### **ADDITIONAL INFORMATION**

Please share anything else you would like to share about your chapter.