

Houston Alumnae Panhellenic Association (HAPA)
ANNUAL REPORTS
2022-2023

This form is available on the web site at: www.houston-panhellenic.org / FORMS menu
Or, by contacting Cathy Frank at: cathycfrank@yahoo.com.

- Three (3) printed copies are due at the **APRIL 27th** Joint Board Meeting.
- One (1) electronic copy, in WORD, is due one week before, on **APRIL 20th**.
- Please email to the President, Cathy Frank at: cathycfrank@yahoo.com.

PURPOSE OF THIS REPORT:

1. Your annual report will provide a useful tool to help in the transition with the 2023-2024 Board Member who will be taking your office or chair.
2. Your annual report will provide the Outgoing President with complete information about your activities and accomplishments as support documentation for the annual National Panhellenic Conference (NPC) report. NPC awards are based on your accomplishments!
3. Your annual report will provide the Incoming President with a ready reference about each HAPA office and committee.

PLEASE SEE BELOW FOR THE ANNUAL REPORT WORKSHEET

ANNUAL REPORT:

I. POSITION / JOB TITLE AND YEAR:

II. IMPORTANT BYLAWS OR STANDING RULES PERTAINING TO YOUR OFFICE, CHAIR, OR COMMITTEE:

III. LIST OF DUTIES:

IV. TIMELINE (CALENDAR) OF ACTIVITIES:

Summer

September

October

November

December

January

February

March

April

May

V. BUDGET & ACTUAL EXPENDITURES:

(What was budgeted for your office/chair/committee. How much did you need to spend and what was purchased?)

VI. CONTACT INFORMATION:

(List of vendors and contacts utilized in your office or committee.)

VII. LIST OF FILES ON FLASHDRIVE (if applicable):

VIII. OTHER USEFUL INFORMATION:

(What worked well and what needs improvement. Your recommendations for next year.)

XI. YOUR CONTACT INFORMATION: (Name, sorority, email & phone.)