



# Creating an ICMA Student Chapter Annual Report

We want to know what your chapter has been up to! Annual reports are a way for ICMA to keep track of chapter activity, assess areas of interest and the need for resources among students, and better facilitate connections with members and other chapters. ICMA also publishes chapter activity in the ICMA Newsletter and the ICMA Blog. Per the ICMA Student Chapter Agreement, each student chapter is required submit an annual report to ICMA at the end of every spring semester. There is no required format or word limit, so be creative! Each report should include the following information:

- **Chapter news:** In this section, include any information about new developments in the chapter. Did you have the opportunity to meet ICMA members? Did you collaborate with another chapter or with your state association? Has there been a significant increase in members? Have you developed any exciting collaborations or partnerships? Do you have new chapter officials?
- **At least three highlights of your year:** Give descriptions of the various events, activities, initiatives the chapter developed. Explain why the chapter feels they were successes and what you all learned from them. Be sure to include dates.
- **At least two photos (Quality photos, please! We'll use them elsewhere.)**
- **A look forward:** Describe any plans that your chapter has for the next semester or next year. Talk about in events that are already being planned, any coming changes in officials, and describe the chapter's overall outlook on the coming semester/year.
- **List of chapter officials**

Each of these sections can be as long as you would like. Be sure to include everything that your chapter deems important.

**Refer to the examples provided for further guidance.**

## Example 1

# ICMA University Annual Report (Year-Year)

### Chapter News

In this section, include any information that the chapter would like to share with ICMA. Did you collaborate with another chapter? Has there been a significant increase in members? Have any new collaborations or partnerships developed? Any new chapter officials?

INSERT PHOTO HERE

CAPTION

### Highlight 1 Headline

This section should give a brief description of what your chapter has chosen as a highlight of the year (an event, activity, initiative, etc.). Tell why the chapter feels it was a success and what you all learned from it. Be sure to include dates as well.

### Highlight 2 Headline

This section should give a brief description of what your chapter has chosen as a highlight of the year (an event, activity, initiative, etc.). Tell why the chapter feels it was a success and what you all learned from it. Be sure to include dates as well.

INSERT YOUR SCHOOL'S STUDENT  
CHAPTER LOGO HERE

### Highlight 3 Headline

This section should give a brief description of what your chapter has chosen as a highlight of the year (an event, activity, initiative, etc.). Tell why the chapter feels it was a success and what you all learned from it. Be sure to include dates as well.

INSERT PHOTO HERE

CAPTION

### Looking Forward

This section should describe any plans that your chapter has for the next semester or next year. Talk about in events that are already being planned, any coming changes in officials, and describe the chapter's overall outlook on the coming semester/year. Each of these sections can be as brief or as long as you would like. Be sure to include everything that your chapter deems is important.

### Chapter Officials

President:  
Faculty Advisor:  
Mentor:

## Example 2

# ICMA University Annual Report (Year-Year)

INSERT YOUR SCHOOL'S STUDENT  
CHAPTER LOGO HERE

### Chapter News

In this section, include any information that the chapter would like to share with ICMA. Did you collaborate with another chapter? Has there been a significant increase in members? Have any new collaborations or partnerships developed? Any new chapter officials?

### Highlight 1 Headline

This section should give a brief description of what your chapter has chosen as a highlight of the year (an event, activity, initiative, etc.). Tell why the chapter feels it was a success and what you all learned from it. Be sure to include dates as well.

INSERT PHOTO HERE

### Highlight 2 Headline

This section should give a brief description of what your chapter has chosen as a highlight of the year (an event, activity, initiative, etc.). Tell why the chapter feels it was a success and what you all learned from it. Be sure to include dates as well.

INSERT PHOTO HERE

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### Looking Forward

This section should describe any plans that your chapter has for the next semester or next year. Talk about in events that are already being planned, any coming changes in officials, and describe the chapter's overall outlook on the coming semester/year. Each of these sections can be as brief or as long as you would like. Be sure to include everything that your chapter deems is important.

### Chapter Officials

President:  
Faculty Advisor:  
Mentor:

## Example 3

# ICMA University Annual Report (Year-Year)

INSERT YOUR SCHOOL'S STUDENT CHAPTER LOGO  
HERE

### Chapter News

In this section, include any information that the chapter would like to share with ICMA. Did you collaborate with another chapter? Has there been a significant increase in members? Have any new collaborations or partnerships developed? Any new chapter officials?

### Highlight 1 Headline

This section should give a brief description of what your chapter has chosen as a highlight of the year (an event, activity, initiative, etc.). Tell why the chapter feels it was a success and what you all learned from it. Be sure to include dates as well.

INSERT PHOTO HERE

### Highlight 2 Headline

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INSERT PHOTO HERE

### Highlight 3 Headline

This section should give a brief description of what your chapter has chosen as a highlight of the year (an event, activity, initiative, etc.). Tell why the chapter feels it was a success and what you all learned from it. Be sure to include dates as well.

### Chapter Officials

President:  
Faculty Advisor:  
Mentor: