Annual Report Checklist

|  |  |  |
| --- | --- | --- |
|  | Yes | N/A |
| 1. Title Page |  |  |
| 1. Mission-Vision of Organization |  |  |
| 1. Message from the President (with picture) |  |  |
| 1. Directory of Officers |  |  |
| 1. GPOA |  |  |
| 1. Summary of Approved Projects |  |  |
| 1. Summary of Financial Expenses |  |  |
| 1. Appendices (Per Project Specified in #4) |  |  |
| * 1. Project’s Approval |  |  |
| * 1. Copy of proposal |  |  |
| * 1. Narrative report (news feature, pictures, program evaluation) |  |  |
| * 1. Liquidation Reports |  |  |
| 1. Turnover of Remaining Balance from Previous Academic Year |  |  |
| 1. Passbook from Previous AY |  |  |
| 1. Print-screen that newly elected/appointed officer is now the administrator of the organization’s social media account |  |  |

Verified:

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Student Development Staff’s signature over printed name