Annual Report Checklist

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

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Student Development Staff’s signature over printed name