

Department Chairs' Annual Reporting Guidelines:

Department chairs' annual reports reflect the cumulative summary of units' mission service in the department and share the positive impact of our mission! They help us tell the world who we are, what we do, and why we matter.

Each department Committee chair is required to submit via email a narrative report to the division Committee chair, plus copy the national Committee chair by May 15, 2024.

Just three simple steps are needed to add your part to our national success story:

1. Department reports are limited to 1,000 words.
2. Provide details/examples about the activity. Be sure to include specific information such as unit name and number.
3. Submit your department chair report to your division and national chair with photos by email by May 15, 2024. [Find contact information here.](#)
4. Photos should be in a high-resolution format (at least 300 DPI) or sent using the high-resolution option on your smartphone. When emailing the photo, select "actual size" for attaching to the email.
 - When possible, include photos of actual events
 - The request for photos is important for our national chairs to highlight members serving our mission.