



# **Navigating the New Club Annual Report**

# Club Annual Report Do's & Don'ts

## DO

- Enter online by **May 1<sup>st</sup>**
- Use the Club Annual Report worksheet to draft answers
- Have one member enter the responses online at:

<http://tinyurl.com/nc-clubannualreport>

## DON'T

- Try to print the online form. All clubs that have submitted the online form by May 1<sup>st</sup> will receive an email with a copy of their responses and can print that. It will save paper if you wait.

# Club Annual Report

*(online form)*

## AR-OK CLUB ANNUAL REPORT

Directions: Please type your response in the box or mark your answer choice for each question.

WHO completes: Club President along with the Executive Board

WHEN due: January 15th

This form is submitted electronically to your District Team and ECR.

Instructions for printing a copy are located at bottom of the form. Please read before hitting the SUBMIT button.

\* Required

What is the name of your Pilot Club and District? \*

PC Little Rock  
Arkansas-Oklahoma

### MEMBERSHIP

What is your current membership? \*

- 1 to 5
- 6 to 20
- 21 or more

What is the age range of members in your club? \*

- 50 and older
- 40 and older
- 18 and older

How have your membership numbers changed in the last year? \*

- Each District is assigned a unique url (link)
- Every member of the District Team and the ECR will have access to the info on this form
- Governors will send their District's url out with a message
- The Club Annual Report is broken down by 'sections' such as
  - Membership
  - Leadership
  - Fundraising & Finances
  - Service Projects
  - Anchor
  - Attendance
  - Meetings
  - Plans
  - Communication

# Section view

## FUNDRAISING & FINANCES

**Are the number and quality of fundraisers appropriate for the size of your club? \***

No

I am not sure.

Yes

**How many of your members usually participate in or support your fundraisers? \***

A few

About half

Most or all

**Describe your fundraisers. \***

You'll note that there are multiple choice questions as well as free-form text questions.

# Club Annual Report (live form)

## AR-OK CLUB ANNUAL REPORT

Directions: Please type your response in the box or mark your answer choice for each question.  
WHO completes: Club President along with the Executive Board  
WHEN due: January 15th  
This form is submitted electronically to your District Team and ECR.  
Instructions for printing a copy are located at bottom of the form. Please read before hitting the SUBMIT button.

\* Required

Looks like you have a question or two that still needs to be filled out.

What is the name of your Pilot Club and District? \*

Pilot Club of Little Rock  
Arkansas-Oklahoma

## MEMBERSHIP

What is your current membership? \*

- 1 to 5
- 6 to 20
- 21 or more

Note: If there was a **Required \*** question that didn't get answered, the form will return this message and highlight the question.



Once the Required field has been filled in, just scroll to bottom of form and hit the Submit button.

# Section view with problem

## LEADERSHIP

Does your club have difficulty obtaining officers? \*

- Yes, always
- Sometimes
- No, it is not a problem.

Does your club recycle officers? \*

- Yes, we recycle officers quite often.
- Sometimes we recycle officers.
- No, we do not usually recycle officers.



How do your club officers receive training? \*

- They receive no training.
- They receive training at the club level only.
- They receive training through the club as well as at the district or international level.

What information and/or assistance does your club need in the area of leadership? \*

tree

## FUNDRAISING & FINANCES

# Finalizing the report

## THANK YOU

Please list all persons helping to complete this report. \*

Shannon Clegg, Judy L

Email Address: \*

In order to return a copy of your submitted form, please give us one email address to send to.

shannon.clegg@yahoc



## IMPORTANT ~ BEFORE HITTING THE SUBMIT BUTTON

Thank you for completing the Club Annual Report by January 15th. This form will be submitted electronically to your District Team and ECR. They will email a copy of your club's submitted form back to the email given above. If you choose to print from the Web, please note that this may print up to 10 pages.

Submit

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When the club has finished with the form, the last items asked are for the names of everyone that participated in completing the form and for ONE email address.

The email address is very important as this is how they will receive their finished copy back.


# Confirmation screen

**AR-OK CLUB ANNUAL REPORT**

Your response has been recorded.

Optional:  
[See previous responses](#)

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[Submit another response](#) | [Create your own form](#) 

Clubs will receive this message once their report has been submitted