

## 2024 ACRP Chapter Affiliation Standards & Expectations (CASE) Annual Report Questions

All ACRP Chapters are required to complete an annual CASE report per the ACRP Chapter Affiliation Agreement. Not completing a report will leave your chapter in violation of your Affiliation Agreement with ACRP.

Submissions will be due by January 31, 2025. This worksheet is provided to familiarize you with the questions before you complete the report, as there are some questions that require detailed information.

### Section 1 - General Information

1. Chapter Name
2. Submitter's Name
3. Submitter's Email Address

### Section 2- 2024 Financial Information

This section is designed to gather a recap of your Chapter's financial activity throughout 2024. Approximate values are acceptable.

4. Please provide an estimate of your Chapter's bank balance on January 1, 2024.
5. Approximately what was your Chapter's gross revenue from all sources (member dues, event registration cost, sponsorships, etc.) in 2024?
6. Approximately how much money did your Chapter spend in 2024?
7. Please provide an estimate of your Chapter's 2024 year-end balance.

### Section 3 – Chapter Communication

8. Does your Chapter use an external email platform like Constant Contact or Mailchimp to communicate with members and other contacts?
  - a. Yes
  - b. No
  - c. Not sure
9. [Logic, if "yes"] Approximately how many people are on the Chapter's contact list?
10. [Logic, if "yes"] In 2024, approximately how many messages did the Chapter send out via an external platform?

### Section 4 – 2024 Chapter Events and Activities

11. How many events did your Chapter hold in 2024?

12. What was your most successful event and why?

**Networking, Educational, and Professional Development Activities**

13. How many networking/social events did your Chapter host in 2024?

14. How many educational events did your Chapter host in 2024?

15. Did your Chapter have an ACRP certification study group or offer a certification prep course/event in 2024? *Select all that apply.*

- Certification study group
- Certification prep course/event
- No, we did not host a certification study group or prep course
- Unsure

16. Did your Chapter host any additional activities for members in 2024? For example: mentoring programs, career development activities, local community outreach, etc.

- Yes
- No
- Unsure

17. [Logic, if “yes”] Please share more details about these additional activities.

**Section 5 - Preparing for 2025**

18. It is recommended that the Chapter Board/Leadership Team develop an annual action plan. Please list your Chapter’s plans for 2025, including the following:

- a. What kind of activities/events will your Chapter offer its members in 2025?
- b. Will you plan any large events in 2025?
- c. How will you assess member satisfaction with your Chapter’s offerings?
- d. How much does the Chapter anticipate spending in 2025?

19. Please list three goals for your Chapter to work toward in 2025.

**Section 6 - ACRP Support**

20. Does your Chapter need any specific support from ACRP to achieve your 2025 goals?

21. On a scale of 1-10, how would you evaluate the overall quality of the Chapter-specific support you receive from ACRP?

1 – Very Poor

5 – Neutral

10 - Excellent

22. Feel free to elaborate on your rating and/or share suggestions on how ACRP can better support your work as a Chapter Leader.

**Section 7 – 2025 Chapter Board/Leadership Team Roster**

Every Chapter will need to complete a [2025 Chapter Board/Leadership Team roster](#) and submit to [chapters@acrpn.net](mailto:chapters@acrpn.net) by January 31, 2025. Please note, it is important that ACRP has an accurate Chapter Board/Leadership Team roster on file for your Chapter throughout the year.