

## 2025 ACRP Chapter Annual Report Questions

This resource is provided to familiarize you with the questions before you complete the ACRP Chapter Annual Report, as there are some questions that require detailed information.

All ACRP Chapters are required to complete this report per the ACRP Chapter Charter. Submissions will be due by January 31, 2026. Not completing a report will leave the chapter in violation of the Charter.

### Section 1 - General Information

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

### Section 2 – 2025 Chapter Events and Activities

1. How many events did your Chapter hold in 2025? *You can confirm this information via your Chapter's Community page.*
2. If your Chapter hosted any activities besides what is listed on your Chapter's Community page, please list them here.
3. What was your most successful event and why?

### Section 3 – Chapter Communication/Social Media

4. 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
5. [Logic, if "yes"] Approximately how many people are on the Chapter's contact list?
6. [Logic, if "yes"] In 2025, approximately how many messages did the Chapter send out via an external platform?
7. If your Chapter has an active social media presence, please share the links of the Chapter's profiles below.

### Section 4 – Plans for 2026

8. Please share any 2026 plans or goals for your Chapter. This can include:
  - a. What kind of activities/events will your Chapter offer its members in 2026?
  - b. Will you plan any large, in-person events in 2026 (i.e. full day symposium, chapter conference, etc.)?
  - c. How will you assess member satisfaction with your Chapter's offerings?
  - d. How much does the Chapter anticipate spending in 2026?

## Section 5 - ACRP Support

9. On a scale of 1-5, how would you evaluate the overall quality of the Chapter-specific support you receive from ACRP?  
1 – Very Poor                      3 – Neutral                      5 – Excellent
10. Does your Chapter need any specific support from ACRP to achieve your 2026 goals?

## Section 6 – 2025 Chapter Board/Leadership Team Volunteer Hours

11. Please list an estimate of the number of hours each member of the Chapter Board/Leadership Team volunteered with the Chapter in 2025. If helpful, general estimates put the commitment of chapter leadership to 1-2 hours per month.

## Section 7 – 2026 Chapter Board/Leadership Team Roster & Annual Forms

Every Chapter must complete a [2026 Chapter Board/Leadership Team Roster](#) and submit to [chapters@acrpnet.org](mailto:chapters@acrpnet.org) by January 31, 2026. Please note, it is important that ACRP has an accurate Chapter Board/Leadership Team roster on file for your Chapter throughout the year.

Once rosters are received, the following will be sent to Chapter Leaders:

- 2026 Chapter Leader Call meeting invites
  - March, June, September, & November
- 2026 ACRP Volunteer Annual Forms (to be completed by all Chapter Leaders)
- ACRP Chapter Policies & Procedure Agreement (to be completed by any new Chapter Leaders)