



2023 Chapter Affiliation Standards & Expectations (CASE) Annual Report Questions

All 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 Global.

Submissions will be due by January 15, 2024. 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- Administrative Information

4. Is your chapter up to date with your state's incorporation requirements?
 - Yes
 - No
 - Unsure
5. Has your chapter complied with all federal and state tax reporting requirements? (i.e., filing your chapter's annual 990 form with the IRS and any tax requirements from your state)
 - Yes
 - No
 - Unsure
6. Please provide an estimate of your chapter's bank balance on January 1, 2023.
7. Approximately what was your chapter's gross revenue from all sources in 2023?
8. Approximately how much money did your chapter spend in 2023?
9. Please provide an estimate of your 2023 year-end cash balance.

Section 2 - Event and Activities in 2023

10. How many events did your chapter hold in 2023?
11. What was your most successful event and why?

Educational Activities

12. How many educational events did your chapter host in 2023?

Networking, Social, and Professional Development Activities

13. How many networking/social events did your chapter host in 2023?

14. Did your chapter have an ACRP certification study group or offer a certification prep course/event in 2023? *Select all that apply.*

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

15. Did your chapter host any additional activities for members in 2023? For example: mentoring programs, career development activities, local community engagement, etc.

- Yes
- No
- Unsure

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

Section 3 - Preparing for 2024

17. It is recommended that the chapter leadership team develop an annual action plan. Please list your plans for 2024, including the following: How many events are you considering for 2024? Will you plan a large event in 2024? What kind of activities would you like to offer your members this year? How will you assess member satisfaction with your chapter’s offerings?

18. Please list three goals for your chapter to work toward in 2024.

19. What support does your chapter need to achieve these goals?

20. Are there challenges that your chapter is experiencing that you would like to share with ACRP Global?

Section 4 – 2024 Chapter Board Roster

Every chapter will need to complete a chapter board roster and submit to chapters@acrpnet.org by January 15, 2024.