

**The Coastal Society**  
**Annual Report Cover Sheet**  
\_\_\_\_\_ **Chapter**

\_\_\_\_\_  
**(date)**

Required Information:

1. Statement of financial position (balance sheet) and statement of activities (statement of revenue and expenses) summary for the last calendar year. In lieu of above, a copy of the bank statements, deposit slips, receipts may be attached. A template financial report is available from TCS and has been provided to your chapter.

2. Copies of letters acknowledging donations to the chapter.

If no donations were given to the chapter, check here

3. If your chapter changed its governing documents, please describe the changes and attach the revised version.

If no changes were made to your bylaws, check here

4. List your chapter's elected officers and directors (may be two lists for the split year). Please include each person's mailing address and phone number.

5. Annual report of activities. Please describe activities conducted by your chapter along with an attendance estimate for each event. Attach sample fliers for chapter events.

6. Please answer: What went well for your chapter in the last year?

7. Please answer: How can The Coastal Society Chapters Committee or the TCS Office assist or support your chapter better next year?