

*Branch President \*NAME\*/*

*Branch Secretary \*NAME\**

*Section Vice President \*NAME\**

**Quarterly Report Template**

The Section requires each Branch/Student Chapter/Institute Chapter to upload a quarterly report in to the appropriate board meeting folder in the eRoom. These reports are due one week prior to the board meeting.

Quarterly reports are used to update the Section’s website and are also used for social media. Please provide your report in a word file and include photographs as a separate .jpg file. Do not upload a .pdf file.

Examples of information that should be included in the quarterly report are:

* Events that were held in the past quarter – including speakers, sponsors and community service
* Recognition to be given to local Branch/student chapter members in the past quarter
* What is being planned for the next quarter
* Issues/concerns/comments