
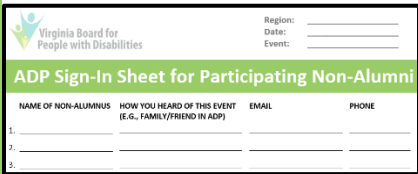
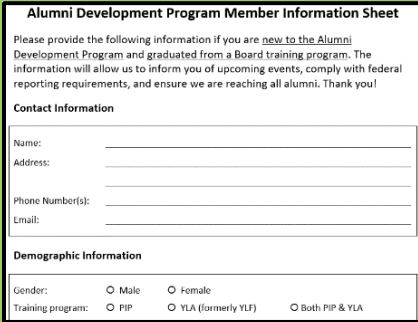
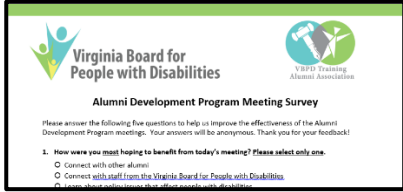
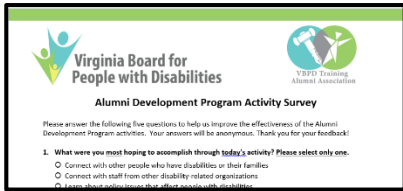


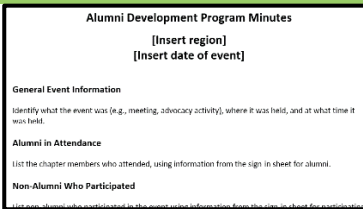
# Reporting Requirements for the Alumni Development Program

Chapter officers must collect the following information & email it to [Ronita.Wilson@vbpd.virginia.gov](mailto:Ronita.Wilson@vbpd.virginia.gov) or fax it to 804-786-1118 within three calendar days of each event. Templates are available.

Sign-In Sheets	What?	Who?	When?	Why?
	List of alumni participants, their contact info, & member status	Alumni and participating non-alumni. There is a separate sign-in sheet for each of these two groups.	Beginning of chapter meetings and advocacy activities	To track how many members are attending each event, identify new members, & meet federal reporting requirements
	List of participating non-alumni, how they heard of the event, & contact info			

Member Information Sheet	What?	Who?	When?	Why?
	Member contact & demographic info	New chapter members who graduated from a Board training program. Look for people who select "New" on the alumni sign-in sheet.	Beginning of chapter meetings and advocacy activities	To communicate with members after the event, ensure we are reaching all alumni, and meet federal reporting requirements

Participant Surveys	What?	Who?	When?	Why?
	Survey about how participants felt about the chapter meeting	All alumni and non-alumni who participated in the meeting or advocacy activity. There is a separate survey for each of these two events.	End of chapter meetings and advocacy activities	To identify ways to improve the effectiveness of meetings and advocacy activities
	Survey about how participants felt about the chapter activity			

Minutes	What?	Who?	When?	Why?
	Written notes describing the event, who attended, and what occurred	Secretary	After chapter meetings and advocacy activities	To remember what occurred and to inform Board staff of progress