



ASSOCIATION OF ENERGY ENGINEERS

CHAPTER OPERATIONS REPORT

This annual report is not optional.

The time period covered by the report is from January 1 through December 31.

In December, you will be sent a message that includes a link to the online form that is to be completed, signed by the designated Officers of the Chapter, and submitted no later than February 15 of the year following the year being reported. The data collected in this Report will confirm if Chapter is in compliance with minimum requirements for Chapters in good standing.

- ❖ This Report is to include a list of the current Chapter members. This list should be in two parts:
 - 1) Chapter members who are members of AEE the parent organization; and
 - 2) Chapter Members who are members only of the Chapter, not members of AEE the parent organization. This list should include contact information.A link to the template for this list is included in the online form.
- ❖ The amount of the annual appropriations to be made by AEE Headquarters to chapters is determined by the information contained in this report.
- ❖ Current officers of the Chapter must be members in good standing with AEE, the parent organization. Prior to submitting your report, please confirm the membership status of each of your officers. This will prevent a delay in your report being processed. *Note: Status of membership should always be confirmed before accepting nominees for Officer positions.*

The Report section is to be completed and signed by the President.

The Financial Statement & Balance Sheet is to be completed and signed by the Chapter Treasurer.

Because of US tax implications, some items will apply only to Chapters in the US.

Never use a template from a previous year. Changes are made each year so be sure to use only the form that is provided in December each year.

This report must be completed and submitted to michelle@aeecenter.org

No later than

FEBRUARY 15

AEE (Parent Organization) Federal ID #: 58-1306354