**ANNUAL REPORT GUIDE**

The Annual Report should include a concise description of all your club’s key activities undertaken during the year. The report should be written in clear, plain English language. The report should be no less than 350 words. The Annual report is a formal report not only to your current members but also to your future members. Please report on the club's achievements and the issues faced by the committee. Please ensure the information contained in the report is factually accurate. Think of the information you would look for in a report written 10 or 20 years ago and ensure you include that information now.

**[CLUB NAME] CLUB [20XX] ANNUAL REPORT**

1. Committee
   1. Identify all the persons on your club committee during the year of this report - President, Vice-President, Secretary, Treasurer, Student Engagement Officer, and other key positions (e.g. Boat Captain, Equipment Officer, Registrar, etc.)
2. Summary
   1. Provide an overview of the matters on which the club was focussed during the year and the key issues or concerns.
3. Membership
   1. Detail growth or decline in membership and participation;
   2. Report on any issues arising such as strategies pursued, membership retention or growth, reasons for the fall, standard and adequacy of facilities and equipment where these impact on membership.
4. Financial
   1. Provide an overview of financial activities and the current situation.
5. Activities & Achievements
   1. Detail all activities organised by the clubs
      1. Training/Competitions
      2. Social events
      3. Fundraising
      4. Courses
   2. Identify any significant performance by club members and list their achievements
6. Future
   1. Outline direction and plans for the year ahead.