

TENNESSEE CRAFT

Year-End Chapter Report Due Each Year No Later than December 30

Chapter Presidents, please complete and return this summary of your previous year's activities *at each year's end*. This statistical information is necessary for Tennessee Craft's annual reporting and grant requirements. You may need to work with your previous chapter officers to retrieve some of the information.

1. MEMBER SERVICES:

- a. Newsletters #_____ Printed/mailed #_____ Emailed
- b. Chapter Board meetings #_____
- c. Chapter Membership meetings #_____

Membership meeting topics:

Which topic had the best response from members?

2. DONATED SERVICES:

- a. **General Volunteers** #_____ of volunteers #_____ total hours
- b. Type of activity performed _____
- c. **Professional Volunteers** (bookkeeping, fundraising, graphic design, printing, photography and any other service you might ordinarily expect to have to pay for):
Service performed & by whom _____
- d. Marketplace value (low estimate) \$ _____
- e. **In-kind donations**
Gift/Service given _____
- f. Marketplace value \$ _____

3. FUNDRAISING PROJECTS (including those for chapter exhibits, awards):

- a. Project _____
- b. Sponsors _____
- c. Net to chapter \$ _____
- d. Net to Tennessee Craft \$ _____

4. PARTICIPATION (For grant purposes, we are looking for numbers that reflect how our work increases the creation of craft, acquisition of knowledge or skills, experiences with craft, public knowledge and understanding about craft.)

Please provide the NUMBER of:

- a. Artists participating (can under-estimate) _____
- b. Public exhibits, studio tours or pop-up events _____
- c. Please list the names of any events that are repeated each year _____

5. COMMUNITY SERVICE PROJECTS (education, outreach etc.)

Description of project(s)

6. FINANCIAL REPORTING

- a. Previous year's Chapter budget \$ _____ (Attach complete budget)
- b. Coming year's Chapter Budget \$ _____ (Attach complete budget)

7. CHAPTER OFFICERS AND GOALS

- a. List all incoming officers for the next calendar year:

Position	Name	Phone Number	Email Address
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- b. List current goals of the Chapter and their status (include any notes on a separate sheet)

- c. What support, if any, will you need from the Tennessee Craft Office to achieve your goals?

Signature: _____

Title: _____

Date: _____