

AIS Chapter Annual Report Guidelines (2025)

Deadline: March 1, 2026

All Chapters must submit an Annual Report (covering January – December 2025) to remain in good standing with AIS. Reports are also used to evaluate Outstanding Community status. The **outstanding community threshold: 80 points or higher**

REQUIRED CRITERIA (Must complete all to be considered for Outstanding Community)

- ☐ Host at least one activity/event open to all AIS members
 - ☐ Hold an Annual General Meeting
 - ☐ Hold at least one Executive Committee/ Leadership Team meeting
 - ☐ All officer positions listed in the group bylaws must be filled on December 31, 2025.
Please see your community bylaws for the list of officer positions
 - ☐ Submit year-end financial statement (if finances not managed by AIS)
 - ☐ Fill all officer positions per bylaws as of Dec 31, 2025
 - ☐ Submit report by deadline of March 1, 2026
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TYPICAL ACTIVITIES OF OUTSTANDING CHAPTERS (Scored – 125 points maximum)

Category	Points (Max)	Details
Leadership Development	5	• 5 pts: At least one new leader in 2025
AIS Communities Participation	20	• 5 pts each: Community Leaders Meetings • 5 pts each: Member Connect Events
Conferences, Workshops and Educational Events	45	• 15 points each: Organized and ran a track or workshop at an AIS or AIS affiliated conference or hosted a webinar, seminar, or other conference.
Published one or more academic journal issues or special collections in the eLibrary during the reporting year.	30	• 15 points per publication

Awards & Recognition	10	Formal Chapter-specific awards program (not individual Chapter members winning awards given by someone other than the Chapter)
Communications	15	5 pts: Minimal - AGM notices, elections only 10 pts: Regular - Quarterly updates, some social media 15 pts: Frequent- Newsletters, active social media, planned strategy
Doctoral Student Engagement	10	5 pts per activity (eg, mentorship, travel support, special sessions)
Updated the Chapter website in the calendar year	5	5 points

BONUS OPPORTUNITIES (5 points each, 20 points maximum)

- Scholarships & Grants
- Collaboration with other SIGs, Colleges, or Chapters
- Have you introduced initiatives to encourage new AIS Student Chapters/Clubs for undergraduates and master's students at universities in your region? If yes, please indicate initiatives you plan to incorporate in the future.
- DEIB initiatives

DOCUMENTATION REQUIRED

Upload or link:

- Current Bylaws
- Officer lists for 2025 and 2026
- Member roster
- Chapter Financial Statement (required only if the chapter manages its own income and expenses outside of AIS)
- Link to chapter webpage
- Link to chapter LinkedIn page (if available)
- Optional: communications samples, event flyers

Submit via JotForm. You can save and return to complete later.