

AIS SIG & College Annual Report Guidelines (2025)

Deadline: March 1, 2026

All SIGs 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: 85 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
 - ☐ Maintain current website (purpose, activities, officers, contact info)
 - ☐ Fill all officer positions per bylaws as of Dec 31, 2025
 - ☐ Submit report by deadline
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TYPICAL ACTIVITIES OF OUTSTANDING SIGs (Scored – 125 points maximum)

Category	Points (Max)	Details
Conferences, Workshops and Educational Events	45	• 15 pts each: SIG-organized and branded tracks/workshops at AIS or affiliated conferences • 5 pts each: webinars/seminars organized and branded by SIG
Awards & Recognition	10	• Formal SIG-specific awards program (not individual SIG members winning awards given by someone other than the SIG)
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
Global Engagement & Leadership Development	25	• 5 pts: Global inclusion mechanisms • 5 pts: Leadership represents 2 regions; 10 pts leadership represents all three regions • 5 pts: New leaders in 2025 • 5 pts: SIG-specific mentorship program

Doctoral Student Engagement	10	5 pts per activity (eg, mentorship, travel support, special sessions)
AIS Communities Participation	20	5 pts each: Community Leaders Meetings 5 pts each: Member Connect Events

BONUS OPPORTUNITIES (5 points each, 25 points maximum)

- Scholarships & Grants
- Collaboration with other SIGs, Colleges, or Chapters
- Challenge faced and strategies used to overcome it
- Innovative practices
- DEIB initiatives

DOCUMENTATION REQUIRED

Upload or link:

- Current Bylaws
- Officer lists for 2025 and 2026
- Link to SIG web-page
- Link to SIG LinkedIn page (if available)
- Optional: communications samples, event flyers

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