

## 1.08.02

**CHAPTER ANNUAL REPORT**  
**AMERICAN SOCIETY OF CERTIFIED ENGINEERING TECHNICIANS**

For the administrative and fiscal year  
 Beginning on July 1, \_\_\_\_\_ and ending on June 30, \_\_\_\_\_.

Chapter: \_\_\_\_\_ Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

Current Chapter Officer Roster

**1<sup>st</sup> National Director**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**2<sup>nd</sup> National Director (If authorized)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**President**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Vice President**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Immediate Past President**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

NOTE: Chapter membership should be National members in good standing.

This roster will be used to compile an official roster of the national directors entitled to vote at the annual meeting. Please attach **complete** chapter membership roster. Roster should include name, ASCET member number, address and telephone number(s). Employer's name and address may also be listed. See D:1.08.04

1.08.03

Chapter Membership Breakdown

Certified _____	Regular _____	Fellow _____
Charter _____	Life _____	Retired _____
Registered _____	Student _____	<b>TOTAL</b> _____

Types of Meeting Programs

July _____	January _____
August _____	February _____
September _____	March _____
October _____	April _____
November _____	May _____
December _____	June _____

SPECIAL PROJECTS: Use additional sheets if necessary. List any activities such as fund raising, training, seminars, community service, etc.

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Financial Report

Cash on hand: \$ \_\_\_\_\_ Outstanding Debts: \$ \_\_\_\_\_

BALANCE: \$ \_\_\_\_\_

I, the chapter secretary (secretary-treasurer), certify that the information contained in this Annual Report is factual and that it accurately describes the operation of the chapter.

\_\_\_\_\_  
Signature and Title, if not as stated.

Date: \_\_\_\_\_

NOTES:

1. This report must be in the hands of the recipients, or postmarked, no later than May 31 of the current year. Reports received after that date will be considered late and the national director of that chapter may not be recognized or allowed to vote at the annual meeting of the Board of Directors.
2. Please update the incoming officer roster as elections are held. Notify the ASCET Office immediately so that we have the latest information for proper communication during the coming year.

**A COPY OF THIS REPORT MUST BE SENT TO THE CHAIRMAN OF THE BOARD, THE ASCET OFFICE, AND YOUR REGIONAL VICE PRESIDENT.** All necessary addresses can be found on page 2 of the CET magazine.



1.09

INCOMING CHAPTER OFFICERS  
AMERICAN SOCIETY OF CERTIFIED ENGINEERING TECHNICIANS

For the administrative and fiscal year  
Beginning on July 1, \_\_\_\_\_ and ending on June 30, \_\_\_\_\_.

Chapter: \_\_\_\_\_ Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

Current Chapter Officer Roster

**1<sup>st</sup> National Director**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**2<sup>nd</sup> National Director (If authorized)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**President**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Vice President**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
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Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
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Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

**Board Member**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel:(H) \_\_\_\_\_ (O) \_\_\_\_\_

NOTE: AS SOON AS ELECTIONS ARE HELD FOR THE UPCOMING YEAR, THIS REPORT MUST BE SUBMITTED TO THE ASCET OFFICE. If elections are held prior to submitting the current annual report, this form should be completed and included with that report.