1. **Mission Statement**
   The mission statement should describe the group, the purpose of the group, their activities and their role on campus and in the community. The mission statement should correspond with your student group constitution and online profile.

2. **Getting Involved**
   This section should indicate how individuals can get involved in your student group including: general membership, leadership and volunteer opportunities. The getting involved section should correspond to your student group constitution and online profile.

3. **At a Glance**
   The At a Glance section of your annual report should be a brief overview of the composition and activities of your student group. This section should include membership numbers, the number of events hosted and participated in and any partnerships.

4. **Summary of Activities**
   Give a brief overview of the activities of your student group (1-2 sentences per event). This will include the events hosted, events attended and events participated in (include any partnerships with other groups, departments, community).

5. **Event/Activities Evaluations (see separate outline)**
   This section should contain a recap of each event or activity hosted or participated in by your student group. This section should include a description of the event, the number of attendees and an event evaluation. This evaluation should be completed immediately after each event.

6. **Group Assessment (see separate outline)**
   The Group Assessment should assess the success of your student group and include:
   - Recruitment goals and accomplishments
   - Outreach goals and accomplishments
   - Event goals and accomplishments
   - Funding goals and accomplishments
   - Officer transition goals and evaluation
   - Membership development goals and accomplishments

7. **Financial Overview**
   The financial overview should include a summary of your financial practices including your total annual operational income, programming income, programming expenses and operational expenses and a summary of any changes to funding sources.

8. **Looking Forward**
   This section should include any suggestions or future goals for the group. All goals should be SMART (specific, measurable, attainable, realistic, timely).

9. **Addenda**
   Addenda may include information such as an Annual Budget, Event Budgets, a record retention plan, a conflict of interest policy and any additional important documents.