**October, 22 2016**

**TO:** APA California Chapter Board

**FR:** Kristen Asp, VP Administration

**RE:** Annual Report Guidelines

In efforts to assist you with preparing information for your individual sections, the following guidelines are provided for submitting material for APA California’s annual report.

**EXECUTIVE BOARD:**

 ***Length***

* 1-3 pages maximum (including pictures), or as needed

 ***Content***

* Highlight programs and accomplishments of the year
* Recognize incoming and outgoing program chairs/coordinators (or identify vacancies if available)
* Discuss applicable upcoming programs

**SECTIONS/AFFILIATED ORGANIZATION MEMBERS:**

 ***Length***

* 1-2 pages maximum (including pictures)

 ***Content***

* Highlight activities and programs of the section/organization
	+ Local awards
	+ On-going member programs
	+ Successful events
	+ Upcoming programs
	+ Encourage member participation through volunteering on committees or running for open Board positions

**DOC FORMAT:** working(*or open*) MS WORD file (.doc or .docx). No .PDF, PowerPoint and InDesign please.

**PHOTOS:**

* Ok to imbed photos in WORD file for “placement only”
* Send all photos as separate files, named accordingly
* Photos should be submitted in jpeg or pdf at 300 resolution

**GRAPHS AND CHARTS:** (similar to photos above)

* Ok to imbed photos in WORD file for “placement only”
* Send all photos as separate files, named accordingly
* Charts/graphs should be submitted in jpeg or pdf at 300 resolution
* If edits are needed after initial submittal, a new file shall be submitted

**QUESTIONS:** should you have additional questions about photos, graphs or charts, please contact:

* Dorina Blythe – dorina@grandesigns.us, or
* Kristen Asp – kasp@glendaleca.gov

**DEADLINE:**

The deadline to submit information for the 2016 Annual Report is **December 9, 2016**.