Howard University Office of Student Activities
Student Organization Annual Report
INFORMATION SHEET

Purpose:
Each year, the Office of Student Activities produces an annual report that includes information, data and significant achievements of the office and student organizations on the campus of Howard University. In our efforts to be more supportive and inclusive of ALL RECOGNIZED STUDENT ORGANIZATIONS, we are requiring that each organization complete the attached Student Organization Annual Report. The Annual Report will serve to better communicate to the University the progress your organization has made toward achieving the directives, mission and expectations outlined by the Inter/National organization, Constitution and Howard University during the academic year. The report should include information about your progress and fulfillment of your organizational goals and will be used as part of the End of Year Evaluation and Assessment process for recognized organizations.

A complete Annual Report submission will include the following documents and/or submittions:
a. Annual Report Data Sheet
b. Mission, Goals and Objective Summary Document
(A brief summary of your organization’s mission, goals and objectives that includes details about your progress on fulfillment of your mission, goals and objectives by discussing your annual goals and actual results)
c. Organizational Self Assessment
d. Letter of good standing from National Organization (if applicable)
e. Supporting documentation: Pictures, Letters from Charitable Organizations, Award/Recognition Letters, links to website, flyers
f. Recognition Forms: Census (for the next academic year), Advisor Agreement Form, Membership Roster

Sample Submission

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Description of Event (include Charity/Cause that benefited)</th>
<th># of members involved</th>
<th># of hours per member</th>
<th>Total # of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Do the Right Things Day</td>
<td>9/28/10</td>
<td>National Association for Educational Empowerment sponsors a day of volunteer tutoring in the public schools. Members serve as support staff to help elementary school students &quot;do the right thing&quot; during the school day.</td>
<td>25</td>
<td>4 hours</td>
<td>125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Description of Event (include type of event: social, member development, educational)</th>
<th>Co-sponsors (if applicable)</th>
<th># of members</th>
<th>Total attendance at program or event</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Fs to A of Student Achievement</td>
<td>2/16/11</td>
<td>An open educational workshop facilitated by Professor David Green. The discussion included information and strategies to increase student grades from year to year.</td>
<td>Education Students Organization; HUSA</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Description of Involvement or Service</th>
<th># of members involved</th>
<th># of members participating</th>
<th>Total organization attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth Day Beautification Project</td>
<td>4/22/11</td>
<td>Organization members participated in the clean up and planting activities.</td>
<td>2 (John Smith; Kerry Anza)</td>
<td>45</td>
<td>47</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Member</th>
<th>Elected/Appointed Position</th>
<th>Description of duties/responsibilities</th>
<th>Indicate if this is a Regional or National position or office</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerry Anza</td>
<td>Director of Educational Outreach</td>
<td>Responsible for the coordination of all the undergraduate chapters of the National Association for Educational Empowerment outreach efforts to local schools in the Region 7 – District 5</td>
<td>Regional position</td>
<td>Dec. 2010 – July 2011</td>
</tr>
</tbody>
</table>

Mission, Goals and Objectives

Mission: Our organization mission is to serve the campus, local and global community through service and educational empowerment. During the 2013-2014 academic year, our organization engaged in activities and programs including participation in our National Do the Right Thing Day. We collaborated with several academic student organizations on educational empowerment programs such as The Fs to A of Student Achievement and BABY GENIUSES – why kindergarten Education is important. Two of our executive officers attended our regional convention in St. Louis and were volunteers for the officer training educational track.

Area of Concentration: Self Governance

Goal: To develop a cohesive officer training and transition process that will incorporate outgoing officers, alumni and advisors.
BY MAY 16, 2014

ANNUAL REPORT DUE TO HUSDNATIONALTEACHERSDIRECTOR@GMAIL.COM

6. Recognition Forms
   Award/Accomplishment Letters, links to website, etc.

5. Supporting documentation: Pictures, letters from Charitable Organizations
   Letter of Good Standing from National Organization (if applicable)

4. Organizational Self-Assessment
   Discussing your annual goals and actual results
   Details about your progress on fulfillment of your mission, goals and objectives
   (A brief summary of your organization's mission, goals and objectives that indicates
   Mission, Goals and Objective Summary Document)

3. Your Complete Annual Report Should Include Electronic Copies of the Following:
   - Annual Report Data Sheet

Annual Report Submission Checklist:

- Training manual with the organizing officer
- In 2011, all the new offices were able to review the information in the
  manual. We did our training manually. The office was responsible for creating a page to be inserted into the training
- Collect the following student and staff information.
- We were able to use several different forms with the advisor present
- Actual results: Asverell was able to complete the training and transition to the leadership role by May 2014.
- Newly elected officers would be completely trained and transitioned into the leadership role by May 2014.
- Newly elected officers would have had a go-to student meeting with advisor at May 2014
- Improved training and support of the new offices.

Objective 1: Increase and approve office training and transition program. Develop a calendar with specific dates for
   Office training

Objective 2: Increase committee to revise, develop new office training and transition processes (including timelines, advisor and current
   office meeting).
<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
<th>Organization/Name</th>
<th>Nature of Event (Include Type of Event)</th>
<th>Total Attendance/Number of Members Involved</th>
</tr>
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<tbody>
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</table>

**TOTAL**

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**Community Service/Activity**

**TOTAL**

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**Annual Report Data Sheet**

Howard University Office of Student Activities - Recognized Student Organization

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Academic Year: [Year]

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Organizational Name: [Name]
<table>
<thead>
<tr>
<th>Mission, Goals and Objectives</th>
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</thead>
<tbody>
<tr>
<td><strong>Academic Year:</strong></td>
</tr>
<tr>
<td><strong>Region/National Engagement</strong></td>
</tr>
<tr>
<td><strong>Elected/Appointed Position</strong></td>
</tr>
<tr>
<td><strong>Term of Office</strong></td>
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### Mission, Goals and Objectives

Please provide a brief summary of your organization’s mission, goals and objectives. Include details about your progress on fulfillment of your mission, goals and objectives by documenting your annual goals and actual results. Attach a separate page or summary document, with alignment to organizational values, mission and constitution.

#### Academic Excellence
- Academic Excellence
- Student Success
- Professional Development
- Community Engagement
- Diversity and Inclusion
- Research

#### Service Learning, Service and Civic Engagement
- Service Learning
- Community Service
- Civic Engagement

#### Community Impact
- Community Impact
- Environmental Stewardship
- Economic Development
- Health and Wellness
- Arts and Humanities

#### Public Relations
- Public Relations
- Media Relations
- Social Media

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1. A five-year planning horizon is recommended. (Note: This is not mandatory.)
2. Specific examples and evidence are encouraged. (Note: This is not mandatory.)
3. Describe how you contribute to the achievement of your organization’s goals and objectives.
4. Describe any challenges or obstacles you face in achieving your goals and objectives.
5. Describe any achievements or accomplishments you have made in achieving your goals and objectives.
6. Discuss any limitations or constraints that you have faced in achieving your goals and objectives.
7. Describe any plans or strategies you have in place to achieve your goals and objectives.
8. Describe any training or support you have received to achieve your goals and objectives.
9. Describe any partnerships or collaborations you have formed to achieve your goals and objectives.
10. Describe any feedback you have received on your progress or performance in achieving your goals and objectives.
11. Describe any metrics or indicators you use to measure your progress in achieving your goals and objectives.
12. Describe any lessons learned or insights gained from your experience in achieving your goals and objectives.
13. Describe any future goals or objectives you have for your organization.
14. Describe any areas for improvement or potential improvements you see in your organization.
15. Describe any potential barriers or challenges you anticipate in achieving your future goals or objectives.
16. Describe any strategies or approaches you have in place to address potential barriers or challenges.
17. Discuss any feedback you have received on your future goals or objectives.
Please list significant achievements and recognition received over the past year. Include pictures of the events.

Organizational Self-Assessment

Please list organizational performance indicators:

- [ ] Analyzed budget: The organization will have at least $50,000 in budget for the 2011-2012 academic year.
- [ ] Achieved key organizational goals within the past year:
  - Goal 1: Coordination of at least 3 functions this academic year.
  - Goal 2: Coordination of at least 4 functions this academic year.
  - Goal 3: Coordination of at least 5 functions this academic year.
- [ ] Area of Coordination: Team Coordination

- [ ] Analyzed results: There will be a greater sense of unity among Howard University students.
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- [ ] Goal: To provide at least one job opportunity with another organization.
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- [ ] Area of Coordination: Community Service, Public Relations, and Social Responsibility

- [ ] By: [ ] Coordination: Essential to support the work of the organization.
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- [ ] Area of Coordination: Academic Excellence

- [ ] By: [ ] Coordination: Essential to support the work of the organization.
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- [ ] Area of Coordination: Public Relations

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- [ ] Area of Coordination: Public Relations

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- [ ] Area of Coordination: Academic Excellence

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