

The required annual report for all ASHS Professional Interest Groups will be due after the ASHS Annual Conference.

You will find a link to the Word template for the report on the [Professional Interest Group page](#).

The completed form must be saved as a pdf and uploaded to Annual Reports files for your group (found under the "Pages" tab). Please do not use a different format, we need to have the form completed that is attached. Please report on any activities for the administrative year including online activities in addition to the business meeting and conference tour and/or workshop.

Submitting this annual report is the final duty of the outgoing Chair. If you are unable to attend your Group Business Meeting, please make sure that the individual running the meeting provides you with the information necessary to complete this report.

All Group Officers have admin access to their online group communities, therefore any officer can upload this report but again, it is the duty of the outgoing Chair to ensure that this is done. If your group conducted all of their business online, this report is still required. Professional Interest Groups that do not submit annual reports are subject to dissolution by the ASHS Board of Directors.

Uploading Annual Report:

1. Sign In to ASHS.ORG.
2. Under My Profile click on Groups
3. Select the appropriate Group for which you are the Chair or for which you have administrative access.
4. Under the Group title will be Group "Pages". Click on that for a pulldown listing. You will see XXX WG Annual Reports. Click on that name.
5. As an administrator, you will see "Add a File". Click on that. **(Important: Please remember to save the attached form as a PDF and upload PDF reports only).**
 - a) Input the File Name: XXXX 2019 Annual Report (where "XXXX" is the abbreviation of your Group)
 - b) Protected? Select: NO**
 - c) Choose File to Upload (browse to file from your drive)
 - d) Description. XXXX 2019 Annual Report.
 - e) Click the "agree with terms box" and click submit.

If you need assistance in uploading the PDF, please contact us and we will assist you.

Sincerely,

Sara Powell

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