

**AWHONN CALIFORNIA Chapter Activity Report
Chapter Meeting/Workshop Report Form
(complete within 4 weeks of the meeting)**

Details of each chapter's activities must be reported to AWHONN National office by the Section Secretary/Treasurer (SST). Forward this form along with the following items to the appropriate person listed:

Section Education Coordinator:

**Christine Gurney, 29 Via Marguesa,
Rancho Santa Margarita, CA 92688
christinegurney@cox.net**

- Sign-in sheet
- Original program flyer with objectives
- Evaluations of the program
- Speaker CV
- Template of CEU certificates

Section Chair:

**Beth Stephens-Hennessy, 8015 Adam Ct.,
Granite Bay, CA 95746
bethhennessy@yaho.com**

- Copy of this form, the chapter activity report

Section Secretary/Treasurer (SST):

**Kandice Duns, 2851 Mosswood Dr.,
Lodi, CA 95242
kandyduns@gmail.com**

- Copy of program flyer with objectives
- Attendee list with amounts paid
- Vendor list with amounts paid
- Check request form along with original receipts for expenses incurred
- Deposit form along with checks received
- Signed W-9 form if you paid your speaker

Chapter:	Title of Event:
Date:	Type of Event:
Location:	<input type="radio"/> Meeting <input type="radio"/> Workshop <input type="radio"/> Conference <input type="radio"/> Other (Specify):

Income			
Description	# of Attendees	Fee	Total
Attendees			
AWHONN Members			
Non-Members			
Students			
Retired Members			
Non-Paying Attendees			
Grant Income			
Industry Support			
Fund Raising Income			
Total Income			

Expense-use (-) before amount	
Description	Amount
Flyers	
Postage	
Printing	
Food	
Speaker Fees	
Room Rental	
AV Equipment	
Door Prizes	
Supplies/Misc.	
Total Expense	

Receipts Summary	
Checks Total	
Cash Total	
Receipts Total	
Less Expense paid by cash received	
Total Sent to SST	

Meeting Summary	
Total Income	
Total Expense	
Net Income (Loss)	

Submitted by: _____