



Affiliate Chapter Audit Check -List

Your chapter audit package must include:

Updated Affiliate Chapter Officers List-This information will be published through NABJ's communications with members and non-members. Your chapter president will receive informative news from the National Office. Remember, the president and vice president (s) must be **FULL NABJ members at the time of chapter renewal.**

Baseline Requirements Checklist-All chapters must complete this form. These are the basic requirements affiliates must fulfill as NABJ chapters.

Roster of local chapter members-Please include: member name, company name, address, business and home telephone numbers, fax number and e-mail address for each member.

Chapter Constitution & Bylaws-Please submit the current version of the chapter's constitution & bylaws. Please include the date of last revision as a footnote on all pages.

Chapter Membership Criteria-Please submit the criteria for reviewing new members (this information may be part of your bylaws). Please also include a copy of your membership application indicating chapter dues and membership categories.

2004 Calendar of Events-We will provide a comprehensive listing of chapter events throughout the year. Highlight your chapter activities and plan to attend state and regional events! If your calendar is not complete, send dates for activities planned. When the dates are finalized, please forward the information to the NABJ office.

Chapter Newsletter-If your chapter publishes a newsletter, please include a copy of the most recent issue.

Chapter Budget-Include your chapter's budget for 2004.

Budget, Fundraising Strategies & Goals-What budget goals do you have for 2004? What are your strategies for reaching these goals?

Progress Report of Chapter Events-Were your events for 2003 successful? Please let us know. Include articles, newsletters, photos and a brief report.

NABJ Matching Grant Report-Did you receive a NABJ Matching Grant in 2003? If so please submit a one-page report of how the grant was used.

Chapter Committees & Task Forces List-Please provide a list of any Chapter Committees and Task Forces. Include the names of committee members and task force members.

NABJ Committees & Task Forces-Please provide a list of the names of any chapter members who serve on NABJ's Committees and Task Forces.

Web Site Address-If your chapter has a Web site, please provide us with the address. The Web site address will be listed in NABJ publications.

Chapter President Photo-Please provide us with your photo. We would like to showcase our chapter presidents in our publications and the Web site. Please include your name and chapter on the back of the photo.

Copy of 501(c)3 letter-If your chapter has obtained 501(c)3 status please provide a copy of the 501(c)3 letter.

Submit all materials:

Duane Crawley
Professional Development Manager
NABJ
8701-A Adelphi Road
Adelphi, MD 20783

The materials must be postmarked by December 31, 2003