TWS Organization Unit Annual Report

TWS bylaws and organization unit bylaws require that each Chapter/Section/Working Group/Student Chapter of TWS submit an annual report each year. Please complete the following information, which should be a single page summary, and send to Mariah Simmons at [MSimmons@wildlife.org](mailto:MSimmons@wildlife.org) by **January 31** of each year.

1. Name of Chapter/Section/Working Group/Student Chapter:
2. Please include the tax report form as a summary of your organization unit’s financial status.
3. How many members does your organization unit currently have (if an exact number isn’t readily available please provide an estimate)?
4. How often do you send your membership a newsletter, if applicable (quarterly, monthly, etc.):
5. Date of officer election:
6. Is the election typically held during the same month each year? If not, please elaborate.
7. When do newly elected officers typically take office (for example, immediately after election, one month after election, during the same month each year, etc.)?
8. Please resubmit the officer report form to ensure TWS records are still up-to-date.
9. Please list other key activities during the past 12 months (for example, workshops, annual meetings, field trips, etc.)