

Fulbright Association
2024 Interest Group Annual Report
Deadline: February 28, 2025



Group name: _____

Contact name: _____

Contact phone number: _____

Contact email: _____

ABOUT THIS FORM:

In order to remain active, interest groups and chapters are required to submit records of all their activities, events and meetings from January 1 to December 31, 2024. Every group should:

- Conduct interest group business and activities according to bylaws and affiliation agreement. Please review these documents as needed.
- Elect officers and directors on annually.
- Arrange activities or programs to benefit U.S. Fulbright alumni
- Complete this form and submit all appropriate documentation.

In addition to completing this form, please submit the following materials:

- _____ Contact list of current interest group officers and directors
Please include name, telephone number, email address, and position held. All directors and officers must be Association members in good standing.
- _____ Any interest group mailing list(s) not generated by the national office, if applicable
This requirement may not be applicable to all groups. Please see section 2.
- _____ Minutes of board meetings. Please see Section 3.
- _____ Event summary form(s), if not previously submitted. Please see Section 4.

SECTION 1: ELECTIONS AND BOARD POSITIONS

1. When was your last group election?
2. If you did not conduct your election through the national office, please describe your process.

3. In addition to officers, what dedicated positions or areas of responsibility do other board members serve in?
4. What are the lessons learned from the most recent election? What will you do differently in the future to recruit new leaders? What practice(s) would you recommend to other interest groups?
5. Please list current board members and positions:

SECTION 2: INTEREST GROUP COMMUNICATION

1. How does your group communication with Fulbright alumni and visiting Fulbrighters? Indicate all forms you use and include your handle/address so that we can connect with you:

Communication	Often use	Sometimes use	Rarely use	Never use	Contact/link/handle
Email (personal account, Chapter or group account, etc.)					
Email marketing platform (MailChimp, Eventbrite, Constant Contact, etc.)					
Website					
Blog					
Facebook					
Instagram					
Twitter					
LinkedIn					
Fulbrighter App					
YouTube					
Post (snail mail)					
Other					

2. Which forms of communication are most useful for your group in terms of response and engagement? Which are least useful?
3. How have you located Fulbright alumni who *do not* appear on lists sent to you from the Fulbright Association? If so, please share their contact information.
4. What steps does your group take to ensure that people are renewing their FA membership?
5. How can the Fulbright Association help you communicate with alumni and visiting Fulbrighters more easily and effectively?
6. Have you reached out to any institutions for collaboration?

SECTION 3: BOARD MEETINGS

1. Please list the dates of the group's board meetings in calendar year 2023:
2. Did the group host an Annual Meeting open to all members? If yes, list the date.
3. Please submit copies of your board minutes with this report.
4. If your group does not record meeting minutes, why not?
5. If possible, please give a brief summary of the interest group meeting(s) (i.e., number of attendees, agenda or topics of discussion).

SECTION 4: INTEREST GROUP EVENTS

Event Title	Event Date	Did you already submit an event summary for this event?*

* If you answered “no” for any of the above-listed events, please complete and attach an event summary form now.

Optional Questions:

1. In your opinion, which event(s) was most successful this year? Why?
2. What will the group do differently with the events or event schedule in the next year? What practice(s) would you recommend to other interest groups?
3. What materials and/or support might be provided that would be helpful to your group in organizing events?

SECTION 5: MOVING FORWARD

1. What is the biggest challenge your interest group is facing? What steps can be taken in 2024 to address this challenge?

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Please submit this form and all subsequent materials to:
chapters@fulbright.org