

Annual Report: Tips and Tricks

By Virginia DECA State Action Team 74



The Annual Report is a written document summarizing all chapter activities between the previous and upcoming State Leadership Conference. Every year, Virginia DECA chapters are intimidated by the task of writing their Annual Report. This article should provide you with some tips and tricks to make the process of writing your chapter's annual report just a little easier.

TIPS AND TRICKS TO HELP YOU WRITE YOUR ANNUAL REPORT

- **CREATE A GOOGLE DRIVE** - Creating a Google Drive is the best way to keep everything in one place. That way all contributors, including advisors, can access the information whenever they want. You can easily separate pictures, meeting minutes, and any other information needed to complete the document.

- **WRITE SUMMARIES FOR ALL EVENTS** - After any chapter event, service project, or meeting, write a short summary of what happened. Writing these summaries will make life much easier when it is time to compile an entire year's activities into one document. These summaries can be in whatever format works best for you, whether it is bullet points, short paragraphs, or something else.
- **PROVIDE ALL CONTRIBUTORS WITH THE TEMPLATE** - The Annual Report is very frequently done by more than one person. Before anyone begins working on the document, be sure every person contributing has access to the proper template and is on the same page about any and all event details.
- **START EARLY** - This year, the Annual Report will be due January 15. Do not wait until the last minute to start! Waiting will cause those contributing to rush -- and possibly leave out details that are important to your score. Beginning your chapter's Annual Report at the same time that school begins will put your chapter way ahead of the game, however if you do not choose to start that early, definitely begin before your holiday break.
- **USE VADECA.ORG RESOURCES** - By visiting vadeca.org, you can find the Annual Report template, instructions for submission, scoring information, and more. Familiarize yourself with this information before you begin, and refer back to it as you write your Annual report. This information can be found under the 'Chapter Management Guide' section of the 'Advisors' tab.

While the Annual Report can seem like a daunting task, using these tips and tricks should make it a little less scary. Virginia DECA loves seeing how involved all of our chapters are through these publications. Thank you for your dedication and good luck!