



## ASHE Chapter Communication 2024 Chapter Annual Reports – due January 31

Email sent to ASHE Chapter Leaders and Support Staff on December 15, 2023

Hello, ASHE Chapter leaders and support staff,

Below is important information to submit your annual reports. **Please note that all annual reports are due on January 31, 2024.**

**Important change for this year:** Chapters will not be required conduct a membership comparison to ensure 15% member overlap. Instead, ASHE staff will do this for you. If you would still like to have a list of ASHE members in your state/area, please feel free to request via the [existing online form](#).

Moving forward, please be sure to submit your full membership roster in the new required format. Please attach your chapter's membership list in Excel (.xls) format and include the following (separate) fields for each member. Attached is a roster template you can download and use or simply adjust your existing files to align. Required fields for each member are:

- First Name
- Last Name
- Title
- Organization
- Street Address
- City
- State
- Zip Code
- Phone
- Email

[Online ASHE Chapter Annual Report Submission Form](#)

If you have any questions, please reach out!

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