

Branch Report Form 2021

Each branch is required to complete the Yearly Branch Report and submit it to the ASALH Headquarters by the due date. This next report is due on January 15th. Branch members, assist your president in making sure your reports are in on time.

Remember, our bylaws require that your branch status via branch reports be reviewed by our Executive Council members at the June meeting. They look forward to the report of your projects and how you promote the legacy of Dr. Woodson.

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Please read the information below and check the box below to continue completing this report form.

Before Beginning

Before you begin completing this form make sure that you have all the information that you need, including the following: [Download this so that you can use it to collect all the information required to complete this online form.](#)

- All Branch Financial Information and List of Officers;
- A few short lists of activities undertaken as a branch which you can type into a field (required)

Please be sure to complete all required fields, which are marked by a red *. If you do not complete those fields, you will not be able to submit the form.

You will not be able to save your place and return to the form later. You MUST complete the entire form in one session. If you close your browser before pressing the "Submit" button on the final page, or if you try to navigate other than by using the "Continue" or "Go Back" links at the bottom of each page you will lose your submission and have to start over.

Please make sure all the information you submit is correct. Once you have completed your submission and pressed "Submit" on the last page of the form, you will NOT be able to change or update your submission online. To print out this form with your completed information, you will have to print out EACH page. You can do this before you have pressed SUBMIT on the last page but you will not be able to do so after you press SUBMIT on the LAST page.

Due Date

Branch Reports must be received with all relevant information by January 15.

Additional Information

Questions about the Branch Report process and submission of materials should be addressed to Sylvia Cyrus, ASALH Executive Director at scyrus@asalh.org.

Check the box below to indicate you have read and agree to the stipulations above. *

☐ I Agree

STOP!

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Branch and Report Identification

Please provide some information about your ASALH Branch and about you or the person submitting the report for your branch.

Name of ASALH Branch *

Official Branch E-mail Address

Branch Official Phone Number

 - -

####

Official Address of ASALH Branch *

Street Address

Address Line 2

City

State / Province / Region

United States



Postal / Zip Code

Country

Branch Website

Branch Facebook Page

Branch Twitter

Branch Instagram

Name of Person Submitting Report *

First

Last

Report Submitter's E-mail Address *

Report Submitter's Best Phone *

 - -

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STOP!

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Branch Status Report

Please enter information about your branch below.

2020 Branch Officers

Please complete this information below. Follow instructions if officer position is vacant.

Branch President *

First Last

Branch President's E-mail Address *

Branch President Best Phone *

 - -

####

Branch Vice President *

First Last

Branch Vice President's E-mail Address *

Branch Vice President Best Phone *

 - -

####

Branch Treasurer *

First Last

Branch Treasurer's E-mail Address *

Branch Treasurer's Best Phone *

- -
####

Branch Secretary *

First Last

Branch Secretary's E-mail Address *

Branch Secretary's Best Phone *

- -

####

Branch Historian *

First Last

Branch Historian's E-mail Address *

Branch Historian's Best Phone *

- -

####

Additional Officers - Type in here ...

... or upload a file of additional officers here

No file chosen

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2021 Branch President *

First Last

Branch President's E-mail Address *

Branch President Best Phone *

 - -

####

2021 Branch Vice President *

First Last

Branch Vice President's E-mail Address *

Branch Vice President Best Phone *

 - -

####

2021 Branch Treasurer *

First Last

Branch Treasurer's E-mail Address *

Branch Treasurer's Best Phone *

 - -

####

Additional Officers – Type in here ...

Other Branch Information

Please complete the information below.

How much were your branch dues for 2020? (not including the national dues)

Total Number of Members *

Total Number of Institutional Members *

Total Number of Members Retained from 2019. *

Total Number of New Members *

Total Number of Family Members Recruited

Date charter was issued

Does your Branch have an IRS 501(c)3 tax exempt status? *

☐ Yes

☐ No

If yes, include the tax-exempt number as issued by the IRS *

Is your Branch tax exempt in your state? *

☐ Yes

☐ No

If yes, include the tax-exempt number as issued by your state. *

Number of Members that attended the Virtual Annual Conference and Meeting *

Financial Statement Information – Income

Please provide information about your branch's income for the current year. If the value for a particular field is \$0, please enter a zero next to the dollar sign. Do not leave any fields blank.

Membership Dues (National) *

\$

Membership Dues (Local) *

\$

Donations

\$

Historical Programs

\$

Speakers / Lectures

\$

Other (Specify below)

\$

Source of "Other" income**TOTAL BRANCH INCOME ***

\$

Additional Notes**Financial Statement Information – Expenses**

Please provide information about your branch's expenses for the current year.

Membership Dues (National) *

\$

Contribution to the National Office

\$

Products Purchased from ASALH

\$

Ads for ASALH Souvenir Journals

\$

Copying

\$

Donations

\$

Bank Charges

\$

Food

\$

Gifts

\$

Historical Programs

\$

Musical Events

\$

Postage / Mailing

\$

Publishing

\$

Rent

\$

Speakers / Lectures

\$

Telephone

\$

Travel

\$

Miscellaneous

\$

Other (Specify below)

\$

Type of "Other" expenses

TOTAL EXPENSES *

\$

Additional Notes. Include information on any unpaid bills and obligations that remain from 2020.

Net Income (Loss) and Financial Report Verification

Please provide your net income and information about who prepared the financial report for your branch.

NET INCOME (LOSS) *

\$

Financial Statement Prepared By *

First

Last

Title of Preparer of Financial Report *

STOP!

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Branch Activities Report Synopsis

Please enter a list of your branch's activities over the past year. For each activity include the NAME of the activity, the MONTH in which the activity occurred, the LOCATION, the TARGET AUDIENCE, and the NUMBER OF ATTENDEES. This information is REQUIRED.

If there were no activities, please state that in this box.

Branch Activities Report Synopsis – Type in here... *

... or upload your activities file here

Choose File

No file chosen

Veterans History Project Report

Please enter information about this project based on activities in your branch. Please provide the NAME of the INTERVIEWER, the NAME of the person being interviewed and their AGE, the WAR in which they participated, and the YEARS of their service, and the DATE of the interview. If there were no interviews, please state that in this box and answer NO to the question below.

Veterans History Project Report

Blank form area for Veterans History Project interviews.

Have you submitted your Veterans History Project interviews to the Library of Congress? *

☒ Yes

☐ No

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Date of Report Submission *

/ / 

MM DD YYYY

By Checking Below I certify that the information submitted is correct and accurate to the best of my knowledge. *

☐ Yes.

STOP!

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Make sure all of your submitted information is correct!

Once you have completed your submission and pressed "Submit" below, you will NOT be able to change or update your submission online. PLEASE BE PATIENT! Depending on your internet connection speed, it may take some time for your submission to be received. Please do not navigate away from the page or press the submit button more than once; if you do, your submission may not be received.

Once your submission is received, you will receive a confirmation message on the screen and an e-mail confirmation will be sent to the e-mail address you provided for yourself.

Questions about the Branch Report process and submission of materials should be addressed to Sylvia Cyrus, ASALH Executive Director at scyrus@asalh.org.

Thank you for your report.

Verification

In order to submit this form, you must verify the words or characters presented in the two images below. If you cannot read one of the words or images, press the circular "reload" button to receive different images. You can also press the speaker button to have the words spoken to you.

All branch members are eligible for a complimentary subscription of the Journal of African American History. The branch officers should make members aware that if they do not receive their print journals and emails from the National Office that they should alert the branch officers and then the National Office. *

☐ Our branch members have been made aware of this information

☐ Our branch members WILL BE made aware of this information

Name

--	--

First

Last

Please check the box below. *

☐

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