



THE UNITED STATES JUNIOR CHAMBER®
Area of Opportunity/Annual Report
JUDGING FORM

Chapter name _____ Pop. Div. _____ State _____

Area of Opportunity _____

Consider the following questions in determining the chapter/state with the most effective Annual Report. All questions DO NOT have to be present, nor do they have to be answered in the order listed below. They are simply guidelines to help establish an effective plan.

Did the chapter/state define what "successful" means to their particular organization?

- Was a process used to plan the year that involved both elected officers and regular members?
- Were the members surveyed and was the return rate sufficient to adequately determine members' needs?
- Is there a mission statement or a statement of objective?
- Are there short-term goals? Long-range plans? Budget?
- Are strengths and weaknesses reasonable based on size and resources?
- Did it seem necessary to implement a corrective plan of action for weaknesses?
- Were other areas of importance (besides Areas of Opportunity) identified by the chapter/state?
- Were other community surveys used as resources, if available?
- Are there specific and measurable goals for each Area of Opportunity used?
- Will the goals maximize the impact?
- To what extent do these goals support the mission of the organization?
- Is there a method for measuring results and how does the organization define results?
- Was there a method used to evaluate goals regularly?
- Were projects/programs selected to assist in achieving goals?
- Were changes to the plan communicated to members not involved in the decision-making process?
- Were projects/programs isolated which either contribute marginally or are no longer of great significance to the overall plan?

ANNUAL REPORT

Are all seven (7) items included (in some format) within the Area of Opportunity/Annual Report?

- 1. Summary and evaluation from President.
- 2. Financial statement.
- 3. Chapter/State Plan of Action including any revisions to the plan created from the periodic evaluations.
- 4. Report of activities including specific and measurable accomplishments and areas of impact.
- 5. Problems encountered and actions taken.
- 6. Revised chapter/state strengths and weaknesses.
- 7. Recommendations for the future.

In addition to the above areas, The US Junior Chamber National Awards Committee feels you could improve your chapter by implementing the following suggestions listed on the back of this judging form.

Judge's initials: _____ Verified: _____