

Instructions

Your annual report form and accompanying documents are due on January 31 each year.

Please contact chapters@cbeinternational.org if you require a 30-day extension to your annual report form.

Remember, the annual report form is essential in order to maintain an active chapter. If CBE does not receive your annual reporting documents by January 31 (February 28 outside of the US), CBE may revoke your chapter charter and/or declare your chapter inactive.

Return the following documents to CBE at chapters@cbeinternational.org by January 31:

___ Annual Report Form

___ Updated Signed Charter

___ All Steering Committee Members:

___ Annual Agreement Form ([Appendix A](#))

___ New Steering Committee Members Only:

___ Questionnaire ([Appendix A](#))

___ Meeting Report Forms ([Appendix G](#) or chapter meeting minutes)

___ Member/Contact Listing Form ([Appendix K](#) or chapter member/contact lists)

___ Chapter Finances ([Appendix L](#) or chapter financial reports)

Date: _____

Please enter the contact information for your current chapter steering committee members.

Print a copy for the chapter files (treasurer) and provide a copy (snail mail or email) of this report to CBE and to the local chapter coordinator, no later than January 31 each year.

Name: _____ Steering Committee Position: _____

Address: _____

Telephone: _____ Email: _____

Name: _____ Steering Committee Position: _____

Address: _____

Telephone: _____ Email: _____

Name: _____ Steering Committee Position: _____

Address: _____

Telephone: _____ Email: _____

Name: _____ Steering Committee Position: _____

Address: _____

Telephone: _____ Email: _____

Name: _____ Steering Committee Position: _____

Address: _____

Telephone: _____ Email: _____

General Chapter Information

Chapter Name: _____

Chapter Website: _____

Chapter EIN: (US Chapters Only) _____

Chapter Social Media Account Name(s): _____

Who runs the chapter website/social media? _____

Does your chapter have a newsletter? _____

Number of Members as of December 31: (attach [Appendix K](#)) _____

Average Attendance at General Meetings: _____

How often did the chapter have general meetings last year? _____

When was your chapter's last election? _____

What worked well for your chapter in the past year?

What would you do differently?

In order to be considered “active”, your chapter must hold at least two general meetings each year.

Describe two events or meetings your chapter held this year, including the approximate number of attendees present.

Money and Finances

How much money did you collect as donations as of December 31? Attach a copy of [Appendix L: Chapter Finance Forms](#) to the annual report, as well as any “thank-you” letters or receipts.

Did you open or close a chapter bank account in the calendar year? If so...

1. When was the account opened or closed? Open Date: _____ Close Date: _____

Attach your most recent bank statement or fill out 2-4 below.

2. What is the name and address of the bank?

3. What is the chapter bank account number? _____

4. What name is noted on the bank account? _____

5. What address is noted on the bank account?

How much money did you collect as donations as of December 31? Attach a copy of [Appendix L1: Donation Report Form](#) to the annual report, as well as any “thank-you” letters or receipts given to donors. \$ _____

Did your chapter sell books or other products online or at chapter meetings? If yes, does your chapter have a sales tax permit and/or ID number, provided by your state? If so, what is the number? _____

Does your state provide 501(c)3 sales tax exception (US chapters only)? Note: This only applies to purchases made by the chapter. ☐ Yes ☐ No

How much money did you spend on chapter work in the calendar year? Attach a copy of [Appendix L2: Donation Expense Report Form](#). \$ _____

Please describe the activities and accomplishments of your chapter that advanced and fulfilled the CBE Mission Statement (see next page). Please include the impact your chapter had on the church and other Christian nonprofits.

(Use extra sheets as needed)

CBE Chapter Mission Statement

CBE chapters exist to support Christian egalitarians and to advance the biblical basis for the shared leadership of men and women locally. The chapter:

- Promotes and provides a mutually supportive community.
 - Develops their God-given leadership skills.
 - Encourages egalitarians to use their spiritual gifts.
 - Deepens their practical experience with men and women's shared leadership.
 - Helps them spread the message of biblical gender equality locally.
 - Galvanizes support for the overall work of CBE International.
- Acknowledges itself to be under CBE's general supervision and control .
 - Observes 501(c)3 exempt status obligations in their operations.
 - Abides by ECFA's Integrity Standards for Nonprofits.
 - Abides by and agrees to CBE's [Statement of Faith](#), [Core Values](#), [Privacy Policy](#), [Confidentiality Policy](#), [Conflict of Interest Policy](#), and [Sexual Harassment & Other Forms of Harassment Policy](#)
 - Conducts activities that further CBE's work, [Mission](#) and [Core Values](#).

_____ To the best of our knowledge, the information provided with this annual report is accurate.

President: _____ Date: _____

Treasurer: _____ Date: _____

Secretary: _____ Date: _____
(optional)