How to Use New OSUAA Reporting Forms

To centralize information, end cumbersome email reporting, and move away from the process of year-end reporting, the Alumni Association has developed a series of new and easy-to-use online forms for club/society leaders to submit information to the Alumni Association.

There are only four forms at the moment. Each is short and user friendly. Here are brief descriptions for each of the four new reports:

1) **Post Event Reporting Form**: This form will be used to report on any event your club/society is hosting. It asks club/society leaders to briefly describe the event and upload an easy-to-use event sign in form to keep track of who is attending club/society events. This will serve clubs/societies in keeping track of who is coming to their events, what events have been held, and keep the Association informed about the great work being done by alumni volunteers around the country. Please submit this form no later than 30 days following an event—your Regional Engagement Officer may follow up with questions on your event after you submit the report.

2) **Event Attendee Report**: This form will be attached to the “Event Reporting Form” to report all attendees who attended your club/society event. Please make sure you are keeping accurate track of who is attending your events by having each attendee fill out this brief form.

3) **Club/Society Officer Report**: This form is an online version of the already existing officer report that is submitted to the Alumni Association. Please submit this form no later than 30 days following a club/society leadership change.

4) **Membership Report**: This is an annual form that will be submitted to the Alumni Association in order to keep track of the number of active alumni in your club/society. This will help the Association and the University keep track of who is an active alumni, and who is not. Ultimately, this annual report will help us find ways to engage inactive alumni and identify new volunteer leaders.

The new forms are designed to allow the Alumni Association to have an accurate picture and description of what is happening at club/society events around the country. This information will give the Association a better idea of who is active with their OSU alumni club/society. Thank you in advance for your assistance and feedback on the new reporting structures for clubs/societies.