Institute of Transportation Engineers

Section Annual Report
for the period _____________ to ______________
for the ___________________ Section

Officers:

Current Officers and Committee Chairs:
President
Vice President
Secretary
Treasurer
Technical Chair
Membership Chair
Legislative Coordinator
Student Chapter Coordinator
Others:

Membership:

<table>
<thead>
<tr>
<th>Number</th>
<th>Membership Grade</th>
<th>Section Annual Dues Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>Honorary</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Fellow</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Fellow Life</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Fellow Retired</td>
<td>$__________</td>
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<tr>
<td>______</td>
<td>Member 10</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Member</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Member Life</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Member Retired</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Associate 10</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Associate</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Associate Life</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Associate Retired</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Institute Affiliate</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Institute Affiliate Retired</td>
<td>$__________</td>
</tr>
<tr>
<td>______</td>
<td>Student Member</td>
<td>$__________</td>
</tr>
</tbody>
</table>
Section Affiliates [List Each Type]:

Financial:

Does your section have a Federal Employer Identification Number?

[  ] Yes  [   ] No

If yes, what is the number?  ____________________________

Balance of Funds on hand at the Beginning of the Reporting Period:

$_________________

Income for the Reporting Period:

- Membership Dues: $_________________
- Gross Income from Meetings: $_________________
- Investment Income: $_______________
- Advertising Income: $_______________
- Other Principal Sources of Income (please list below):
  $_______________
  $_______________
  $_______________
  $_______________

Total Income: $_________________

Expenditures for the Reporting Period:

- Newsletter Printing/Postage: $_______________
- Travel: $_______________
- Meetings: $_______________
- Special Projects: $_______________
- Awards: $_______________
- Other Expenditures:
  $_______________
  $_______________
  $_______________
  $_______________

Total Expenditures: $_______________

Net Income (Expense) $_______________
Balance of Funds on hand at the End of the Reporting Period: $_________________

Was there a change in the Section Bylaws during this reporting period? (If yes, please attach a copy of the new bylaws.)

[ ] Yes [ ] No

Technical Activities:
List Projects underway by title and, if available, provide expected date of completion:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

List Projects by title which were completed during this reporting period and, if available, attach a copy of the report:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Legislative Activities during this reporting period:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Meetings held during this reporting period:

Date:___________ Location:  __________________________________________
Purpose:_____________ Attendance:  __________________________________

Date:___________ Location:  __________________________________________
Purpose:_____________ Attendance:  __________________________________

Date:___________ Location:  __________________________________________
Purpose:_____________ Attendance:  __________________________________

Date:___________ Location:  __________________________________________
Purpose:_____________ Attendance:  __________________________________
Date: ________   Location: __________________________________________
Purpose: _________   Attendance: ____________________________________

Date: ________   Location: __________________________________________
Purpose: _________   Attendance: ____________________________________

Student Chapter Activities during this reporting period:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Awards Presented during this reporting period:
  Award Name: ___________________________________________________
  Recipient's Name: _______________________________________________
  Purpose of Award: _______________________________________________
_____________________________________________________________________
_____________________________________________________________________
  Form of the Award: _______________________________________________

  Award Name: ___________________________________________________
  Recipient's Name: _______________________________________________
  Purpose of Award: _______________________________________________
_____________________________________________________________________
_____________________________________________________________________
  Form of the Award: _______________________________________________

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  Recipient's Name: _______________________________________________
  Purpose of Award: _______________________________________________
_____________________________________________________________________
_____________________________________________________________________
  Form of the Award: _______________________________________________

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  Recipient's Name: _______________________________________________
  Purpose of Award: _______________________________________________
_____________________________________________________________________
_____________________________________________________________________
  Form of the Award: _______________________________________________
Send Annual Report to:  Chapter Services Coordinator  
Institute of Transportation Engineers  
1099 14th St., NW., Suite 300 West  
Washington, DC  20005 USA  
Phone: +1 (202) 289-0222 ext. 138  
Fax: +1 (202) 289-7722