

**STUDENT CHAPTERS COMMITTEE**

**BI-ANNUAL REPORT FORM**

**Part A:** Report details *(To be filled by the Secretary of the Student Chapter)*

Report for <i>(tick (x) one)</i>	<input type="checkbox"/> December <input type="checkbox"/> May
Chapter ID	
Chapter Name	
Total Number of Members	
Total Number of HFEM affiliate student member	
Faculty Advisor	Name: E-mail:

**Part B:** Checklist of documentation to be attached *(To be filled by the Secretary of the Student Chapter)*

Tick (x) for the documents attached, please add other documentations if any

Tick (x)	Documents
<input type="checkbox"/>	AGM Minutes (for May only)
<input type="checkbox"/>	Periodic Meeting Minutes
<input type="checkbox"/>	Financial Statement
<input type="checkbox"/>	List and summary of events and activities
<input type="checkbox"/>	Suggestion to the Student Chapters Committee
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Prepared by;

Checked by;

.....  
Secretary  
Name:  
E-mail:

.....  
President  
Name:  
E-mail:

Confirmed by;

.....  
Name:  
Faculty Advisor *(both signature and official stamp required)*