

Annual Report Submission Guidelines



Date: June 23, 2020

Each year, section and committee chairs are asked to submit an annual report that will be compiled and posted to the CBA website at the end of the bar year. Past reports may be viewed at ctbar.org/AnnualReports.

Reports should contain a description of your section or committee's activities over the past year, including as many of the following as applicable:

- Meetings
- CLE
- Publications
- Legislative efforts
- Volunteer activities
- Diversity and inclusion efforts
- Other programs and events

We recommend that you take notes throughout the year, or refer to meeting minutes, to help make the annual report writing process quick and simple.

Please limit your annual report to four pages or less (except in special circumstances) and submit your report to amorelli@ctbar.org no later than **May 20, 2021**.