



## Annual Report Form

### Instructions

To remain in “active” status, we ask that Local Sections submit an annual report on a yearly basis. A section will only qualify for benefits when they have submitted annual report. Optica may declare section inactive if annual report has not submitted for two or more consecutive years.

### Section Information

Section Name:

Name of Officer Submitting Report:

Optica Member ID for Officer Submitting Report:

Email Address of Officer Submitting Report:

### Year in Review

Please provide a recap of local section professional development events and community outreach and educational activities.

Event Title	Date	Summary of Activities (including number of participants)


**Year in Review: Budget**

Amount	
Optica Funding Provided	
Additional Income (Not including Optica Funding)	
Current Year Expenses	
Ending Account Balance	

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Reporting Officer Signature