Leadership resource – 2016

# division/committee Annual report form

Each year, OLC Divisions and Committees are asked to prepare and submit a brief report highlighting their accomplishments. The report can focus on a variety of subjects: educational efforts, newsletters, initiatives, and partnerships, as well as internal issues of restructuring or reconsideration of your unit’s identity and purpose, or external issues that impacted your focus and your work. Reports will be compiled and posted on the OLC website ([olc.org](http://www.olc.org)). Reports may be edited for consistency.

Please complete the following information and return the form to the OLC office no later than **December 1, 2016.**

Unit Name        Completed by:

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Educational Efforts:**

Professional Development Events:  Yes  No

(If yes, complete information below.)

Event Title:       Location:

Date:       Attendance:

Brief overview (keynote speaker, session, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Programs/Events:  Yes  No

Number of Programs Presented:

List exemplary programs or “Best Practices:”

OLC Connects!:  Yes  No

(If yes, give details of “Best Practices,” displays, demonstrations, etc.)

Chapter Conference Programs:  Yes  No

Number of Programs Presented: \_\_\_\_

List exemplary programs or “Best Practices:”

Other (video teleconferences, online courses, etc.):

**Newsletters, Articles, or Publications:**  Yes  No

If yes: Title:

Date:       Author(s):

Topic:

**Use of the OLC Web site:**      

**Initiatives and Partnerships:**      