



Employee Affinity Group Annual Report

Reporting Period [Month/Year – Month/Year]: _____

Section 1: Employee Affinity Group Information

EAG Name: _____

EAG Account Number: _____

Primary Contact: _____

Email: _____

Number of Active Members: _____

Section 2: Use of Funds

Briefly describe how the allocated funds were used during the year. Bullet points are encouraged.

Category / Activity	Amount Spent	Purpose / Description
Example: Events	\$	
Example: Speakers / Training	\$	
Example: Supplies / Materials	\$	
Total Funds Used	\$	

Section 3: Accomplishments

Highlight key outcomes, milestones, or successes from the year.

- Example: Hosted X events with approximately X total attendees
- Example: Partnered with [department/group] on [initiative]
- Example: Increased membership by X%



- Example: Supported professional development or community-building efforts

Section 4: Insights & Impact

Share lessons learned, feedback received, or notable impacts.

- What worked well?
- What challenges were encountered?
- Any unexpected outcomes or meaningful stories?

(Short reflections are sufficient - 3–5 bullets or a short paragraph.)

Section 5: Next Steps

Indicate plans for the upcoming year.

- Will the initiatives or activities listed above continue next year? Yes No
- Planned focus areas or goals for the next funding cycle:

Section 6: Additional Comments (Optional)

Anything else you'd like us to know?

Officer Signatures

Name	Title	Role	Signature	Date
		Chair		
		Vice Chair		
		Treasurer		