Submitting the IEEE-HKN Annual Report:
A Quick Guide

Let's get your 2020-2021 Annual Report in!

You can start filling it out, save your progress, and come back to it later
(as long as you click 'Submit' by 31 December)

If you don't have exact numbers & figures, make your best guess

If you don't know an answer to a question and it's not *required, skip it and move on

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Pre-Reporting Checklist:

As best you can, attend to these tasks before submitting your Annual Report to avoid errors and ensure all information on the Report is accurate and current.

- Have you submitted your [induction](#) paperwork for all inductions held during the 2020-2021 academic year?

- Are all Chapter Officers & Advisors listed in [vTools](#) up-to-date/current?

- Have you submitted [activity reports](#) for all Chapter activities, meetings, and events held during the 2020-2021 academic year?

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Step One: Sign into the Annual Report Form using your IEEE log-in credentials

https://hkn.ieee.org/annual-chapter-report/

Are you having trouble accessing th[e An]nual Report Form if so, please click here.

Access to this content is exclusively open to IEEE-HKN chapter officers.

PLEASE SIGN IN USING YOUR IEEE ACCOUNT TO VIEW EXCLUSIVE CONTENT FOR IEEE-HKN MEMBERS.

If you do not have an IEEE account number, please complete and submit this form so we can review your HKN record.

Having trouble logging into the form? Click here.

You will then see a number of headings with lists of corresponding information...

Annual report for Nu Chapter

The following information has been submitted by the **Nu** chapter. If you would like to submit an annual report for a chapter other than **Nu** , please contact info@hkn.org ASAP. Please note that only registered chapter officers and advisors can submit an annual report.

Meetings, Events, & Activities Reported

The following are the activity reports that have been submitted for your **Nu** chapter. If there are meetings, events, or other activities that your chapter hosted or co-hosted that are not yet reported, please report them ASAP (by July 31st).

Activity Name	Date	Location	Reported By	HKN People Involved	Total HKN Hours
Induction Ceremonies - Acade...	2021-12-12	Google Meet	Gilberto Manunza	56	83
How to negotiate effectively by Alessandro Bettuzzi	2021-11-18	Polite... Sala C... Meet...	...lasio	52	112

all of your activity reports are compiled to populate this section

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Scroll down to find a summary of inductions reported for your Chapter and the list of Chapter Officers & Advisors

Inductions Reported

As of 6:00pm EST on December 9, your chapter has reported **33** inductions in 2018, **26** inductions in 2019, **12** inductions in 2020, and **10** inductions in 2021. These inductions include undergraduate students, graduate students, alumni professionals, and faculty.

If you feel that these numbers are incorrect, please contact info@hkn.org ASAP.

Officers Reported

As of 6:00pm EST on December 9, 2021, the following are the officers, advisor(s), and department head that are responsible for your chapter. If this information is incomplete or incorrect, please use the Vtools reporting system to correct it **ASAP**.

Chapter is Nu

Role	Name	Term Start	Term End
Department Head			
Treasurer			
Officer			

confirm that this information is correct. If not, finish the report BUT be sure to email us at info@hkn.org to address any discrepancies

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Scroll down for the portion to be filled out...

Annual Report

Submitted by *

Submitted by Email *

s.s.leal@ieee.org

Position in Chapter *

- ○ President
- ○ Chapter Corresponding Secretary
- ○ Faculty Advisor
- ○ Chapter Advisor
- ○ Department Head
- ○ Vice President
- ○ Chapter Recording Secretary
- ○ Chapter Officer
- ○ Chapter Treasurer
- ○ Other

Fill out the following information to the best of your ability.

If some facts and figures are not readily available to you as you complete the report, make your best guess.

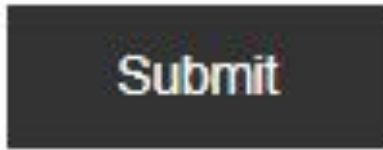If a question is not *required, you may skip it and continue with the rest of the form.

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When you are finished, click 'Submit'

Submit

☁ Save and Continue Later

Need to come back and finish up later? You can do that, too (but please make sure to click 'Submit' by **31 December**!)

Let us know if you need any help: info@hkn.org

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