

Chapter Reporting Checklist

A. Every ISEE Chapter should have on file at the ISEE Headquarter the following information:

Database Checklist

1. The chapter charter date.
2. EIN - Employer Identification Number
3. Date of chapter incorporation if incorporated.
4. IRS Exempt Letter is exempt
5. List of bank accounts, checking and savings information
6. Number of ISEE members, Number of chapter members
7. Annual dues and invoice dates
8. Last Annual Report
9. Location of chapter library
10. Election dates & list of current officers and directors

B. For your annual report, please complete the Financial Statement Form and attach the other items listed below:

Annual Report Checklist

1. Financial Statement
2. List of Officers and Directors for the year covered by the report
3. Current membership list (paid in full members for the past year)
4. A copy of the minutes of the regular meetings of the directors and members
5. Schedule of events for the next year
6. Location of Chapter Library and contact person name and number

Reports should be sent before March 31, to:

Chapter Coordinator
International Society of Explosives Engineers
30325 Bainbridge Road
Cleveland OH 44139-2295
Tel (440) 349-4400 Fax (440) 349-3788