



'Canes Community Reporting Requirements

OVERVIEW

All 'Canes Communities are required to complete designated reporting forms in a timely manner during the fiscal year (June 1st to May 31st). These forms help the UM Alumni Association keep track of your 'Canes Community's progress towards achieving UM Alumni Association Regional Engagement strategic objectives during the fiscal year.

REPORTING REQUIREMENTS

- **'CANES COMMUNITY EVENT WRAP-UP FORM**

- Due after every 'Canes Community-hosted event.
- It is strongly recommended that your 'Canes Community completes/submit the 'Canes Community Event Wrap-Up Form no more than two (2) weeks after the event date.
- An online form accessible on the 'Canes Community Leader Resources Website.

[LINK TO 'CANES COMMUNITY EVENT WRAP-UP FORM](#)

- **MID-FISCAL YEAR WRAP-UP FORM**

- Due in the winter (exact due dates are announced by the UM Alumni Association Regional Engagement Team).
- An online form that will be sent via e-mail to all 'Canes Community Presidents by the UM Alumni Association Regional Engagement Team.
- Wraps-up all 'Canes Community matters for the first half of the current fiscal year (June 1st to May 31st).

- **END OF FISCAL YEAR WRAP-UP FORM**

- Due in the summer (exact due dates are announced by the UM Alumni Association Regional Engagement Team).
- An online form that will be sent via e-mail to all 'Canes Community Presidents by the UM Alumni Association Regional Engagement Team.
- Wraps-up all 'Canes Community matters for the previous fiscal year (June 1st to May 31st).

Important: Your 'Canes Community must complete all reporting requirements in a timely manner to be eligible for P.R.I.D.E. Credit consideration.