



November 18, 2011

**TO:** All ACI Chapter Presidents, Organizing Chairmen, Secretaries,  
Secretary/Treasurers and Executive Secretaries

**FROM:** John K. Conn, Manager, Certification Programs and Chapters

**SUBJECT:** **2011 CHAPTER ANNUAL REPORT**

---

Enclosed are the annual report forms which must be completed for your chapter's activities for 2011.

The chapter may file the Annual Report Short Form, which consists of four questions in two categories, **OR** they may complete the Annual Report/Awards Application Form. Chapters completing the Annual Report/Awards Application Form in its entirety will be considered for ACI's Chapter awards.

The information submitted in either the Annual Report Short Form or the Annual Report/Awards Application Form is reviewed by ACI's Chapter Activities Committee (CAC) and the ACI Board of Direction to evaluate the effectiveness of ACI chapter operations.

**Therefore, it is extremely important that a report be received from all chapters, even if the chapter was inactive during the past year.** ACI policy requires that all chapters submit an annual report. Failure to do so can result in the chapter being disbanded. It is also extremely important that the chapter submit their annual report on a timely basis. **PLEASE NOTE:** Either the Annual Report Short Form or the Annual Report/Awards Application Form must be completed (**but not both**) and returned to ACI Headquarters by **FEBRUARY 1, 2012**. **Online forms are available to chapter officers only.**

Please complete the form of your choice by filling in the blanks and/or circling the response that best applies to your chapter. Each question has only one answer, either: a, b, c, d, or e (in most cases). If you have questions as to how you should answer, it may be helpful to review the enclosed criteria for Outstanding and Excellent Chapter Awards. If you are still unsure as to how you should respond, please feel free to contact us at ACI Headquarters. After completion of the report, you may mail or fax the information to the address provided at the end of this letter. If you prefer, chapters can submit their reports electronically by logging on our website, [www.concrete.org](http://www.concrete.org). Please click on ACI Chapters and then Annual Reports and follow the instructions provided.

## Excellent or Outstanding Chapter Awards

To be recognized and awarded as an Excellent or Outstanding Chapter, the **Annual Report/Awards Application must be received by February 1, 2012**. Please answer each question as thoroughly as possible. Remember, all questions refer to only the chapter activities during the 2011 calendar year. The enclosed criteria for chapter awards have been developed by ACI's Chapter Activities Committee to ensure that it is fair to all chapters. To ensure that international chapters can compete on an equal basis, separate criteria have been established. CAC expects that no chapter will ever be able to accomplish all of the activities shown on the awards form. However, we would like to emphasize that extreme care has been taken to ensure that all chapters -- new and seasoned, large and small, domestic and international -- have an opportunity to reach the level of activity for which they could receive an award.

Chapters receiving an award will be recognized at ACI's 2012 Spring Convention in Dallas, TX and announced in *Concrete International*. Recipients will also receive an award banner that may be displayed at chapter meetings.

In addition, you will also find enclosed a copy of the 2012 Chapter Roster form. In order to keep ACI's database and contact information for the website up to date, we ask that you take the time to complete this form and return it at the same time you submit the chapter's annual report. This form may also be completed online.

We would like to thank each chapter for their contributions to ACI and to the concrete community in their region during 2011. We wish you the best of luck in reaching your goal of becoming an Excellent or Outstanding Chapter.

JKC/dp

Enclosures:   Annual Report Forms  
                  Annual Report Criteria  
                  2012 Chapter Roster Form

**Return completed forms to: American Concrete Institute; ATTN: Diane Pociask, Chapter Coordinator;  
38800 Country Club Drive; Farmington Hills, MI 48331; Phone 248/848-3784; FAX: 248/848-3768**