



Certification Survey: HLSA Clubs and SIGs Checklist

Survey Opens: Monday, March 3, 2025

Survey Closes: Monday, May 5, 2025

Below is a summary of the materials that will be asked in the annual Certification survey:

- ☐ President(s) & Board Info
 - You will be asked to indicate the timeframe and length for which the Club/SIG President(s) serves, and to list the Officers and Board members (including name, class year, and position)
 - If you are a Club/SIG with a Chapter structure, you will be prompted to include a list of the Chapters and its volunteers
 - ☐ Status of Organizational Bylaws
 - You will be asked to upload a copy of your Club/SIG bylaws if updated in the past 12 months
 - ☐ [HLSA Council members](#)
 - Identify Club/SIG Officers or Board Members to serve as your organization's representative(s) on the HLSA Council
 - ☐ List the events hosted or planning to host in FY25 (July 1, 2024 – June 30, 2025)
 - Number of event attendance (approximate value)
 - Type of event offered (hybrid, in person, virtual)
 - ☐ Photo Upload (optional)
 - ☐ [Allocation Request](#) (if applicable)
 - ☐ Tax-exempt status (if applicable)
 - ☐ Social Media Accounts (if applicable)
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Additional Information:

- Each Club or SIG should complete only one Certification survey.
- In addition to this checklist, a [preview of survey questions is available here](#).
- When ready, start the [2025 Certification survey](#). **The deadline is May 5, 2025**