



Annual Report Worksheet

1. Graphics



ORGANIZATION & PROGRAM
LOGOS (PNG, EPS OR PDF)



BRAND GUIDE, COLOR PALETTE,
FONTS & OTHER KEY STYLE INFO



PHOTOS OF CLIENTS,
SUPPORTERS OR OTHERS
YOU HELP



TITLES & PHOTOS OF BOARD,
VOLUNTEER & STAFF MEMBERS

2. Metrics

Fill in with the metrics that make sense for your organization.

(Number of: Events, Volunteers, Volunteer Hours, Students, Program Participants,
Annual Revenue, Expenses, Grants, Meals Served, Houses Built)

[illegible]

3. Content



MISSION
STATEMENT



ORGANIZATION'S SUMMARY,
HISTORY & HOW IT'S CHANGED



VISION
STATEMENT

4. Stories



STORY



STORY



STORY



TESTIMONIAL



TESTIMONIAL



TESTIMONIAL

5. Successes



KEY ACCOMPLISHMENTS

1.

2.

3.

4.

5.



CELEBRATIONS



KEY PROJECTS, INITIATIVES & EVENTS

1.

2.

3.

4.

5.



VALUE PROP

6. Goals

Get ambitious!
This is your opportunity
to show your supporters
where you see yourself in
the future...



NEXT YEAR

1.

2.

3.

4.

5.



NEXT 3 YEARS

1.

2.

3.

4.

5.



NEXT 10 YEARS

1.

2.

3.

4.

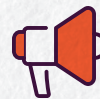
5.



CALL TO ACTION



CALL TO ACTION



CALL TO ACTION

And how they can
help get you there.

Certified



Corporation

You have a great story to share.

Let us help you tell it.

Go beyond the numbers with a beautifully written and designed annual report that:

- ✓ Tells the story of your impact.
- ✓ Shows your organization's transparency.
- ✓ Highlights successes in the past year.
- ✓ Creates an emotional connection with your current donors and constituents.
- ✓ Engages potential donors with your mission.

We'll take the heavy lifting out of creating your annual report and showcase your nonprofit in the best light.

 **CONTENT**

 **DESIGN**

 **PRINTING**

 **MAILING**

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15% on printing*

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