**How to Prepare the Bi-Annual Chapter Achievement Rebate Report**

The purpose of the Bi-Annual Chapter Achievement Rebate Reportis to develop more effective ANFP chapter organizations and understand the chapters strengths and weaknesses. The Bi-Annual Chapter Achievement Rebate Reportis electronic and split into two installments due throughout the year.

* **Start now**. Filling out the Bi-Annual Chapter Achievement Rebate Report application can get overwhelming – especially when it’s done last minute. Beginning with the volunteer year, the report will be split into two installments, due throughout the year. Each installment can be found on www.ANFPonline.org in chapter portal (once you are logged in). Try to keep everything that involves your chapter documented and dated so it will be easier for you later in the year.
	+ - **July 15**: First installment due
		- **January 15**: Second installment due
* **Get organized**. It’s helpful to the review committee if the applications are clearly typed out. Download all the installments at once and save them to your computer so that you can complete them throughout the year. Please note each is a separate document and should be uploaded separately.
* **Be detailed**. Offer more than yes or no answers. We want to know who, what, when, where, why, and how. Give details and examples and submit back-up documentation if you wish to chapters@ANFPonline.org.
* **Delegate**. Utilize your team of volunteers! You don’t have to do this all on your own. Ask each officer involved to submit information.
* Once completed either upload the document in the chapter portal or send to chapters@ANFPonline.org.