

IMPORTANT DEADLINES

According to the Antenna Working Format in the C.I.A. there are two reports and one plan that each local has to present per one calendar year. Let's have a look what and when has to be submitted.

Activity Report and **Activity Plan** have to be submitted by **November 1st** reporting in one online form about all the activities of the past year as well as the planned ones for the upcoming year. These

Financial Report has to be submitted by **February 1st** giving a detailed report about income, expenses and sponsoring of the local.

All reports can be filled in online, which is very convenient. Try to collect the information needed in advance to ensure that you can submit the reports at once. Take care of the correct format stating dates and amounts as required otherwise the whole report will be rejected. For any case of data loss please store a copy by copy&paste of your reports before submitting.

How to find the online forms? Go to...

1. www.aegee.org
2. take "Office"
3. take "Aegee databases"
4. take "Aegee Network Details"
5. click on financial or activity report, and start filling in

Still problems with the reports? Do not hesitate to ask your Network Commissioner for help.