



How to TU

Filing Your Annual Activity Report

The primary way our organization gauges chapter and council activity and tracks the overall financial standing of TU is to collect Annual Activity Report statements from each chapter and council. These statements are filed electronically and are available in Leaders Only Tools Section of the tu.org website.

The Annual Activity Reports are filed for the previous fiscal year and are available for filing for 45 days after the end of the fiscal year. The TU fiscal year runs from April 1 through March 31, so your chapter or council report should be filed from April 1 through May 15 annually, reporting on the activity of the preceding year.

The Annual Financial Report may be filed by any officer or director of the chapter or council, but must be reviewed with your full board prior to submission.

HOW TO FILE THE ANNUAL ACTIVITY REPORT

Step 1) Login at www.tu.org/login

Login using the email address connected to your TU membership – once logged in, click the orange “Leaders Only” button. If you have forgotten your password, click the “Forgot your password” link. If you still have trouble logging in, [contact your Volunteer Operations Staff](#) for support.

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Login to Your TU Account

Please login to your TU account to:

- Connect with the Online Community forum
- Update your contact and member information
- Access the Leaders Only tools for volunteer leaders

Login

Email address
jyates@tu.org
 Remember me

Password
.....
[Forgot your password?](#)

Don't have a login?

TU accounts are for current, active members and provide access to a range of ways for you to connect with fellow members and volunteers and manage your membership. Renew your membership at www.tu.org/renew or join as a new member by clicking the button below.

Join Trout Unlimited Renew Your Membership

Login

Visit the online Tacklebox for more tools, tips, tricks and tactics – www.tu.org/tacklebox



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Step 2) Open the “Activity Report” to begin filing

Once in the Leaders Only Section, choose the “Council & Chapter Resources” option from the top navigation menu, navigate to your chapter or council and click the “Activity Report” link.

The screenshot shows the Trout Unlimited website's navigation menu. The 'COUNCIL & CHAPTER RESOURCES' menu is expanded, showing two columns of links. In the left column, 'Activity Report' is circled in red. In the right column, 'Activity Report' is also circled in red. A red line connects the two 'Activity Report' links. Below the menu, there is a video player with the title 'Welcome - New LOS' and 'LEADERS ONLY SECTION'.

Step 3) Begin filing your FY2021 Activity Report

After navigating to “Activity Report” you will see a blue button option to “Create New Activity Report” – click that button to begin filing your report. If you had previously filed or entered data for the prior fiscal year, you will see that report listed and can click the eye icon to view the filing.

The screenshot shows the 'Chapter - Annual Activity Reports' page for Chapter 258 - Mianus. A blue button labeled 'Create New Activity Report' is circled in red. Below the button is a search bar and a table of activity reports. The table has columns for Year, Chapter, Submitted, and Status. One entry is shown for the year 2020, Chapter 258 - Mianus, Submitted on 01/19/2021, and Status Approved. There is an eye icon next to the year 2020. Below the table, it says 'Showing 1 to 1 of 1 entries' and there are navigation buttons for '< Previous', '1', and 'Next >'.



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Step 4) Complete the Annual Activity Report

Complete the approximately 60 financial and activity questions in the report. If your treasurer information at the top is incorrect, navigate to the “Update Chapter Leaders” option under the “Council & Chapter Resources” top navigation menu item to change the information on your treasurer.

Step 5) Click “Save” to keep editing the report, click “Save & Submit” when completed

Be sure to click “Save” occasionally to prevent lost work. When your report is complete and has been reviewed by your full chapter or council board, click the “Save & Submit” button to file your final report. If you need to make edits after clicking “Save & Submit” [contact your Volunteer Operations Staff](#).