**STEMM Global Local Area Network (LAN) Annual Report**

**LAN Information**

|  |  |
| --- | --- |
| **LAN Name** | *The name of your LAN as registered with STEMM Global.* |
| **Period Covered by the Report** | *From:* | *mm/yyyy* | *To:* | *mm/yyyy* |
| **Contact Details of submitting member** | *Name:* |  |
| *Email:* |  |
| **Number of Current Members** | *The total number of members currently in your LAN.* |

**Activity Information**

*Briefly describe the activities run by your LAN over the last year.*

* *What did you do?*
* *Who attended?*
	+ *Members only, Guests, General public, etc.?*
* *How many people attended?*
* *What went well? What would you change if you ran the activity again?*
* *Did you get any feedback from attendees?*

*If you have pictures from the event that you would like to share, make a note here and we will contact you with a suitable method to do so.*

**LAN Finances**

|  |  |
| --- | --- |
| **Funds at start of year in GB£:** | A |
| **STEMM Global Activity Grant Received in GB£:** | B |
| **Other funding received in GB£:** | C |
| **Activity** | **Date** | **Description of Expenses** | **Cost in GB£** |
| Name of the activity run | *Provide the date(s) when the funds were spent.*  | *Describe the expenses incurred when running the activity (e.g., Refreshments for seminar series).* | *Estimate the costs of running your planned event that would be paid from your activity grant* |
| **---** | … | … | … |
| **---** | … | … | … |
| **---** | … | … | … |
| **Add/delete rows as required.** | … | … | … |
| **Total expenditure in GB£:** | D |
| **Total funds carried forward in GB£:** | A + B + C - D |

**Please email the completed form to** **lan@stemm.global** **with the subject line:**

**[YEAR] LAN Annual Report for [LAN NAME]**