

OFFICER ANNUAL REPORT FORM -CHAPTER PRESIDENT-

CHAPTER NAME _____
UNIVERSITY _____

Type and **COMPLETE** the following report by May 15 (or prior to summer break), send one copy to Central Office, give one copy to the chapter president and keep one copy in your Officer Notebook. *Please use only a black ink cartridge or a laser printer to print this form.*

ACTIVITIES

LIST ACTIVITIES AT WHICH YOU REPRESENTED ALPHA TAU DELTA (i.e., OTHER ORGANIZATIONS, NURSING DEPARTMENT COMMITTEES, COMMUNITY OR UNIVERSITY FUNCTIONS)

NUMBER OF INITIATIONS AND INSTALLATIONS PRESIDED OVER _____.

PRESENTATIONS MADE (i.e., SERVICE AWARDS, CERTIFICATES OF APPRECIATION, PAST PRESIDENT'S PIN, GIFTS TO ADVISORS)

NUMBER OF BUSINESS MEETINGS HELD _____.

NUMBER OF BOARD MEETINGS HELD _____.

CHAPTER INFORMATION

DO YOU HAVE A BULLETIN BOARD OR CENTRALIZED POSTING AREA WHERE ALL MEETING DATES AND ACTIVITIES ARE POSTED IN ADVANCE?

YES _____ NO _____ IF NOT, WHY _____.

DOES YOUR CHAPTER HAVE RITUAL LAMPS? _____.

LARGE RITUAL LAMPS _____ SMALL RITUAL LAMPS _____.

WOODEN CREST OF UNITY _____ ALPHA TAU DELTA BANNER _____.

RITUAL MEMBER REGISTER OR ROLL BOOK _____.

TOTAL NUMBER OF OFFICER NOTEBOOKS _____.

OFFICER TRANSITION

- DOES EACH NOTEBOOK HAVE AN OFFICER NOTEBOOK SIGNATURE FORM?

- DID YOU RECEIVE A COPY FROM EACH OFFICER?

- DID YOU SCHEDULE A SPECIAL MEETING FOR OUTGOING AND INCOMING OFFICERS?

- HAVE ALL OFFICERS COMPLETED AND SUBMITTED THEIR ANNUAL REPORTS? IF NOT, WHY?

ALL MEETINGS HAVE BEEN PRESIDED OVER BY

_____.

COPIES OF ALL REPORTS, FUNCTIONS AND AWARDS ARE APPROPRIATELY FILED AND SUBMITTED TO CENTRAL OFFICE.

SIGNATURE _____.

REPORT SUBMITTED BY

NAME _____

PRESENT ADDRESS _____

PERMANENT ADDRESS _____.

DATE REPORT SUBMITTED _____.

NOTE: FAX COPIES ACCEPTED TO COMPLY WITH REPORTING DEADLINE. ORIGINALS **ARE** REQUIRED FOR FILING PURPOSES AT CENTRAL OFFICE.