

OFFICER ANNUAL REPORT FORM -CHAPTER VICE 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.*

NEW MEMBER ORIENTATION:

DO YOU HAVE AN ORIENTATION
CHAIRPERSON? _____.

HOW DID YOU ASSIST WITH THE NEW MEMBER ORIENTATION?

EXPLAIN _____
_____.

DID EACH MEMBER RECEIVE A COPY OF THE FOLLOWING:

- ATD NATIONAL BYLAWS _____.
- CHAPTER BYLAWS _____.
- NATIONAL RITUALS _____.
- MEMBERSHIP CARD _____.

ALUMNI INFORMATION:

DO YOU HAVE AN ACTIVE ALUMNI CHAPTER? _____.

NAME OF ALUMNI CHAPTER CONTACT _____.

LIST JOINT
ACTIVITIES _____.

CHAPTER PROPERTIES AND SUPPLIES

DO YOU HAVE A PROPERTIES OFFICER OR
CHAIRPERSON? _____.

CHAPTER PROPERTIES MAINTAINED
BY: _____.

DATE OF ORDER FOR CHAPTER SUPPLIES
SUBMITTED _____.

AMOUNT OF NEW MEMBER
MATERIALS _____.
AMOUNT OF MEMBERSHIP
CARDS _____.

WHERE ARE CHAPTER PROPERTIES
STORED/LOCATED? _____.

AWARD INFORMATION

DOES YOUR CHAPTER HAVE ANY HONORARY
MEMBERS? _____.

IF SO,
WHOM _____.

DATE NATIONAL SCHOLARSHIP APPLICATIONS WERE DISTRIBUTED

NAME OF CHAPTER MEMBER OF THE
YEAR _____.

DATE SUBMITTED APPLICATIONS TO CENTRAL OFFICE FOR:

- NATIONAL CHAPTER MEMBER OF THE
YEAR _____.
- NATIONAL ADVISOR OF THE
YEAR _____.

LIST AWARDS OR SCHOLARSHIPS GIVEN TO MEMBERS

NAME	AWARD	ORGANIZATION

LIST AWARDS OR SCHOLARSHIPS GIVEN BY YOUR CHAPTER

NAME	AWARD

LIST OTHER RECOGNITION (PLAQUES, CERTIFICATES, ALPHA TAU
DELTA JEWELRY OR GIFTS)

NAME	ITEM

CURRENT COPIES OF ALL APPLICATIONS FOR NATIONAL AWARDS AND SCHOLARSHIPS, ALONG WITH ALL APPLICATIONS RECEIVED FOR CHAPTER AWARDS OR RECOGNITION, ARE MAINTAINED BY AND KEPT IN THE VICE PRESIDENT'S NOTEBOOK

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.