

## **OFFICER NOTEBOOK SIGNATURE FORM**

**OFFICE** \_\_\_\_\_.

**CHAPTER** \_\_\_\_\_.

**OFFICER NOTEBOOKS ARE CHAPTER PROPERTY. THEY ARE FOR YOUR USE WHILE IN OFFICE.**

**NOTEBOOKS SHOULD CONTAIN COPIES OF:**

- **NATIONAL BYLAWS AND HANDBOOK**
- **NATIONAL OFFICER ROSTER**
- **YOUR ANNUAL OFFICER REPORT FORM**
- **CHAPTER MONTHLY OPERATIONS GUIDE**
- **MINUTES FROM BUSINESS MEETINGS**
- **CHAPTER ROSTER**
- **ALL PAST MATERIALS AND RECORDS PERTAINING TO YOUR OFFICE**

**THE PURPOSE OF THIS NOTEBOOK IS TO ASSIST YOU IN YOUR POSITION, AND TO ASSIST WITH OFFICER TRANSITION. THIS NOTEBOOK ALSO LEAVES A RECORD OF YOUR OFFICE FOR THE NEXT INDIVIDUAL.**

**SIGNATURE OF OUTGOING OFFICER RELINQUISHING NOTEBOOK:**

**SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_.

**SIGNATURE OF RECEIPT OF OFFICER NOTEBOOK:**

**SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_.

**SEND ONE COPY TO CENTRAL OFFICE AND ONE COPY TO YOUR INCOMING CHAPTER PRESIDENT BY MAY 15.**

**TO ASSURE THESE NOTEBOOKS AND YOUR CHAPTER RECORDS ARE PRESERVED, IT IS NATIONAL POLICY TO FINE INDIVIDUALS A MINIMUM OF \$25 FOR NOTEBOOKS AND SIGNATURE SHEETS NOT RETURNED.**