



Quarterly: _____
Date: _____

Chapter Quarterly Packet Check List

You need to bring copies of each along with the originals. One copy for the Association Treasurer and one copy for the Regional Vice President. The original to the Association Secretary to file at the Association Office.

1. Chapter Minutes
2. Meeting Sign-in Sheet
3. Treasurer's Report
4. Forms with receipts:
 - a. Events/Fundraisers
 - b. Scholarships
 - i. Amounts
 - ii. Names
 - c. Donations
 - i. Amounts
 - ii. Names
5. Copy of check register
6. Copy of Chapter Budget Forms

This is your check list. Please use it and make sure that each copy of your quarterly packet has a copy attached to it along with the originals.

Regional Vice President Signature

Date

Association Treasurer Signature

Date

Association Secretary Signature

Date