



CHAPTER MINUTES REPORT FORM

Reproduce this form as necessary

(In order to insure communication of ideas and to enable us to serve you better, please complete and return this form to ESA HEADQUARTERS, Drake Office Center, 363 West Drake Road, Fort Collins, CO 80526. Due to increased postage costs; a copy of your minutes is not necessary.)

MINUTES REPORT FORM for the month of _____ 20_____

Chapter Name & Number: _____

City & State: _____

Presiding Officer (Name): _____

Members Present _____ Members Absent _____

IMPORTANT CORRESPONDENCE READ (From Whom): _____

OFFICER REPORTS (Please list important programs or news related to the chapter):

PRESIDENT: _____

VICE-PRESIDENT: _____

TREASURER: _____

WAYS & MEANS: _____

BEST IDEAS OF THE MEETING:

RUSH

Recruitment: _____

Chapter Recruitment Dates: _____

Number of Prospective Members: _____

Number of New Pledges for This Month: _____

We are interested in sponsoring another chapter. (Please specify traditional or collegiate).

Send information to: _____

OTHER ITMES

Fund Raising: _____

Other: _____

Epsilon Sigma Alpha
INTERNATIONAL®

Educational program presented at meeting:

Title: _____

Materials Used: _____

Scheduled philanthropic projects:

DATE	EVENT TYPE	BENEFITING CHARITY
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUPPLIES REQUESTED: _____

PLEASE NOTE:

- Please send articles - What's Happening, JONQUIL Chapter, JONQUIL Pledge, Feature Story Ideas - to the Jonquil Editor.
- MERCHANDISE orders should be sent to the Merchandise Department.
- Change of Addresses, Officer Change Forms should be sent to the attention of "Data Processing".