

Epsilon Sigma Alpha
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Chapter Minute Report Form

In order to insure communication of ideas and to enable us to serve you better, please complete and return this form to Epsilon Sigma Alpha Headquarters (address above). Due to increased postage costs, a copy of your minutes is not necessary.

Minute Report Form for the month of: _____

Chapter Name and Number: _____

City/State: _____

Presiding Officer: _____

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

Recruitment: _____

Fund raising: _____

Other: _____

Chapter recruitment dates: _____

Number of prospective new members: _____

Number of new pledges for the month: _____

We are interested in sponsoring a new chapter (please specify traditional or collegiate). Send information to: _____

Educational program presented at meeting

Title: _____

Materials used: _____

Scheduled philanthropic projects

Date:	Event type:	Benefiting charity:
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Supplies requested: _____
