

RECORDING SECRETARY INSTRUCTIONS

1. Complete one Chapter Monthly Report after the last meeting of each month. Return it to International with your minutes, as soon as possible. (You have 12 monthly report forms in this kit.)

DO NOT enter Executive Board meetings on the Chapter Monthly Report.

If meetings are held in two different months, they should be reported on separate forms.

Submit minutes of chapter meetings and Executive Board meetings with the Monthly Report form for that month.

2. If a member has a change of name, address, etc., complete a Change of Status Form – then send these changes to International immediately.
3. Any correspondence which is not directly related to the Chapter Monthly Report should be written on a separate piece of paper....you can enclose it when you mail the monthly report to International.
4. Be sure you have completed these steps before you send the Chapter Monthly Reports to International:
 - A. Fill out Chapter Monthly Report.
 - B. Be sure minutes are included with Chapter monthly Report.
 - C. If you have had more than two meetings in a month, note on a separate report form.