



CHI ETA PHI SORORITY, INC.

✓ = online form

2009 National Reports Checklist

Report Titles	Due Date Before:	Reference: Operations Manual	Signature	S
Chapter Statement ** ✓ National Secretary + (check)	May 01	Section 4, p. 13	Epistoleus	✓
Futurama Report ✓ National Secretary + (check) 1 st Supreme Anti-Basileus	May 01	Section 4, p. 15	Basileus/Chairman	
National Officers Report ✓ National Headquarters	May 15		Officer	
National Committee Reports ✓ National Headquarters	May 15		Chairman	
Chapter Officers Report ✓ 1 copy each to: National Secretary National Headquarters Regional Director	May 30	Section 4, p. 9	Epistoleus	
Regional Directors Report National Headquarters	May 15		Regional Director	
Recommendations 1 copy each to: National Secretary National Headquarters	May 1		Basileus/Epistoleus	
Chapter Report ✓ National Headquarters (1 copy) Regional Director (1 copy)	May 30		Basileus/Epistoleus	
Chapter Roster (Directory) ✓ National Headquarters (2 copies) National Secretary (1 copy) Regional Director (1 copy)	May 1	Section 4, p. 8	Epistoleus	✓
Boule Credentials Report ✓ Three (3) copies to National Secretary	June 8	Section 4, p.11	Basileus/Epistoleus	✓

Note:

- Please follow guidelines for filling out reports found in the **2008 OPERATIONS MANUAL!**
- All reports are to be typed on the appropriate form. Mail reports early to be sure they arrive before due date
- ****2010 Stickers will not be issued until late fees are paid if deadline is not adhered to!**

Thanking you in advance for your cooperation!



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