



ALUMNI SECRETARY / RELATIONS OFFICER REPORT FORM



FOR THE CHAPTER FIELD REPRESENTATIVE VISIT

Alumni Secretary: _____

Chapter: _____

Phone Number: _____

School: _____

Email Address: _____

Officer Term Began: _____

Date: _____

Officer Term Ends: _____

Instructions: *Please complete this form and return it to the CFR upon his/her arrival to your campus. Answer the questions below as they pertain to your chapter. For our meeting, please bring copies of your most recent newsletters or alumni publications and all other documentation related to your office.*

Describe your office and responsibilities.

What goals do you have for your term in office, and what progress have you made so far?

How are your alumni records? How do you keep them updated?

How do you communicate with alumni?

What activities do alumni attend? How often do they attend?

Is there anything you would like to discuss with the CFR?

Thank you for taking the time to fill out this form before my arrival.

Please return it to your chapter President prior to my arrival on campus.

For our meeting, please bring your officer notebook, example newsletters and any other documents pertaining to your office.