

# 2015-2016 Prospective Chapter Administrative Progress Report

Send original to international headquarters. Attach a second sheet if additional space for comments is needed.

Prospective \_\_\_\_\_ Region \_\_\_\_\_ Date of Visit \_\_\_\_\_

Contact \_\_\_\_\_ Director \_\_\_\_\_

1) Average attendance at rehearsals: \_\_\_\_\_ Attendance the day of your visit: \_\_\_\_\_

2) How often are business meetings held? \_\_\_\_\_

3) Are the standing rules complete? \_\_\_\_\_ If yes, have they been approved by the bylaws and rules chair? \_\_\_\_\_ If no, state the reason why: \_\_\_\_\_

4) Does the chapter have an escrow account for dues? \_\_\_\_\_

5) Your opinion of the group's administrative progress: \_\_\_\_\_

6) Your opinion of the group's director/administration relationship: \_\_\_\_\_

7) Is the group administratively ready to charter? \_\_\_\_\_

**Note to Membership Coordinator: If you approve this group to charter, please sign below. The International Board of Directors would appreciate your comments concerning this group.**

<p>Membership Coordinator's signature _____ Date _____</p> <p>I approve this group to charter. <input type="checkbox"/> I disapprove this group to charter. <input type="checkbox"/></p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
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Ground Transportation: From \_\_\_\_\_ To \_\_\_\_\_ Total \_\_\_\_\_  Miles @ 55.5 cents / mile \$ \_\_\_\_\_ + tolls/parking \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Or

Air Transportation: Via  Journey House (prepaid) At a cost of \$ \_\_\_\_\_  US Currency  Other Currency ( \_\_\_\_\_ ) + parking \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Visit made by: \_\_\_\_\_

CHECK TO BE MAILED TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

Approved by: \_\_\_\_\_  
Regional Membership Coordinator

Approved by: \_\_\_\_\_  
Linda Davis, Membership Specialist

Date: \_\_\_\_\_

Date: \_\_\_\_\_