

2017-2018 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.

Membership Coordinator's signature _____ **Date** _____

I approve this group to charter. **I disapprove this group to charter.**

Comments: _____

Ground Transportation: From _____ To _____ Total _____ Miles @ 55.5 cents / mile \$ _____ + tolls/parking \$ _____ = \$ _____
 Kilometers

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: _____
Valerie Renz, Membership Manager

Date: _____

Date: _____