

# SAMPLE DOCUMENT DO NOT USE

## National Alumnae Association of Spelman College

### NOTIFICATION OF ESTABLISHMENT OF A NEW CHAPTER: FORM B

**Directions:** Complete the following form. Email the signed form to your Regional Coordinator and the NAASC Administrative Assistant ([info@naasc.org](mailto:info@naasc.org)). Be sure to retain copies for your Chapter Records.

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

A. Name of Chapter

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B. OFFICERS:

	Name and Class Year Address	Phone Number E-mail Address
President		
Vice President		
Treasurer		
Financial Secretary		
Recording Secretary		
Corresponding Secretary		

Other Positions listed here:

Position	Name and Class Year Address	Phone Number E-mail Address

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## C. MEMBERS:

	Name and Class Year	Address	Phone Number E-mail Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
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## D. Plan for Chapter Activities and Meetings (i.e. monthly, quarterly, etc.):

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## E. Amount of Chapter dues: (submit Form C)

\$ \_\_\_\_\_