

Note: The date of the monthly meeting has its own line for entering so do that first. It defaults to the 1st of each month so be sure to change that.

Meeting Details:

Who conducted the meeting if the CO was not present

Where was it held

How many SFI members attended

Major topics addressed

Votes taken

Events/Activities:

Other than the business meeting, what events or activities were conducted during the reporting month

Where the event/activity was held and how many SFI members was attended

What was the objective of the event/activity and what was accomplished

Charitable work or fundraising:

Who, what, when, where, how much was raised or donated, or what was accomplished

Upcoming events/activities:

What events/activities are being planned, and when

Have other chapters or groups been invited to attend/assist

Changes:

What chapter personnel changes have taken place during the reporting period

Are any changes being planned for the near future

Next meeting:

Date, time, location of the next chapter meeting

Note: Be sure to use the Promotions section to list promotions that have taken place during the current reporting period. Use the Comments section to list any items that require assistance.