

2009 - 10 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. <input type="checkbox"/> I disapprove this group to charter. <input type="checkbox"/>	
Comments: _____	

Ground Transportation: Odometer From _____ To _____ Total _____ Miles Kilometers @ \$.55 /mile \$ _____ + tolls/parking \$ _____ = \$ _____

Or

Air Transportation: Via Other travel agency World Travel (prepaid) At a cost of \$ _____ US Currency Other Currency (_____) + parking \$ _____ = \$ _____

Visit made by: _____

CHECK TO BE MAILED TO:

Name _____

Title _____

Address _____

Approved by _____
Ann-Marie Dowling, Membership Coordinator

Date: _____

Approved by _____
Regional Membership Coordinator