



RECORDING SECRETARY'S REPORT FORM

FOR THE CHAPTER FIELD REPRESENTATIVE VISIT



Recording Secretary: _____

Chapter: _____

Phone Number: _____

School: _____

Email Address: _____

Officer Term Began: _____

Date: _____

Officer Term Ends: _____

Instructions: Please complete this form and return it to the CFR upon his/her arrival to your campus. Answer the questions below as they pertain to your school, chapter, and band. If you do not know the exact number requested in the information below, put your closest estimate and mark that the number is approximate. For our meeting, please bring all recent minutes, a copy of the chapter's roster, and any other documents related to your office.

School and Band Program

School Undergraduate Population: _____

Total Students in Band Program: _____

Number of Students in the Marching Band: _____

Number of Students in the Jazz Bands: _____

Number of Men: _____

Number of Men: _____

Number of Women: _____

Number of Women: _____

Number of Music Majors: _____

Number of Music Majors: _____

Number of Students in the Concert Bands: _____

Number of Students in the Pep Bands: _____

Number of Men: _____

Number of Men: _____

Number of Women: _____

Number of Women: _____

Number of Music Majors: _____

Number of Music Majors: _____

Chapter Information

Number of Active Members: _____

Number of Prospective Members: _____

Number of Men: _____

Number of Men: _____

Number of Women: _____

Number of Women: _____

Number in the Marching Band: _____

Number in the Marching Band: _____

Number Involved in Concert Bands: _____

Number Involved in Concert Bands: _____

Number of Music Majors: _____

Number of Music Majors: _____

Graduate Students: _____

Graduate Students: _____

Seniors: _____

Seniors: _____

Juniors: _____

Juniors: _____

Sophomores: _____

Sophomores: _____

Freshmen: _____

Freshmen: _____

Number of Actives Graduating This Year: _____

Number of Conditional Members: _____

In what month do you elect officers? _____

Do you have any members who transferred from another chapter? If so, whom and from where?

Do you take minutes at each meeting? *Please bring a copy of your minutes to the meeting with the CFR.*

How and when do you deliver the minutes to the active members?

Does your Director of Bands and/or Sponsor receive the minutes?

Does your chapter have an attendance policy of any kind? If so, please describe it below.

What else do you keep track of as part of your office?

Is there anything else you would like to discuss with the CFR?

*Thank you for taking the time to fill out this form before my arrival.
Please return it to your chapter President prior to my arrival on campus.*

For our meeting, please bring the following items:

- *Copies of the chapter meeting minutes*
- *Chapter roster/contact list to give to the CFR*
- *Any other documents pertaining to your office*