



# 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?**

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*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.*

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***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*