



Corresponding Secretary Report Form

Name: _____ Chapter: _____
Phone Number: _____ School: _____
Email Address: _____ Officer Term Began: _____
Date: _____ Officer Term Ends: _____

Instructions: *Please complete this form and return it to your chapter President. This form must be submitted two weeks prior to your chapter's scheduled visit. For this meeting, please bring your officer materials and all documentation related to your office.*

Describe the responsibilities and expectations of your office:

What are your goals for your term and what progress have you made so far?

What communication platform does the chapter use outside of meetings?

How do you communicate with other chapters? How often?

How do you receive information from the district and national leadership?

Have you reached out to other chapters for ideas or advice (not including discussion or activities that occurred at district convention)? If so, please explain:

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