



## Chapter Checklist for CFR Visit

### President

- Create a meeting schedule for the visit and provide to the CFR two weeks prior to visit
- Ensure all Google Forms have been completed two weeks prior to visit
- Provide parking information for the CFR (where should the CFR park and will they need a visitor's pass?)
- Provide arrival information for the CFR (who/where will the CFR be meeting when they arrive on campus and contact information for that individual(s)).
- Ensure the chapter is aware of the visit schedule and officers know when and where their meetings will be held
- Meeting room(s) have been reserved

### Vice President of Membership

- Provide your chapter's Membership Education Calendar and Continuing Membership Education lesson plan to the CFR two weeks prior to the visit

### Treasurer

- Provide your chapter budget to the CFR two weeks prior to the visit

### Recording Secretary

- Provide a copy of chapter minutes to the CFR two weeks prior to visit

### Constitution Officer

- Provide a copy of the chapter constitution and/or by-laws to the CFR two weeks prior to the visit

### Chapter

- Complete the Chapter Self-Analysis form **as a chapter**