

DATE: _____



COPIES TO:
National President
National Treasurer
Province Governor
Chapter File

SIGMA BETA SORORITY, INC. CHAPTER SECRETARY'S REPORT

This report shall be compiled quarterly. A copy shall be sent to the National President, National Treasurer and Province Governor. It is to be sent by **December 10th**, (for September, October & November), **March. 10th**, (for December, January & February), **June 10th**, (for March, April & May), and **September 10th**, (for June, July & August).

Chapter: _____ **Charter City:** _____
Province : _____

Meeting Dates: 1. _____ 2. _____ 3. _____
Members Present: 1. _____ 2. _____ 3. _____

List all changes in membership roster since last report.
(Give full name, address, city and zip, e-mail address. Give membership status, ie. active, inactive, member-at-large, reinstated, name change or resigned. and date of change)

<u>Name & Address</u>	<u>Membership Status</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List important business decisions:

1. _____
2. _____
3. _____
4. _____
5. _____

Please use reverse side to list any problems or suggestions which you National Officers or Province Governor can assist you with.

President

Recording Secretary

Address

Address