



NCCUAA Annual Chapter Information Report

Chapter Name: Enter Chapter Name

Chapter Address: Enter Chapter Mailing Address

City: Enter City State: Enter State Zip Code: Enter Zip Code

Chapter Website: Enter Chapter Website

Chapter Email: Enter Chapter E-mail Address

Chapter Social

Media: Please List Social Media and URL

1A. Chapter Information:



1B. Chapter Meeting Information:

Frequency of Chapter Meetings: Insert Frequency of Meetings

Where are Meetings Held: Insert Where Meetings Are Held

Amount of Chapter Dues: Insert Amount of Chapter Dues

New Officers Election Date: Insert Election Date

Section 1: Chapter Officers

The "Officer Type" drop-down fields give you the option to select the exact type of officer title you have.

Term of Officers Began (Month/Year): Insert Month/Year

Total number of officers for the current Year : Insert total number of officer

Officer Type: <u>Select Officer Type</u>	<u>Officer Name</u>
Other Type: <u>Insert Type</u>	(First, Last): <u>Insert Officer Name</u>
Phone Number: <u>Insert Phone Number</u>	NCCU Class Year: <u>Insert NCCU Class Year</u>
	Email Address: <u>Insert E-mail Address</u>

Officer Type: <u>Select Officer Type</u>	<u>Officer Name</u>
Other Type: <u>Insert Type</u>	(First, Last): <u>Insert Officer Name</u>
Phone Number: <u>Insert Phone Number</u>	NCCU Class Year: <u>Insert NCCU Class Year</u>
	Email Address: <u>Insert E-mail Address</u>



Officer Type:	<u>Select Officer Type</u>	<u>Officer Name</u>	
Other Type:	<u>Insert Type</u>	(First, Last):	<u>Insert Officer Name</u>
Phone Number:	<u>Insert Phone Number</u>	NCCU Class Year:	<u>Insert NCCU Class Year</u>
		Email Address:	<u>Insert E-mail Address</u>

Officer Type:	<u>Select Officer Type</u>	<u>Officer Name</u>	
Other Type:	<u>Insert Type</u>	(First, Last):	<u>Insert Officer Name</u>
Phone Number:	<u>Insert Phone Number</u>	NCCU Class Year:	<u>Insert NCCU Class Year</u>
		Email Address:	<u>Insert E-mail Address</u>

Officer Type:	<u>Select Officer Type</u>	<u>Officer Name</u>	
Other Type:	<u>Insert Type</u>	(First, Last):	<u>Insert Officer Name</u>
Phone Number:	<u>Insert Phone Number</u>	NCCU Class Year:	<u>Insert NCCU Class Year</u>
		Email Address:	<u>Insert E-mail Address</u>

Officer Type:	<u>Select Officer Type</u>	<u>Officer Name</u>	
Other Type:	<u>Insert Type</u>	(First, Last):	<u>Insert Officer Name</u>
Phone Number:	<u>Insert Phone Number</u>	NCCU Class Year:	<u>Insert NCCU Class Year</u>
		Email Address:	<u>Insert E-mail Address</u>

Note: Include a separate sheet if you have other officers you would like to include. Direct questions to your regional vice president.

How to Submit the NCCUAA Annual Chapter Information Report

Thank you for taking the time to complete the North Carolina Central University Annual Chapter Information Report. We understand the amount of time, energy and commitment you contribute to your chapter and we would like to thank you for your ongoing support. Below you will find information on how to submit this form to the NCCU Alumni Association. Please direct questions about the form to your regional vice president.

1. NCCUAA will only accept reports submitted electronically. Send the report by email to info@nccualumni.org.
2. Enter the appropriate content per field, once all the content has been added, save the document as "NCCUAA Annual Chapter Information Form (Name of Your Chapter Goes Here)" and email to info@nccualumni.org.
3. Make sure to save the Annual Chapter Information Report as a **word file not pdf**.
4. Make sure to title the email subject line. It should be (Chapter Name): 2019-20Annual Chapter Information Report.



5. Once you submit, you will receive an email confirming your submission.