

Chapter and Club Officer/Board Meetings and Events Schedule

Chapter or Club Name: _____

As all Chapters/Clubs are provided liability insurance coverage under the FSAA's insurance policy, and so that the FSAA can provide logistical and marketing/promotional assistance for the events planned by your Chapter/Club, please complete the two sections below and return to the FSAA.

SECTION 1: Officer/Board Meetings

Chapters/Clubs should hold a minimum of four meetings per year.

Date	Time	Location

SECTION 2: Events/Activities Planned

Date: _____ Time: _____ # of Guests *(estimate)*: _____
 Event name: _____ Alcohol present? Yes No
 Location: _____ Fee to attend? Yes No
 Description: _____ If yes to fee, amount: \$ _____

Event type: Social/Mixer – Alumni/Friends only Fundraiser – General
(check all that apply) Social/Mixer – Alumni/Friends & students Fundraiser – Scholarship endowment
 Educational event Other: _____

Date: _____ Time: _____ # of Guests *(estimate)*: _____
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