



# 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: \_\_\_\_\_

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