

GLOS office Chapter Information Update

Chapter _____

Chapter Residence Address _____

Chapter Phone (if any) _____

President _____ President Cell # _____

Membership Information

Number of Active Members	
Number living in House/Apt / Floor	
Number living out of House/Apt / Floor	
Number of Pledges/New Members	
Total Number of Members	
Total Capacity of House/Apt / Floor	

Dues Information

Pledge Dues (if any)	
Initiation Dues (if any)	
Dues Per Term	
Room Rent Per Term (private houses only)	
Out of House Fee (if any)	
Any other fees? Give a description and the cost. For example bed fees, cable charge etc.	

Date of next elections _____

Name of person completing form _____

Position held _____

Read fully before completing any forms!

Memo

To: Chapter Presidents

From: Wes Schaub

RE: Roster Information

It would help the GLOS office if you could update your membership lists. Please complete these forms as accurately as possible and return them to the GLOS Office on or before Tuesday 27 September.

This packet includes a current membership roster, an officer roster, a pledge/new member roster, a chapter information update form which will all need to be returned to GLOS. *The membership update form and membership deletion form only need to be completed if the enclosed membership roster is inaccurate.*

Should you need more copies, the forms are available for download on the GLOS website under "GLOSsary of Forms".

Here's how to fill out the forms:

1. Use the current membership roster to make any corrections. Return that form to GLOS with the rest of the roster information.
2. Use the membership deletion form to report why the member is deleted from the current roster.
(This form needs only to be completed if there are members on the roster who should not be on there.)
3. Use the membership update form to add members not listed on the current roster.
(This form needs only to be completed if there are members missing from the membership roster.)
4. Report the names of this semester's officers on the officer roster form.
5. Complete the chapter information update form last (on the reverse of this page). Make sure that the numbers you reported add up.
6. Report pledges or new members on the pledge/new member roster by Friday 7 October 2011