



Chapter Info Goodies

The end of the academic year is a busy time for all. It would be great if the chapter advisors/officers would help us make sure the following items are attended to.

- **AED Membership Record Form** — is available on our website in “*Publications*” section under “*AED FORMS AND HANDOUTS*” section: www.jmu.edu/orgs/nationalaed/pubs.htm
It is important that you include a **TYPED LIST** of members and **one check** covering all the membership fees with the Membership Record Forms (MRFs). Plan ahead if you would like to have the certificates for initiation. Please allow a month for shipping and processing.



- **Chapter Information Form** — is **necessary** for inclusion in the E-mail listserv and to insure that correspondence and *Scalpels* are correctly delivered for the upcoming year. Please provide the list of current officers **to be filed** with the National Office. Please E-mail this form **whenever there is a change**. It is available on our website as listed above in “*AED FORMS AND HANDOUTS*”.

- **Annual Financial Audit Report** — Check to see that chapter financial records are in order and that any required signature changes are made with your bank account. **Chapter accounts must be reviewed and reported to the National Office every calendar year with signatures.** Your chapter advisor should conduct this review. The reports must be returned to the National Office **No later than February 1st**. The form is available on our Website.



- **Biennial Reports** — A biennial report of chapter activities covering the two years prior to the National Convention will be due every Convention year. The historian should prepare a report covering the past school year for the new historian to include in this report.

- **Chapter Reports for *The Scalpel*** — The deadline for getting material into the **fall** issue is **August 1**, and **December 1** for the **spring** issue. Please submit your reports electronically to aed@jmu.edu as attached Word documents. You may send digital photos **unedited** – High Quality JPEG file, compress file-using WinZip before E-mailing. Please send “regular” photos separately (“snail mail” is fine) with descriptive captions – we like lots of pictures!



All the forms mentioned above including the Membership Record Forms and fees should be sent to — AED National Office, James Madison University, MSC 9015, Harrisonburg, VA 22807.



Remember: *Membership Record Form (MRF), Chapter (officer) Information Form and Annual Financial Audit Report* are all available on our Website.

A special **Thank You** for your help in responding to requests from the National Office and in promoting the interests and activities of your chapter.

