

August 9, 2016

Dear ICEC/ISCEC Chapter Presidents/ICEC Subdivisions,

Please forward your report to Bethanie Whittaker, ICEC President, (bethaniewhittaker@gmail.com) and Michael Daly, ICEC Treasurer, (mjd7104@yahoo.com) by **September 15, 2016**. (ISCEC information should be reported as soon as it becomes available.) As per Section IV, Article 4.2.1 of the ICEC Policies and Bylaws, the following information is being requested in order to maintain active chapter status:

1. Complete and submit this report by **September 15, 2016**;
2. submit names of a minimum of three (3) officers;
3. conduct a minimum of four (4) activities per year (activities may consist of board meetings, general meetings, special events and activities);
4. maintain an updated constitution and bylaws and
5. maintain a minimum of ten (10) members.

Chapter Name and Number: _____

Chapter Contact Person: _____

Address: _____

City: _____

Phone: _____

Email: _____

Do you believe your chapter is an active chapter? _____Yes _____No

Please return this information by September 15, 2016 to:

Bethanie Whittaker
2007 Alfs Court
Pekin, IL 61554
309-241-5036
bethaniewhittaker@gmail.com

2016-2017 Chapter Officers

1. Please list names with current titles, addresses, phone numbers, and emails.

Officer: _____

Officer: _____

Officer: _____

Officer: _____

Officer: _____

2. Please give a brief description of four (4) planned activities for the 2016-2017 year.

1. _____

2. _____

3. _____

4. _____

3. Please attach a sample of 2015-2016 Newsletter or member correspondence.
4. Please attach a Treasurer's Report or Budget Summary for the 2015-2016 year and, if available, Budget Proposals for 2016-2017.

Name and ICEC/ISCEC Title of Person Completing Form

Date