

August 14, 2017

Dear ICEC/ISCEC Chapter Presidents/ICEC Subdivisions,

Please forward your report to Bethanie Whittaker, ICEC President, ([bethaniewhittaker@gmail.com](mailto:bethaniewhittaker@gmail.com)) and Michael Daly, ICEC Treasurer, (mjd7104@yahoo.com) by **September 15, 2017**. (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, 2017**;
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, 2017 to:**

Bethanie Whittaker

[bethaniewhittaker@gmail.com](mailto:bethaniewhittaker@gmail.com)

## 2017-2018 Chapter Officers

1. Please list 2017-2018 officers' names with current titles, addresses, phone numbers, emails, and fax numbers.

Officer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer: \_\_\_\_\_  
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Officer: \_\_\_\_\_  
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Officer: \_\_\_\_\_  
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Officer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please give a brief description of four (4) planned activities for the 2017-2018 year.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

3. Please attach a sample of 2016-2017 Newsletter or member correspondence.

4. Please attach a Treasurer's Report or Budget Summary for the 2016-2017 year and, if available, Budget Proposals for 2017-2018.

Please sign/date this report as verification of information:

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(Name, ICEC Title)

**Please return this information by September 15, 2017 to:**

Bethanie Whittaker  
bethaniewhittaker@gmail.com