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| Phi Eta Sigma Year-End Review | Chapter name: |
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Please submit by July 15

Chapter Officers

| Office | First and Last Name | Email Address |
|-------------------------|----------------------------|----------------------|
| President | | |
| Vice President | | |
| Secretary | | |
| Treasurer | | |
| Historian/Correspondent | | |
| Sr/Jr Adviser | | |
| Other (please specify) | | |
| Other (please specify) | | |
| Other (please specify) | | |

Chapter Meetings

May submit report on separate page or document. See back of this form for details.

| Meeting Date | Meeting emphasis, program focus, major actions taken |
|---------------------|---|
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Service/Leadership Activities

May submit report on separate page or document. See back of this form for details.

| Event Date | Event Title | Brief Description | # of Members Involved |
|-------------------|--------------------|--------------------------|------------------------------|
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*If you held a fundraiser for the Phi Eta Sigma national philanthropy or a local charity, please document the activity and report it to national, including the amount of funds raised. Also, be sure to report funds raised & dispersed, as well as any local scholarships awarded, with financial information on the chapter annual report.

Forum Magazine Order Form (due July 15)

Please indicate below the number of copies of the *Forum* magazine you want delivered to your campus address next January. The quantity you request should be an estimate of the number of copies you plan to distribute to chapter members, especially new inductees, during the next calendar year. ***If you do not specify a quantity or indicate you want the electronic version only, you will be invoiced for shipping charges on any *Forum* copies you return to the printer.**

Number of Copies of *Forum* Requested for 2019: _____

*If your chapter members prefer to receive an electronic version of the *Forum* **only**, please specify below. This means in January you will receive one print copy for display, and we will email you the link for the electronic version. Please be sure to share the link with chapter members and remind them to check it for news and information about chapter activities, scholarships, national and regional events, and more. The *Forum* is also available on the Phi Eta Sigma website.

Chapter prefers to receive the *Forum* as electronic version only: _____ (Check if you agree)

Chapter News for *Forum* and Online Publication

Please submit an email or Word document describing the various activities and projects of your local chapter for inclusion in the next issue of the *Forum* magazine. Include news of meetings, guest speakers, awards and accomplishments of chapter members, social events, community service projects, participation with other organizations in campus functions, etc. If available, please attach photos of activities and events that may be published also.

*News and digital photos may be uploaded through the Adviser Resources area of our website, www.phietasigma.org, or sent by email to phi.eta.sigma@wku.edu

Please limit your submission to approximately 400 words unless you have been asked to submit a feature article. Digital photos (high resolution if possible) of your chapter events are also welcome.

**News and photos may be submitted to national office until October 1, 2018, for publishing in 2019 FORUM magazine.*