

New Chapter Start Up Form Instructions

New Chapter Check List:

Fill in form Use “Tab-Key”. For checkboxes, hit enter.

Right click mouse to “save as” (make sure you use your chapter # in name).

When Checklist is complete print, and obtain your Area Vice Director signature.

Letter of Instruction:

Fill in form Use “Tab-Key”.

Right click mouse to “save as” (make sure you use your chapter # in name).

When complete, print and obtain your Post Commanders’ signature.

Interim Chapter Director Letter:

Fill in form Use “Tab-Key”.

Right click mouse to “save as” (make sure you use your chapter # in name).

When complete, print and sign.

Point of Contact Form (POC)

Fill in form Use “Tab-Key”.

Right click mouse to “save as” (make sure you use your chapter # in name).

When complete, print and sign.

Chapter Officers:

Fill in form Use “Tab-Key”. For checkboxes, hit enter.

Right click mouse to “save as” (make sure you use your chapter # in name).

When complete, print, sign, obtain Secretary signature.

Chapter Roster:

Fill in form Use “Tab-Key”.

Right click mouse to “save as” (make sure you use your chapter # in name).

**When all forms are complete, scan the forms and email to:
alrdocsecretary@gmail.com and your Area Vice Director.**