

Department of Massachusetts

Chapter Meeting Sign-In Sheet

SECTION 8.2 Para. 2: Chapters are required to maintain sign-in sheets for members present at each meeting. These sign in sheets must have the members printed name and their signature next to it. These sheets will be dated and indicate the meeting place. They will be maintained with the minutes and a copy of the chapter financial report given to the Adjutant for the official record. Copies will be maintained and forwarded with the 30 September financial report to the Department.

Chapter Name:

Contact Phone Number:				
Location of Meeting:				
Date and Time:				
Members Name Printed	Members Name	Phone Number	E-mail Address	
Printed	Signed			

Members Name Printed	Members Name Signed	Phone Number	E-mail Address