

Alpha Kappa Alpha

*Educational Advancement Foundation,
Inc.*



A Foundation dedicated to providing
perpetual support for lifelong learning
“Launching New Dimensions of Educational
Excellence”

Educational Advancement Foundation, Inc.

Chapter Captain Form

The following person has been appointed as our Chapter EAF Captain:
(please print)

Chapter: _____ Region: _____

Name of EAF representative: _____

Date of Service: _____ to _____

Address: _____
City State Zip

Home Phone: _____ Email: _____

Basileus' Name: _____

Date of Service: _____ to _____

Address: _____
City State Zip

Phone Number: _____ Email: _____

Return Form to:
Alpha Kappa Alpha Educational Advancement Foundation, Inc.
5656 South Stony Island Avenue, 3rd Floor
Chicago, IL 60637
Email: akaeaf@akaeaf.net
OR
Fax: 773-947-0277

The following are the Roles and Responsibilities the EAF Chapter Captain:

- Encourage members to contribute to the Foundation. There are many ways an individual can give to the Foundation.
- Encourage the chapter to contribute to the Foundation above the membership level. Ask that additional chapter contributions to EAF be included in the chapter's annual budget.
- Be prepared to answer questions about the Foundation.
- Acquaint herself with all of the methods of giving to EAF.
- Ask to be included in the chapter's meeting agenda on a regular basis (quarterly) to share information and to include articles in the chapter newsletter.
- Plan and implement a chapter fundraiser for the Foundation.
- Attend annual membership meetings held by the Foundation at Boule and Leadership Seminars.
- Attend the EAF workshops and committee meetings designed for Chapter Captains at Regional Conferences.
- Be a resource for community based organizations regarding the benefits of giving to the EAF.
- Make every effort to support the Foundation and its mission.
- Have access to a computer, Internet capability and the skills needed to manage on-line communications (ex. is familiar with email and how to download email attachments).
- Must be willing to attend Regional Conferences.
- Must be willing to participate in telephone conference call meetings as requested by the EAF Regional Coordinator and/or the EAF office.
- Must be willing to make a contribution to the Foundation.
- Must be an advocate for the Foundation.
- Must be willing to communicate with the EAF Regional Coordinator and the EAF Office.
- Must be willing to introduce herself at the chapter meeting and explain her role and responsibilities.
- Acquaint herself with the rules of a 501 (c) (3) organization.

Website: www.akaeaf.org
Email: akaeaf@akaeaf.net