

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 _____

Phone _____ Email _____

Basileus' Name _____

Date of Service _____ to _____

Address _____

Phone _____ 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 OF 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.