



ALPHA KAPPA ALPHA  
EDUCATIONAL ADVANCEMENT FOUNDATION

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 \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Basileus' Name:

Chapter: \_\_\_\_\_ Region: \_\_\_\_\_

Name of EAF representative: \_\_\_\_\_

Date of Service: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ City State Zip \_\_\_\_\_

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](mailto:akaeaf@akaeaf.net)

OR

Fax: 773-947-0277

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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 Boules 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](http://www.akaeaf.org)

Email: [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net)