

GRADUATE CHAPTER CAPTAIN FORM

The following person has been appointed as our Chapter EAF Captain:

(please print)

Chapter _____ Region _____

EAF Chapter Captain _____ Date of Service _____ to _____

Address _____ Phone _____

Email _____

Basileus' Name _____

Date of Service _____ to _____

Basileus' Address _____

Phone _____ Email _____

Do you sponsor an Undergraduate Chapter YES NO

If Yes, Undergraduate Chapter _____

Graduate Advisor _____

Return Form to:
Gregory Williams, Membership Coordinator
Educational Advancement Foundation
5656 South Stony Island Avenue, 3rd Floor
Chicago, IL 60637
Email: gwilliams@akaeaf.net
OR
Fax: 773-947-0277

THE FOLLOWING ARE THE ROLES AND RESPONSIBILITIES OF THE EAF CHAPTER CAPTAIN:

 *Be the EAF Ambassador for your Graduate chapter by:*

- a. Answering questions about the Foundation;
- b. Being familiar with the methods of giving to EAF and relative recognition levels;
- c. Be included in the chapter's meeting agenda on a regular basis (at least quarterly) to share scholarship application deadlines and other information (include articles in the chapter newsletter);
- d. Encourage members (through creative fundraising methods) to contribute to the Foundation;
- e. Encourage the chapter participation in the chapter recognition program (Silver, Gold or Platinum Level). Suggest that additional chapter contributions to EAF be included in the chapter's annual budget.
- f. Must have access to a computer and viable knowledge of internet communications;
- g. *Where applicable, assist the EAF Chapter Captain for the sponsored Undergraduate chapter.*

 *Represent the chapter at EAF events including:*

- a. Attend Annual Member meetings held by the Foundation at Boule and Leadership Seminars;
- b. Attend Regional Conferences and the EAF workshops and committee meetings designed for Chapter Captains;
- c. Attend annual EAF Scholarship & Awards event during Boule and Leadership;
- d. Participate in conference calls as requested by the EAF Regional Coordinator and/or the EAF Corporate office.

 *Be the liaison between EAF and the Chapter and Community by:*

- a. Being familiar with rules governing 501 (c) (3) organizations.
- b. Being a resource for community based organizations regarding grant and scholarship opportunities as well as options for supporting our mission.

Website: www.akaef.org

Email: akaef@akaef.net

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