

UNDERGRADUATE CHAPTER CAPTAIN FORM

Chapter _____ Region _____

EAF Chapter Captain _____ Date of Service _____ to _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email _____

Basileus' Name _____ Date of Service _____ to _____

Basileus' Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Name of sponsoring Graduate Chapter _____

Name of 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 Undergraduate chapter by:

- Answering questions about the Foundation;
- Being familiar with the methods of giving to EAF and relative recognition levels;
- 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);
- Encourage members (through creative fundraising methods) to contribute to the Foundation;
- 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.
- Must have access to a computer and viable knowledge of internet communications;
- Working with the EAF Chapter Captain of your sponsoring Graduate chapter;

Represent the chapter at EAF events including:

- Attend Annual Member meetings held by the Foundation at Boule and Leadership Seminars;
- Attend Regional Conferences and the EAF workshops and committee meetings designed for Chapter Captains;
- Attend annual EAF Scholarship & Awards event during Boule and Leadership;
- 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:

- Being familiar with rules governing 501 (c) (3) organizations.
- 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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