

# EAF® UNDERGRADUATE CHAPTER CAPTAIN FORM



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

*(please print or type)*

## CHAPTER INFORMATION

CHAPTER:

REGION:

ADDRESS:

NAME OF SPONSORING  
GRADUATE CHAPTER:

NAME OF CHAPTER  
GRADUATE ADVISOR:

## EAF CHAPTER CAPTAIN INFORMATION

**EAF CHAPTER CAPTAIN NAME:**

TERM: (Starting Month/Year)

-TO-

(Ending Month/Year)

ADDRESS:

PHONE:

EMAIL:

## CHAPTER BASILEUS INFORMATION

BASILEUS NAME:

TERM: (Starting Month/Year)

-TO-

(Ending Month/Year)

ADDRESS:

PHONE:

EMAIL:

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# EAF® CHAPTER CAPTAIN

## Roles and Responsibilities



### 1. Be the EAF Ambassador for your UNDERGRADUATE 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. Working with the EAF Chapter Captain of your sponsoring graduate chapter;**

### 2. 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 Seminars;
- d. Participate in conference calls as requested by the EAF Regional Coordinator and/or the EAF Corporate office.

### 3. 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.

*\*Events may be held virtually*

I agree to these roles and responsibilities and will fulfill them to the best of my ability:

SIGNATURE:

DATE:

**RETURN FORM TO: VELMA WILLIAMS**

**BY MAIL:** Educational Advancement Foundation / EAF, Attn: Velma Williams  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [williams@akaeaf.net](mailto:williams@akaeaf.net)  
**BY FAX:** 773-947-0277

**OR SUBMIT ELECTRONICALLY – CLICK SUBMIT TO SEND FORM >>**

**SUBMIT**