EAF® UNDERGRADUATE CHAPTER CAPTAIN FORM

Completed form must be returned to EAF by ***February 1***
(please print or type)

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

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:
BASILEUS SIGNATURE:	DATE:

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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*

SIGNATURE SECTION

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

SIGNATURE: | DATE:

MAKE TWO COPIES OF THIS FORM

- **SAVE ONE COPY FOR YOUR RECORDS**
- **SEND ONE COPY TO YOUR REGIONAL COORDINATOR**
- **RETURN ORIGINAL FORM TO EAF BY FEBRUARY 1**

RETURN ORIGINAL FORM TO: VELMA WILLIAMS

BY MAIL: Educational Advancement Foundation / EAF
ATTN: VELMA WILLIAMS
5656 South Stony Island Avenue · Chicago, IL 60637

BY EMAIL: vwilliams@akaeaf.net | **BY FAX:** 773-947-0277

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