



Chapter Request for National Board/Headquarters Office Visit

Chapter Name: _____

President: _____

Date of Request: _____

Date of Proposed Visit (1st choice): _____

Date of Proposed Visit (2nd choice): _____

Location of Meeting: _____

Define the type of visit:

- Marketing and Promotion
- Education and Leadership
- Board Retreat
- Board Installation
- CGMP Certification Promotion
- Other: _____

Program Topic:

- Chapter Freeze
- New Chapter Orientation
- Topics from the list from National
- Other: _____

Chapter Board meeting information, if attendance is requested:

Date: _____

Time: _____

Chapter Audit (meeting requested by the National Board to assess chapter health):

Date: _____

Time: _____

Financial Responsibility:

Include detailed request from National

- Airfare
- Lodging
- Meals and Incidental Expenses
- Ground Transportation (e.g., rental car, taxi, shuttle bus)

- **Form must be submitted to National Headquarters Office a minimum of 60-days in advance of meeting date.**
- **Official response must be received by local chapter within 14 days of receipt of request.**
- **A copy of the announcement promoting the chapter visit once confirmed.**