

NON COMMISSIONED OFFICERS ASSOCIATION OF THE UNITED STATES OF AMERICA

"STRENGTH IN UNITY"



CHAPTER RECIPE BOOKLET

(Samples and Examples)

INDEX

Fact Sheet - Minutes	1
Generic Meeting Agenda Work Sheet/Minutes Outline	2
Generic "No Meeting" letter	3
Generic "Change of Chapter Officials" letter	4
Sample - Affirmation by Board of Trustees.....	5
Sample - Trustee Oath of Office	6
Sample - Trustee Code of Ethics	7
Fact Sheet - Treasurer's Report & Accounting Procedures.....	8
Sample - Quarterly Treasurer's Report.....	10
Generic Cover Sheet/Check List for Quarterly Reports.....	12
Sample - Annual Chapter Operations Report (ACOR).....	13
Sample - Synopsis of Activities for Calendar Year	14
Sample - Annual Treasurer's Report	15
Generic Cover Sheet/Check List for Annual Reports.....	17
Sample - Monthly Membership Report	18
Sample - NCOA Prayers	19
Sample - Application for Approval of Fund Raiser.....	20

FACT SHEET
GENERAL MEMBERSHIP & EXECUTIVE COMMITTEE MINUTES

- 1) Meeting must be called to order and this call must be recorded in the minutes. Include the name of the chapter official presiding, the name and number of the chapter, the time and date the meeting was called to order, and, most importantly, what type of meeting is being held (i.e. General Membership, Executive Committee, or Committee.)
- 2) All meetings will be opened with the Pledge of Allegiance, invocation or a moment of silence, and the reading of the NCOA Creed.
- 3) The Executive Committee members should be listed as either present or absent.
- 4) The **MINUTES** of the last meeting must be read, amended if required, and approved by membership vote.
- 5) The **TREASURER'S REPORT** for the last reporting period must be read. (**NOTE: The Treasurer's Report is not voted upon for approval by the membership. This is a report of the financial status of the chapter.**)
- 6) **STANDING COMMITTEE REPORTS** may be submitted either in writing or in the form of "New Business" in resolution format. If a committee is to submit their report in resolution format under "New Business", the committee chairman will so indicate when called upon.
- 7) Any **OLD BUSINESS** that has not been resolved must be discussed and either voted upon, passed back to committee or tabled.
- 8) **NEW BUSINESS** to be discussed should be presented to the Chapter Chairman prior to the meeting, if possible, to ensure that the new discussion topic will appear on the agenda.
- 9) All resolutions presented to the general membership must be either resolved or acted upon before the meeting is adjourned. If a resolution is not voted upon, the minutes will indicate either "TABLED" or "REFER TO COMMITTEE." This provides the Secretary and Chairman quick reference for preparation of the next meeting's agenda.
- 10) A motion must be made, seconded and voted upon to adjourn any official meeting. Adjournment motion must be recorded in minutes to include the names of the individuals who made and seconded the motion, the results of the vote and the date and time of adjournment.
- 11) Minutes should be signed by Chapter Secretary and the Chapter Chairman.
- 12) One copy of the minutes must be forwarded to International Headquarters while the original copy is maintained in the chapter's files.
- 13) The Executive Committee must meet at least once a month.

CHAPTER/COMMITTEE MEETING AGENDA WORKSHEET/MINUTES OUTLINE

1. Meeting of _____ Chapter # _____ called to order by _____.
Time _____ Date _____ Location _____ Type of meeting _____.
2. Pledge of Allegiance led by _____.
3. Invocation given by _____.
4. Reading of NCOA Creed by _____.
5. Executive Committee Members present: (list members)
Executive Committee Members absent: (list members)
Introduce Guests
6. Call for reading of last meeting's minutes. Are there any corrections, amendments or additions? All those in favor of approving the minutes as read/amended/corrected (cross out) so signify? All those opposed? The minutes will stand as read/amended/corrected.
7. Call for Treasurer to give the financial report.
 - a) Total cash on hand beginning of month _____
 - b) Total income this month _____
 - c) Total expenditures this month _____
 - d) Total balance less funds held in escrow _____
 - e) Leaving an operating balance of _____
8. Call for Membership Chairman give the membership report.
 - a) Total Members assigned to chapter _____
 - b) Members due to renew in next three months _____
 - c) Members lost in past month _____
 - d) New Members since last meeting _____
 - e) Attendance:
Number of Members present _____
Number of Guests present _____
9. Standing Committee Reports. Any issue requiring action will be acted upon under new business.
 - a)
 - b)
10. Old Business. The following items of Old Business require action:
 - a)
 - b)
11. New Business. The following items of New Business require action:
 - a)
 - b)
12. If there is no further business to come before this meeting, a motion to adjourn is entertained.
 - a) Motion made by _____.
 - b) Seconded by _____.
 - c) Call for vote
 - d) Benediction will be given by _____.
 - e) Next meeting will be held at _____ hours on _____ at _____.
 - f) This meeting is adjourned at _____.

Chairman

Secretary

NOTICE OF MEETING NOT HELD

_____ Chapter # _____

Address

City, State, ZIP Code

Date

SUBJECT: Notice of required meeting not held

TO: Chapter Services, HQ San Antonio, TX

The _____ Chapter # _____ did not hold a _____ meeting for the month of _____.

Reason the meeting was not held: _____

Signature/position of Chapter Official

NOTIFICATION OF CHANGE/ADDITION/DELETION OF CHAPTER OFFICIALS

_____ Chapter # _____

Address

City, State, ZIP Code

Date

SUBJECT: Change/Addition/Deletion of Chapter Officials

TO: Chapter Services
NCOA International Headquarters
P.O. Box 33790
San Antonio, TX 78265

Effective this date the following changes, additions, or deletions of Chapter Officials has been made for the _____ Chapter # _____.

- 1) ADD: _____ SSN _____
Position: _____ Mbr # _____
Replaced: _____ Mbr # _____

- 2) ADD: _____ SSN _____
Position: _____ Mbr # _____
Replaced: _____ Mbr # _____

- 3) ADD: _____ SSN _____
Position: _____ Mbr # _____
Replaced: _____ Mbr # _____

Chapter Chairman

AFFIRMATION BY BOARD OF TRUSTEES

We, the undersigned Trustees-elect, do each affirm that we accept the powers of Charter and Uniform By-Laws, in trust, to be exercised in the best interest of all Chapter members; subject at all times to general supervision and regulations of the International Board of Directors; and to perform all duties to the best of our abilities until relieved by voluntary resignations, removal by majority vote of the other Trustees, or relieved by direction of the International Board, duly signified in writing.

CHAIRMAN

John C. Smith
 Signature
SFC John C. Smith
 Chairman Rank & Name (Print)
3340123 / 443-24-2490
 Member #/Social Security #
214S. Clark Street, San Antonio, TX 78231
 Address
(210) 553-2330 / (210) 653-2456
 Phone Numbers - Duty/Home

VICE CHAIRMAN

Paul A. Brown
 Signature
SSG Paul A. Brown
 Vice Chairman Rank & Name (Print)
3311367 / 167-23-4567
 Mbr#/SS#
2353 Midway Lane, San Antonio, TX 78216
 Address
(210) 221-1555 / (210) 653-0085
 Phone #s - Duty/Home

Jody L. White
 Signature
CSM Jody L. White
 Trustee Rank & Name (Print)
824107 / 276-34-2564
 Mbr#/SS#
55 N. First Street, San Antonio, TX 78245
 Address
(210) 916-2890 / (210) 653-2564
 Phone #s - Duty/Home

John H. Hartman
 Signature
SFC John H. Hartman
 Trustee Rank & Name (Print)
4012435 / 325-67-9045
 Mbr#/SS#
1234 Brown Avenue, San Antonio, TX 78233
 Address
(210) 221-2156 / (210) 655-2993
 Phone Numbers - Duty/Home

Melvin A. Hall
 Signature
CSM Melvin A. Hall
 Trustee Rank & Name (Print)
4423546 / 433-22-7668
 Mbr#/SS#
8756 Cross Creek Road, San Antonio, TX 78211
 Address
(210) 916-1245 / (210) 654-1267
 Phone Numbers - Duty/Home

ATTEST:

John C. Smith
 Chairman
Paul A. Brown
 Vice Chairman

Kevin B. Starts
 Secretary
David R. Johnson
 Treasurer

CHAPTER MAILING ADDRESS

San Antonio Chapter #100
P.O. Box 66055
San Antonio, TX 78232



SAMPLE

OATH OF OFFICE

NCOA CHAPTER TRUSTEE

I do hereby affirm that I will uphold and support the Articles of Incorporation, the International By-Laws and the Uniform Chapter By-Laws of the Non Commissioned Officers Association of the United States of America, that I subscribe to and will carry out the directives and guidelines as established by the International Board of Directors, and that I will always faithfully discharge my duties as an elected Chapter official and NCOA Trustee to the best of my ability.

Michael R. Beck, KST, OS
Affirmed by

Jody L. White
Trustee Signature

October 31, year
Date

824107 / 276-34-2564
SSN/Member #



NCOA[®]

SAMPLE

CHAPTER TRUSTEE CODE OF ETHICS

I, Jody L. White, do hereby affirm that I am a citizen of the United States of America, that I am a person of good morals, sound reputation, considerate of my fellow man; and am so regarded by those who know me.

I have read the By-Laws of the NCO Association and have a working knowledge of the international programs for members, and I understand the organization and management of the NCOA, Articles of Incorporation and the Uniform By-Laws by which the NCOA and its Chapters are governed; and I fully subscribe to the purposes and Creed stated in the Articles of Incorporation.

I will faithfully strive to bring honor and prestige to the image of all Noncommissioned and Petty Officers of the Armed Forces and particularly to the members of this Association.

I will, to the best of my ability and sound judgement, abide by and carry out all regulations and decisions enacted by the International Board of Directors, and MORE ESPECIALLY ...

I will serve diligently in recruiting eligible Noncommissioned and Petty Officers as new members of the NCOA, without discrimination as to grade, branch of service, race, sex, national origin or religious belief.

I will attend all scheduled meetings of the Chapter, Official Regional Symposiums conducted in my area, and to the best of my ability, will further aid programs of the NCOA and keep myself fully informed and useful to the members; and if, for any reason, I am unable to attend, I will immediately notify the appropriate Chapter or International officials.

I will seek every opportunity to meet with interested Noncommissioned and Petty Officers and brief them impartially on all membership benefits provided by the NCOA, and I will assist every member, upon request, to use these benefits, all without charge to the member.

I will report any and all information, be it derogatory or otherwise, concerning management operation and the well-being of the Chapter or the Association, to the International Board of Directors.

I DO SOLEMNLY DECLARE UNDER THE PENALTY OF BEING DISMISSED AS A CHAPTER TRUSTEE AND MEMBER that I will never violate any of the provisions of this Code of Ethics, Articles of Incorporation, Uniform By-Laws, or any policy of the Association.

Witness my hand, this 31st day of OCTOBER in the year year, under the laws of the forum of the International Headquarters of the Non Commissioned Officers Association of the United States of America.

Michael R. Beck, KST, OS
Affirmed by

Jody L. White
NCOA Chapter Trustee Signature

Please type or print

CSM JODY L. White
Rank Full Name

824107/276-34-2564
SSN/Member #

55 N. FIRST STREET, SAN ANTONIO, TX 78245
Present mailing address

2395 ST. MARY'S STREET, SPRINGFIELD, VA 23455
Permanent address

FACT SHEET
TREASURER'S REPORTS AND ACCOUNTING PROCEDURES

- 1) Quarterly Treasurer's Reports (TR) are due at International Headquarters on the 20th day of the month following the end of a quarter.

1st quarter (Jan. thru Mar.)	-	Reports due 20 April
2nd quarter (Apr. thru Jun.)	-	Reports due 20 July
3rd quarter (Jul. thru Sept.)	-	Reports due 20 October
4th quarter (Oct. thru Dec.)	-	Reports due 20 January

- 2) All Treasurer's Reports must be signed by the Chapter Chairman (or Vice Chairman) and Treasurer.
- 3) Chapter should always keep a file copy of all reports submitted to Headquarters.
- 4) A Cashier's Statement reflects only the amount due the Chapter from NCOA HQs. Chapter Development Refunds will not be paid unless the amount due the chapter is \$10.00 or more and all reporting requirements are up-to-date as outlined in the NCOA Chapter Manual.

If the amount due the Chapter is not paid because it is less than \$10.00, it is carried forward and added to the chapter's refund for the next quarter. If the amount due the chapter is paid, a deposit slip will accompany the Cashier's Statement to verify the transaction. Only the net amount paid should be reflected on the Treasurer's Report.

- 5) All chapters are authorized to maintain local bank accounts. If the chapter has a local bank account, the name and address of the bank, the account number and balance must be reflected on the Treasurer's Report.
- 6) The chapter is required to submit a Treasurer's Report even if there are no transactions for a particular quarter. Just carry the previous quarter's ending balance forward and end with the same balance.
- 7) Section III - the "**Balance Carried Forward, Close This Period**" total should reflect all of the monies in the Chapter's possession including all bank accounts, petty cash funds, etc. The second part of Section III is for use in determining where those monies are located (how much in petty cash, how much in the bank, etc.). The "**Total**" of the petty cash and cash in the banks must equal the "**Balance Carried Forward, Close This Period**".
- 8) The use of Petty Cash is highly discouraged. It is often too easy to misuse the petty cash fund by not having proper receipts or appropriate approval of expenditure of funds. If at all possible, please put all funds in your bank account.
- 9) Section IV - All supplies, printing and postage expenses are to be reflected in separate columns. Rental expenses for fund raisers must be reflected in the **Fund Raiser Expenses** column. All miscellaneous expenses must be explained on a separate sheet of paper and attached to report.

Fact Sheet

Treasurer's Reports and Accounting Procedures (continued)

- 10) Any checks written to Chapter officials or individuals and miscellaneous expenses must be accompanied by an explanation in Section IV - **Expenditures**. This prevents any misconception about misappropriation of funds.
- 11) All Chapter checks must be reflected in Section IV - **Expenditures**. Checks should be in sequence, if a check is voided, it too should be reflected on the TR.
- 12) Section V - Chapter rebates should be reflected in the **Chapter Dev. Refund** column. Fund raiser income must be reflected in the **Fund Raiser Proceeds** column. All miscellaneous income must be explained on your report. Bank interest should be reported in the **Miscellaneous** column.
- 13) The bank signature card must have at least three (3) signatures to insure continuity of business. Chapter checks must have two (2) signatures.
- 14) Finally, if you need any assistance, please do not hesitate to contact your Regional Director or the Chapter Services staff at NCOA Headquarters.

Non Commissioned Officers Association of the United States of America
QUARTERLY TREASURER'S REPORT

SAMPLE

Section I

Instructions: Prepare in accordance with Chapter 5, NCOA Headquarters AFCAP Directive.

Print in ink or use typewriter. Prepare in duplicate; retain one copy. Send the original to NCOA Chapter Services, NCOA, P.O. Box 33790, San Antonio, TX 78265-3610. Mail report so as to reach NCOA Headquarters no later than the 20th day of the month following the end of the calendar quarter. Chapter accounting to NCOA Headquarters exempts local chapter from any other tax reporting for purposes of the U.S. Internal Revenue Service.

No reimbursements will be advanced to Chapter unless correct Treasurer's Reports have been received by NCOA. Up-to-date Chapter By-Laws signed by all Trustees, Treasurer and Secretary must be on file at NCOA Headquarters. Chapter refund will not be paid until all above instructions have been complied with. Chapters will not be paid for any members recruited for any quarters the Chapter has been in an inactive status.

Important: All funds from all sources must be reported on this Treasurer's Report.

Section II

Report # year-3 Quarter ending September 30, year Chapter

Chapter Mailing Address P.O. Box 66055, San Antonio, TX 78232

1. Name of bank Broadway Nat'l Bank Account # 61-123498

Bank Mailing Address P.O. Box 1700
San Antonio, TX 78216

2. Name of bank _____ Account # _____

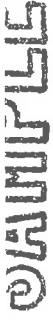
Bank Mailing Address _____

Section III

Balance Brought Forward	\$ 435.00
Total Income This Quarter	\$ 640.00
TOTAL	\$ 1075.00
Less Total Expenditures This Quarter	\$ 390.00
Balance Carried Forward, Close This Quarter	\$ 685.00
Petty Cash Held by _____ \$ _____	
Cash in Bank 1	\$ 685.00
Cash in Bank 2	\$ _____
TOTAL	\$ 685.00

(Note: Total cash on hand must equal Balance Carried Forward, Close This Quarter)

Section IV - Expenditures



Show name of payee	Check #	Supplies	Printing	Postage P.O. Box Fee	Charitable Donations	Fund Raiser Expenses	Meeting Expenses	Official Travel	Misc.*	TOTAL
1. U.S Post Office	#101			\$15.00						\$ 15.00
2. Special Olympics	#102				\$100.00					100.00
3. Beehive Florist	#102		(flowers for Chapter Secretary in Hospital)						\$25.00	25.00
4. NCOA HQs	#104		(NCOA logo merchandise)			\$250.00				250.00
5.										
6.										
7.										
8.										
9.										
10.										

* Misc. Expenses must be explained on a separate sheet & attached to this report.

Total Expenditures \$ 390.00

Section V - Income

Source	Chapter Dev. Refund	Fund Raiser Proceeds	Miscellaneous (Type & Amount)	TOTAL
1. NCOA HQs	\$150.00			\$ 150.00
2. T-shirt Sales		\$490.00		490.00
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*Misc. Income must be explained on this report

Total Income \$ 640.00

Section VI - Escrow (not an official requirement)

25% of all received income for official NCOA-sponsored Symposiums & Conventions Amount held in escrow for NCOA Benevolent Programs Funds held for Auxiliary Funds held in escrow for special projects (specify)

Section VII

We certify that this Report is true, correct and completely reports all Chapter financial transactions for the quarter shown.

Date September 30 year 2011

John C. Smith
Chapter Chairman or Vice Chairman

David A. Johnson
Chapter Treasurer



**COVER SHEET/CHECKLIST
QUARTERLY REPORTS**

_____ Quarter of _____

_____ Chapter # _____

Address

City, State, ZIP Code

___ A. Executive Committee Meeting Minutes for the following months:

- 1) _____
- 2) _____
- 3) _____

___ B. General Membership Meeting(s) Minutes for following meetings:

- 1) _____
- 2) _____
- 3) _____

___ C. Minutes of other significant meeting(s).

___ D. Quarterly Treasurer's Report (TR1).

___ E. Explanation of any item on TR which could, may or might be questioned.

___ F. Copies of Bank Statement for Frost National Bank for following months:

- 1) _____
- 2) _____
- 3) _____

___ G. Copies of Bank Statement for _____ Bank for following months.

- 1) _____
- 2) _____
- 3) _____

___ H. Updated list of Chapter Officials/trustees and applicable Oaths of Office and Codes of Ethics.

___ I. Updated Chapter By-laws. [Should be updated annually.]

This report was assembled and prepared for mailing on _____.

ANNUAL CHAPTER OPERATIONS REPORT

SAMPLE

	<u>Activity</u>	<u>Point Structure</u>	<u>Points</u>
1.	Membership Recruiting	5 points per new member	<u>500</u>
2.	Retention	3 points per renewal	<u>231</u>
3.	New Life Members	3 points per new life member	<u>30</u>
4.	Lapsed Member	5 points per renewal obtained from Lapsed Member Roster	<u>15</u>
5.	Contribution to chapter's base/community projects as substantiated in chapter's minutes	1 point per \$10 donated	<u>150</u>
6.	Volunteer hours for chapter's base/community projects as substantiated in chapter's minutes	1 point per hour donated	<u>1250</u>
7.	Monetary contributions to the NCOA Scholarship, Disaster Relief and Medical Funds	1 point per \$5 donated	<u>50</u>
8.	Benevolent programs run and sponsored by the chapter as substantiated in chapter's minutes	25 points per program	<u>25</u>
9.	Chapter News Letter	25 points per issue	<u>275</u>
10.	Certified Merchant Program	5 points per Merchant	<u>5</u>
11.	Social functions (minimum - 25 attendees)	50 points per function	<u>50</u>
12.	Voter Registrations	1 point per registration	<u>0</u>
13.	Co-existing Auxiliary or Regular Division chapter	100 points	<u>0</u>
TOTAL			<u>2581</u>

Note: When computing requirements 5, 6, 7, 8 and 11, if both a Regular Chapter and an Auxiliary Chapter work on a project, points and/or monies must be split equally by the chapters. **Both** chapters **cannot** claim the total points and/or monies.

Chapter Name: San Antonio Chapter

Chapter Number: #100

Chairman's Signature: John C. Smith

HEADQUARTERS USE ONLY

REGION: _____

S/L: _____

SAMPLE

The following is a brief synopsis of activities for the XYZ Chapter

Jan:

Feb: o Donated \$150 to Post Soldier, NCO, Drill of the 1st quarter.
 o Conducted a membership appreciation night gaining 4 new members. Approximately 8 members at 10 hours each for a total of 80 hours of coordination.

Mar: o Donated \$300 for the 1998 Drill Sergeant, Soldier, NCO of the Year for FY 98.
 o Donated \$200 to the QMC&S in support of Army Birthday Celebration.

Apr:

May 4: Donated \$150 to Post Soldier, NCO, and Drill Sergeant of 2d quarter.

Jun:

Jul: Pay for NCOA Convention registration (\$170) and room fee (\$86.11) and sent chapter chairman, NCO, and soldier of year to convention.

Aug 7: Donated \$300 in support of the medical trust fund, disaster relief fund, and the scholarship fund.

Aug: \$100 to the QMC&S organization day activities.

Sep 1: Donated \$100 to Fort Lee Army Ten-Miler Team.

Sep 9: \$372 to disaster relief fund.

Sep 9: Donated \$150 to Fort Lee Post NCO and Drill Sergeant of 3d quarter.

Sep 12: Donated \$100 to support AUSA golf tournament.

Sept 17: Conducted NCOA car wash. Raised \$962.38, with 18 members at 10 hours for a Total of 180 man-hours.

Oct 14: Dunking booth at Fall Festival raised \$130, with 9 members at 4 hours each for a total of 36 hours. Donated to 23d QM Brigade exodus.

Nov 9: Donated \$300 to CSM Bedford's World War II walk, with 21 members at 12 hours each for a total of 252 hours.

Dec 13: Conducted a raffle fund raiser/membership luncheon. Raised 5 new members and \$1,0923.10 with 18 members at 5 hours each for a total of 90 hours. Donated \$500 to soldier prizes. Gave away \$50 in door prizes.

Summary of Significant Totals:

\$1,380 donated to soldier recognition program.

\$1,602 donated to charitable causes.

638 total man-hours donated to raising or supporting efforts.

SAMPLE

UNITED STATES OF AMERICA ANNUAL CHAPTER TREASURER'S REPORT

CHAPTER NAME San Antonio Chapter #100 **Cash Balance — Beginning of Year**\$ 4264.68
ADDRESS P.O. Box 66055 **Total Income (from reverse side)**\$ 17339.03
San Antonio, TX 78232 **TOTAL**\$ 21603.71
Report for Year Ended December 31, 1968 **Less Expenditures (from below)**\$ 18939.98
Cash Balance — End of Year\$ 2663.73

Cash on hand\$ _____
Cash in bank\$ 2663.73
TOTAL\$ 2663.73

INSTRUCTIONS: Prepare in duplicate: Retain copy and send original to: Comptroller NCO Association, P.O. Box 33790, San Antonio, Texas 78265. Mail Report of Chapter accounting to NCOA Headquarters exempts local Chapter from any other tax reporting for purposes of U.S. Internal Revenue Service.

ANNUAL EXPENDITURES	SUPPLIES	PRINTING	POSTAGE	CHARITABLE DONATIONS (OVER)	FUND RAISER EXPENSES	MEETING EXPENSES	OFFICIAL TRAVEL	MEMBERSHIP DUES SENT TO HEADQUARTERS	MISC.	TOTALS
January				1000.00	986.40					1986.40
February				348.64	509.92	62.14				920.70
March				1042.08		156.30				1198.38
April				100.00	1963.99					2063.99
May		23.96		596.11	5285.37		1800.00			7705.44
June				248.00	317.00	150.00				715.00
July		35.00		750.00						785.00
August					427.52					427.52
September			9.22		389.01				11.78	410.01
October					648.21					648.21
November				100.00	203.39	566.31				869.70
December				40.00	883.63	286.00				1209.63
TOTAL		58.96	9.22	4224.83	11614.44	1220.75	1800.00		11.78	18939.98

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS REPORT INCLUDING ACCOMPANYING SCHEDULES AND STATEMENTS AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT, AND COMPLETE. THIS CHAPTER WISHES TO BE INCLUDED IN THE GROUP RETURN FILED BY INTERNATIONAL HEADQUARTERS.

Jan 20, 1969 **Signature** John C. Smith **Chairman, or Vice Chairman**
David P. Johnson **Treasurer**

SAMPLE

INCOME

	CHAPTER DEV. REFUNDS	MEMBERSHIP DUES FOR H.Q.	BANK INTEREST	FUND RAISER PROCEEDS	MISC. INCOME	TOTAL
January						
February	390.45			18.00		408.45
March				75.00		75.00
April				2884.00		2884.00
May	512.00			7859.83		8371.83
June				216.00		216.00
July						
August				717.03		717.03
September	297.00			126.00		423.00
October						
November				2218.45		2218.45
December				2025.27		2025.27
TOTAL	1199.45			16139.58		17339.03

LIST ALL CHARITABLE DONATIONS AND AMOUNTS BELOW

Seabee Ball Committee	\$ 1000.00
S.O.Y. Mayport	\$ 1290.72
MWR Mayport	\$ 100.00
American Legion Post 316	\$ 148.00
Cub Scout Pack 176	\$ 46.11
USO Mayport	\$ 650.00
Navy/Marine Corps Relief	\$ 100.00
NCOA Medical Fund	\$ 250.00
NCOA Scholarship Fund	\$ 250.00
NCOA Disaster Relief Fund	\$ 250.00
Mayport MWR	\$ 140.00
	\$
	\$
	\$
	\$



**COVER SHEET/CHECKLIST
ANNUAL REPORTS**

_____ Chapter # _____

Address

City, State, ZIP Code

- ___ A. Annual Chapter Operations Report (ACOR)
- ___ B. Synopsis of Chapter Activities
- ___ C. Annual Treasurer's Report (TR2).
- ___ D. Explanation of any item on TR2 which could, may or might be questioned.
- ___ E. Updated list of Chapter Officials/trustees and applicable Oaths of Office and Codes of Ethics.
- ___ F. Updated Chapter By-laws. [Should be updated annually.]

This report was assembled and prepared for mailing on _____.

**SAMPLE
MONTHLY MEMBERSHIP REPORT**

_____ Chapter # _____

_____ Address _____

_____ City, State, ZIP Code _____

_____ Date _____

MONTH	NEW MEMBERS	RENEWALS DUERENEWED %			TRANSFERS INOUT	
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
TOTALS						

**SAMPLE
OPENING PRAYER**

Let us bow our heads and each of us pray to the God we recognize. To that Power let each of us be true. Help us to remember that from that Supreme Power radiates the glory that is life and the promise that there is a hereafter. No man or woman travels twice that great highway which winds through the darkness of mortal life to the light that is Him. Therefore, let us labor here this day with diligence that the world might be a better place because we met here and labored as Noncommissioned and Petty Officers. Let us rejoice in our duties to our God, our Nation and the citizens of our Country. Let us remember and reaffirm that oath which binds us. Now a moment of silence that each of us may in our own way look to our God.

AMEN

**SAMPLE
CLOSING PRAYER**

Let us bow our heads and each of us reaffirm our Oath and Obligations. Help us to remember that only death will release us from that oath and obligations. As we part this day, keep in our minds this most basic of all of our obligations - I am responsible for the welfare of my people in good times as well as bad. They are my people. As we part one from the other, burn this truth into our minds and souls. To have been born free was a gift. To live free is a responsibility. To die free is our most sacred duty and obligation. Now a moment of silence that each of us may look to the God we worship.

AMEN

APPLICATION LETTER FOR APPROVAL OF FUND RAISING EVENT

_____ Chapter # _____

Address

City, State, ZIP Code

Date

SUBJECT: Application for Approval of Fund Raising Event

TO: Chapter Services
NCOA International Headquarters
P.O. Box 33790
San Antonio, TX 78265

Request approval for _____ Chapter # _____ to conduct a fund raising event on _____.

The following information submitted for consideration of approval:

- 1) Type of event: _____.
- 2) Location: _____.
- 3) Net amount of money expected to be raised: _____.
- 4) Funds raised will be dedicated to:
 - a. General Fund _____
 - b. NCOA Scholarship Foundation _____
 - c. NCOA Medical Fund _____
 - d. NCOA Disaster Relief Fund _____
 - e. Travel Escrow _____
 - f. National Defense Foundation _____
 - g. Special Projects _____
- 5) Clearance received from Installation Legal Officer _____.
- 6) State, County and Local regulations reviewed for compliance _____.

Chapter Chairman