



# Alpha Epsilon Delta

## *Biennial Report of Chapter Activities* *36<sup>th</sup> Biennial Convention—March 9-12, 2006*

### **INSTRUCTIONS**

The *Biennial Report of Chapter Activities* (including the signed *Chapter Statistics/Financial Report*) must be completed by each chapter and submitted to the *AED National Office* -- **must be received by/delivered to the National Office no later than February 24<sup>th</sup>, 2006.**

The *Biennial Report of Chapter Activities* form is **available on the AED National Office Website**. If you have problems try opening the RTF.doc – contact us if you are still experiencing problems.

You can use the Nebraska Alpha sample as a format guide. **To ensure that your chapter qualifies for committee judging, you must adhere to the standard form format. Following is a detailed description:**

- **Do not exceed 12 pages**
- Margins: **0.5 (½) inch** all around (top, bottom, left, and right)
- Font: **Times New Roman**
- Heading: **Chapter Name** font is **18 point**, all capital letters and center-justified
- Your chapter's **Region** (map will be on the AED WebPage)
  - Region I: Connecticut, District of Columbia, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, and Rhode Island
  - Region II: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, and Wisconsin
  - Region III: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia
  - Region IV: Arkansas, Louisiana, Oklahoma, and Texas
  - Region V: Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Washington, and Wyoming
- Body: text font 12 point
- For areas using *lists*, you may use *round bullets*

The easiest way to fill out the form is to <TAB> to the cells with the highlighted yellow text. This allows you to automatically overtype the text; otherwise, you will have to delete the highlighted text.

**Chapter Statistics/Financial Report** is the last part of the Biennial Report. It must be on a separate (last) page of this report and **signed by the Chapter Historian, Chapter Treasurer, and Chapter Advisor**. You may need to <Enter> blank lines in the highlighted box to force this section into the last page. Your chapter name (Heading) should automatically appear on top of this page.

- **Advisor's name** and the number of memberships are 14 point and center-justified
- All other text is 12 point, however the \$00.00 (dollar amounts) are right-justified

**Please keep a copy of the entire report including signature page  
for your chapter records.**

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