



## Alpha Kappa Alpha Sorority, Incorporated International Standards Committee Annual Chapter Records Certification Form

Complete this form annually at the end of the year and maintain in your chapter files.

| <b>Required Chapter Files</b>  | Check if on file |
|--|------------------|
| 1. Chapter Charter   |                  |
| 2. Bound Chapter Minutes with Committee Reports  |                  |
| 3. Executive Committee Minutes   |                  |
| 4. Financial records as required by the <i>Fiscal Fitness Guide for Chapter Financial Operations</i> : |                  |
| a. Tamiouchos' Cash Disbursements Journal  |                  |
| b. Checkbook and Vouchers with receipts  |                  |
| c. Bank Statements and Bank Reconciliations  |                  |
| d. Pecunious Grammateus' Receipt Book and Cash Receipt Journal   |                  |
| e. Audit Report  |                  |
| f. Chapter Budget  |                  |
| g. Are the proper officers bonded  |                  |
| 5. Roster of Officers  |                  |
| 6. Transfer Report Forms   |                  |
| 7. Year-End Reports  |                  |
| 8. Ballots   |                  |
| 9. Documents related to MIP  |                  |
| 10. Chapter Evaluations  |                  |
| 11. Chapter Report Book  |                  |
| 12. Summary of Chapter Self-Assessment   |                  |
| 13. Records of Conference Attendance   |                  |
| 14. Soror Code of Ethics (Officers' Signatures)  |                  |

| Required Documents (current editions)                            | Check if on file |
|--|------------------|
| 1. <i>Constitution and Bylaws</i> (International & Local)        |                  |
| 2. <i>Manual of Standard Procedure</i>                           |                  |
| 3. <i>Constitution Resource Guide</i>                            |                  |
| 4. <i>Standards Resource Guide</i>                               |                  |
| 5. <i>So You Want to Run for Office</i>                          |                  |
| 6. <i>So Now You're Elected</i>                                  |                  |
| 7. Graduate Membership Intake Manual                             |                  |
| 8. Undergraduate Membership Intake Manual                        |                  |
| 9. <i>Robert's Rules of Order</i> (newly revised)                |                  |
| 10. Graduate Advisors' Certification & Procedure Manual          |                  |
| 11. <i>Fiscal Fitness Guide For Chapter Financial Operations</i> |                  |
| 12. <i>Documents and Records Retention Guide</i>                 |                  |
| 13. History Book   |                  |
| 14. Archives Handbook  |                  |
| 15. Program Resource Guide                                       |                  |
| 16. Media Guide  |                  |
| 17. Anti-Hazing Handbook   |                  |
| 18. Protocol Manual  |                  |
| 19. Rituals (Review Annually)                                    |                  |
| 20. Public Policy Program (Connection Handbook)                  |                  |
| 21. <i>AKA Ceremonial Songs</i> (CD)                             |                  |
| 22. <i>AKA Song Book</i>   |                  |

Chapter Basileus: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*