

## 2011-2012 Chapter/Unit Officers Report

CEC policy requires that unit officers be members of CEC in good standing. At least 3 officers must have current membership in order to qualify for your rebate. Associate members cannot serve as officers.

**Unit Number:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**President**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**President-Elect**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Membership Chair**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Newsletter Editor:**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CAN Representative**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please attach a report listing programs, activities and other information about your Chapter or Unit that you would like to include. Please return this completed form to:**

Paula Evans  
2158 Lakewood Drive  
Nokomis, FL 34275

Or e-mail it to [cec.paula@gmail.com](mailto:cec.paula@gmail.com)

## **2011-12 Assurance Form**

Note: All Florida Federation units and chapters are required to complete and submit the Unit Assurance form by July 1, 2010. You may use your own format if it contains the information requested below.

During the program period beginning July 1, 2010, the

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(Unit Name) assures that the chapter/unit will:

1. Maintain a unified membership of at least 15 persons;
2. Conduct a broad active program to enhance communication, professional development, member involvement, and unit leadership; and
3. Adopt and implement a program plan and budget, and;
4. Maintain a chapter checking account for use by the chapter.

Submitted by:

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President's Signature

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President's Name (Printed)

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Date

Please complete and submit this form by July 1, 2010 to:

Paula Evans  
FCEC President 2010-2011  
2158 Lakewood Drive  
Nokomis, FL 34275

Or e-mail it to [cec.paula@gmail.com](mailto:cec.paula@gmail.com)