



** Important Chapter Info **

The academic year is a busy time for all - there are several mid-year reports constitutionally mandated of all chapters. The time sensitive items below need your attention. Please do so in a timely manner:

- **AED Membership Record Form (MRF)** — is available on our website in “*Member Resources*”, “*Forms & Documents*” section: <http://www.nationalaed.org/members/index.cfm#1>
It is important that you send **one check** covering all the membership fees with MRFs – a **TYPED LIST** helps reduce processing errors. Plan ahead if you would like to have the certificates in time for your initiation (Init Date) celebration/meeting. Please allow a month for shipping/processing
- **Chapter Information Form (CIF)** — is **necessary** for acknowledgement of chapter service, inclusion in E-mail list serve, insure correspondence and *The Scalpel* are correctly delivered for the upcoming year. Please provide the list of current officers **to be filed** with the National Office and E-mail this form **whenever there is a change of Advisor/Officers**
- **Annual Financial Audit Report** — please file your chapter’s financial records in a safe place (usually with the Advisor) including all bank account information. **Chapter accounts must be reviewed every calendar year** (spanning two school years) **and submit an itemized report to the National Office by February 1st – covering the previous calendar year**
 - **IRS Reporting** – all chapters must file an e-Postcard (Form 990-N) if gross revenue is \$25,000 or less to maintain our tax-exempt 501(c)3 status – <http://www.nationalaed.org/members/index> IRS filing link. National Office maintains all chapter EIN records (do not apply for EIN without approval)
- **Biennial Report** — A biennial report of your chapter’s activities covering the two calendar years prior to the National Convention will be **due in February every Convention year** – it includes a 2-yr financial summary that does not replace the itemized *Annual Financial Audit Report*. The historian should prepare a report covering the past school year for the new historian to include in this report
- **Chapter Reports for *The Scalpel*** — The deadline for getting material into the **Fall** issue is **October 1st**, and **February 1st** for the **Spring** issue. Please submit your reports electronically to our Editor and copy aed@jmu.edu as attached MS Word documents – see specifications on our web site: <http://www.nationalaed.org/members/index.cfm#2> **The Scalpel Submission Deadlines.** You may send digital photos unedited – High Quality JPEG file. Please send “regular” photos separately with descriptive captions – we like lots of pictures!



All the forms mentioned above including the Membership Record Forms and fees must be sent to — **AED National Office, James Madison University, MSC 9015, 601 University Blvd, Harrisonburg, VA 22807**



Remember: *Membership Record Form (MRF)*
Chapter (officer) Information Form (CIF)
Annual Financial Audit Report



**** Check our website often for important info & updates ****

A special **Thank You!** - For your help in responding to requests from the National Office and in promoting the interests and activities of your chapter.