

The background features a light cream-colored central area with a white border. This is set against a dark orange background. Two large, dark green triangles are positioned in the upper-left and lower-right corners, pointing towards the center.

How to Create a Monthly Report

Soror Renita Craig, Grammateus

Step 1: Email from Grammateus

Good Morning Sorors!

The January 2025 - Chapter Meeting Reports Template are linked below. Please read the following steps on our new procedures for monthly submission.

- Chapter Meeting Templates will be located in a [January 2025 - Monthly Reports Folder](#)
- Select the Document to match your **Office or Committee** (ex. "Scholarship - December 2024")
- Please select the corresponding officer/committee from the **Dropdown menu**, within the report
- Feel free to change the logo to your corresponding committee
- **Submit all reports by Monday, January 20, 2025 by 11:59pm**

REMINDER... ALL Monthly Reports MUST be signed in person. Reports will be available to sign at the check-in table, at our Monthly Chapter Meeting.

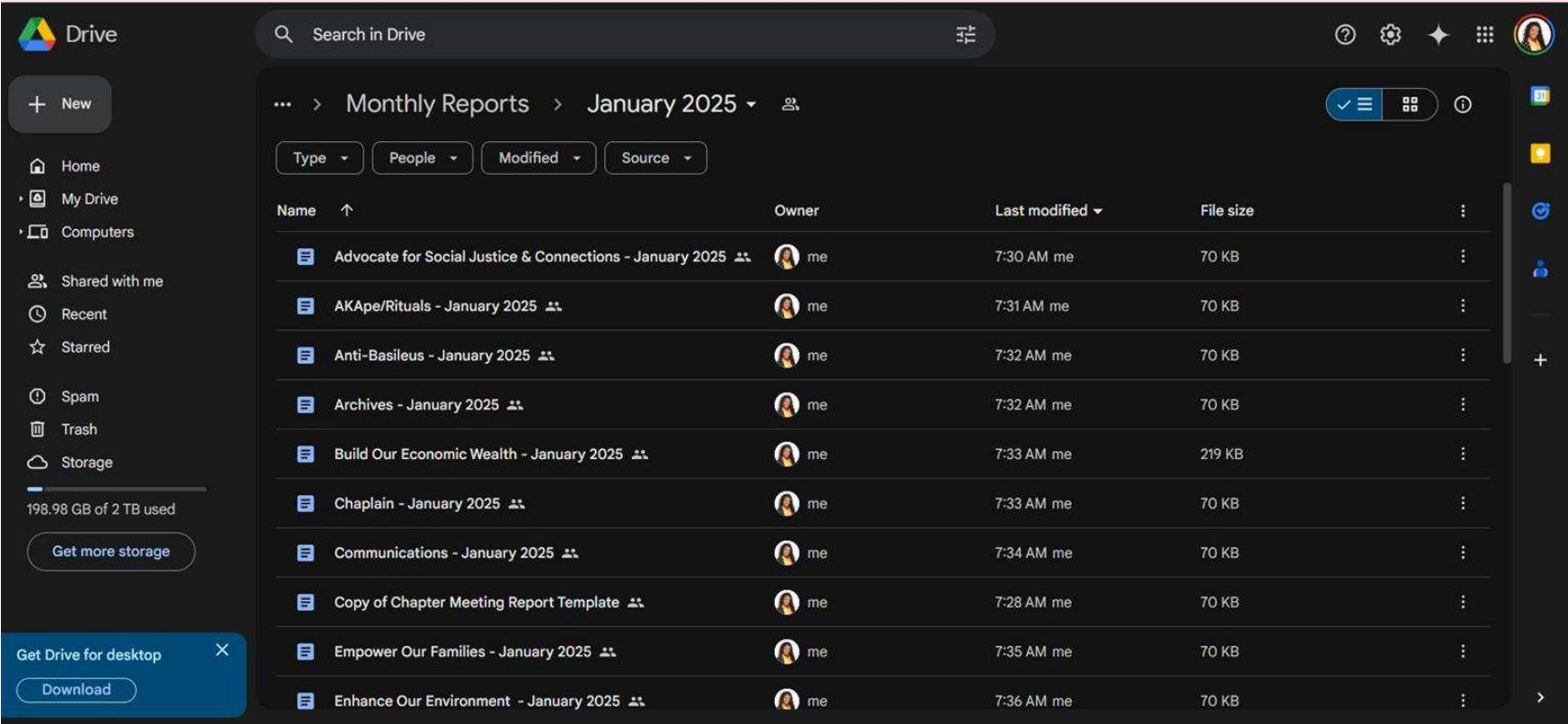
If your Office or Committee is missing, please let me know immediately.

Please let me know if you have questions.

Thank you for the opportunity to serve Sorors!

Step 2: Click on the Link

[January 2025 - Monthly Reports Folder](#)



Step 3: Click on your Committee/Office

Empower Our Families - January 2025

Empower Our Families - January 2025 ☆ 🏠 🌐

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Alpha Kappa Alpha Sorority, Incorporated
Theta Rho Omega Chapter
Officer/Committee Report

Soror:
Date:

Officer/Committee: Pecunious Grammateus ▾
(Select from dropdown menu)

Provide date of most recent meeting and attendees: **HERE...**

Updates

- Provide updates, news, information, and recommendations **HERE...**
- More info
- More Info

Separate Topics

- Add additional information related to a separate topic. **HERE...**
- More info
- More info

Sisterly Submitted,

Step 4: Select Dropdown

[Empower Our Families - January 2025](#)

Officer/Committee: Pecunious Grammateus ▾
(Select from dropdown menu)

Provide date of most recent t ..

Updates

- Provide updates, new ..
- More info
- More Info

A dropdown menu is open, showing a list of options. The options are: Empower our Famili..., Build our Economic ..., Enhance our Environ..., Advocate for Social ..., Uplift our Local Com..., and Ivy Leaf Reporter. At the bottom of the menu is a plus sign followed by the text 'Add / Edit Options'.


lations **HERE...**

Separate Topics

- Add additional information related to a separate topic, **HERE...**
- More info
- More info

Step 5: Fill Out Template

Empower Our Families - January 2025



Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter

Soror LaShelle Royster, Chairman
Sorors Kamela Fulbright and Renita Craig, Co-chairmen
Date: November 11, 2024

Officer/Committee: **Empower our Families** (Select from dropdown menu)

Updates

EOF sends a warm, heartfelt thank you to the Fundraising Committee for providing the opportunity to collect for CHIPP in conjunction with our Priestly Affairs fundraiser. EOF received 2 totes full of donations on-site and 5 Amazon deliveries to Feed Our Babies!! THANK YOU!

Our Virtual Food Drive is on-going. Please use any of the QR Codes that have been shared on any of our CHIPP flyers. You are always welcome to bring donations in-person to chapter [meeting](#).

Packing Session - Mark your calendars for our end of year packing sessions. Join us Saturday, Nov 23rd 1030 - 12 noon at the Clubhouse. Again on Friday, Dec 13th at 5pm at the Clubhouse.

Stay tuned for details about the CHIPP Train for the holidays.

OUR SENIORS:

EOF is tasked with providing opportunities to keep our senior [sorors](#) involved. For our sorors over 65, we will be offering helpful information sessions in the near future. If you have any suggestions about what you'd like to hear, please let us know.

We have a few sorors who are not able to get around as [good](#) as they used to. We want to ensure that our sorors know we are [gl](#) here for them and they have not been forgotten.

We have a nice surprise that we'll be working on at the Packing Session on Friday, Dec 13th.

Please mark your calendars for our upcoming EOF dates. Flyers will be posted in our weekly newsletter.

If you have any questions, concerns, or suggestions, please email, text or call.

Sisterly Submitted, Soror LaShelle Royster

Step 6: Print and Sign

- The Monthly Report will auto-save
- No need to email, if you completed it within the Google Doc
- Print a copy and Sign with a Pen

Monthly Reports

- Provide a synopsis of the meeting
- Summarize key points
- Items not needed in reports
 - Attendance
 - Start Time
 - Ending Time
 - Meeting Agenda topics



THANK YOU!!!