Alpha Kappa Alpha Sorority, Incorporated®

GAMMA DELTA OMEGA Chapter

Correspondence Log

July & August 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Received** | **Organization** | **Subject** | **Action Required** | **What Action** |
|  |  |  |  |  |
| 7/6/17 | Monica Bond | Payment | Yes | Forward to Finance |
| 7/6/17 | American Cancer Society | Solicitation | No |  |
| 7/6/17 | Distinctive Events | Payment | Yes | Forward to Finance |
| 7/6/17 | George Washington University | Information Regarding GDO Scholarship Recipient Markeil Blow | Yes | Forward to Scholarship |
| 7/16/17 | Deep Creek High School | Donation Request for Men of Excellence Program | Yes | Share with Chapter |
| 7/16/17 | Joyce Henderson Mid-Atlantic Regional Director | Notification of Standards Chapter Evaluation | Yes | Share with Chapter |
| 7/16/17 | The Founders Inn | Payment | Yes | Forward to Finance |
| 7/16/17 | Alzheimer’s Association | Solicitation | No |  |
| 7/26/17 | City of Portsmouth Office of the General Registrar | General Election Information | Yes | Share with Chapter  Forward to Connection |
| 8/11/17 | Monica Bond | Payment | Yes | Forward to Finance |
| 8/11/17 | Rikia Freman | Advanced Registration Certificate – UVA | Yes | Forward to Scholarship Chairman |
| 8/11/17 | Linda Herron | Enrollment Verification Certificate – UVA | Yes | Forward to Scholarship Chairman |
| 8/11/17 | American Cancer Society | Solicitation | No |  |
| 8/11/17 | NSU Alumni Association, Inc | Request to Financially Support Homecoming 2017 | Yes | Share with Chapter |
| 8/11/17 | Alzheimer’s Association | Solicitation | No |  |
| 8/11/17 | Greenwood Self Storage | Notification of Rate Increase | Yes | Forward to Archive |
| 8/21/17 | AIA Corporation | Payment Request | Yes | Forward to Finance |
| 8/21/17 | Heifer International | Worldark Magazine | No |  |
| 8/24/17 | Thank You Card | Soror Sylvia Creekmur | Yes | Share with Chapter |
| 8/31/17 | George Washington University | Verification of Enrollment for Markeil Blow | Yes | Forward to Scholarship |
|  |  |  |  |  |
| 8/31/17 | The College of William & Mary | Enrollment Verification for Shianne Randolph | Yes | Forward to Scholarship |
| 8/31/17 | Monica Bond | Payment | Yes | Forward to Finance |
| 8/31/17 | The Hartford Insurance Company | Premium Due | Yes | Forward to Finance |
| 8/31/17 | American Red Cross | Solicitation | No |  |
| 9/3/17 | EAF | EAF Flyer | Yes | Share with Chapter |
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