Alpha Kappa Alpha Sorority, Incorporated®

GAMMA DELTA OMEGA Chapter

Correspondence Log

June 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Received** | **Organization** | **Subject** | **Action Required** | **What Action** |
|  |  |  |  |  |
| 6/6/17 | Monica Bond | Payment | Yes | Forward to Finance |
| 6/6/17 | Khadijah Alexander | Payment | Yes | Forward to Finance |
| 6/6/17 | AKA EAF | Invitation for Basileus to participate in the Platinum Parade at the start of the EAF luncheon. | Yes | Forward to Basileus |
| 6/6/17 | Hampton University Museum | Membership Campaign Solicitation Letter and Brochure | Yes | Forward to Basileus |
| 6/6/17 | Alzheimer’s Association | 2017 Annual Fund Solicitation | No |  |
| 6/6/17 | Alzheimer’s Association | Solicitation | No |  |
| 6/6/17 | Rhode Island Novelty | Catalogue | No |  |
| 6/14/17 | Tidewater Community College | $200 Donation Request for the Young Explorers Camp | Yes | Forward to Basileus |
| 6/14/17 | The UP Center | Solicitation | No |  |
| 6/14/17 | American Cancer Society | Solicitation | No |  |
| 6/26/17 | Internal Revenue Service | Approval of Application for Extension of Time to File an Exempt Organization Return | Yes | Forward to Finance |
| 6/26/17 | Yellow Pages United | Directory Listing Order Form | No |  |
| 6/26/17 | Wells Fargo | Notification of Insufficient Funds Check | Yes | Forward to Finance |
| 6/26/17 | Shianne Randolph | Verification of Enrollment Information | Yes | Forward to Soror Beth Smith (Scholarship) |
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