Alpha Kappa Alpha Sorority, Incorporated®

GAMMA DELTA OMEGA Chapter

Correspondence Log

September 2017

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| --- | --- | --- | --- | --- |
| **Date Received** | **Organization** | **Subject** | **Action Required** | **What Action** |
| 9/11/17 | Nadine Stewart, EAF Mid-Atlantic Regional Coordinator | EAF Letter and Flyer | No | Read at September Chapter Meeting |
| 9/17/17 | Shirrell Smith | Payment | Yes | Forward to Finance |
| 9/17/17 | Department of Taxation | Tax Amnesty | Yes  | Forward to Finance |
| 9/17/17 | American Cancer Society | Solicitation | No |  |
| 9/17/17 | American Cancer Society | Solicitation / Supporter Card | No |  |
| 9/17/17 | Alzheimer’s Association | Solicitation | No |  |
| 9/17/17 | Wounded Warrior Project | Solicitation / Calendar | No |  |
| 9/24/17 | Alzheimer’s Association | Solicitation /Calendar | No |  |
| 9/24/17 | I.C. Norcom High School Guidance Dept. | Letter requesting information on GDO scholarships | Yes | Forward to Scholarship Chairman |
| 9/24/17 | Portsmouth NAACP | Ad and ticket purchase request for the Freedom Fund Banquet | Yes | Share with Chapter |
| 9/24/17 | Khadijah Alexander | Payment | Yes | Forward to Finance |
| 9/24/17 | Complements | Shoe Catalogue | No |  |
| 9/24/17 | American Cancer Society | Solicitation | No |  |
| 9/24/17 | Founder’s Inn | Holiday Party Flyer | No |  |
| 9/24/17 | Rhode Island Novelty | Catalogue | No |  |
| 9/29/17 | ZipRecruiter | Solicitation | No |  |
| 9/29/17 | Monica Bond | Payment | Yes  | Forward to Finance |
| 9/29/17 | Tiffany Philpot | Transfer Form | Yes | Forward to Basileus |
| 9/29/17 | TCC | Enrollment Letter for Markeil Blow | Yes | Forward to Scholarship |
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