Reports to
National Headquarters
## Membership Reports

<table>
<thead>
<tr>
<th>Page</th>
<th>Report</th>
<th>Deadline</th>
<th>Submit Online</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Report of Eligibility for Undergraduate Students</td>
<td>Within first 5 weeks of term</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Report of Eligibility for Graduate Students / Alumni / Eminent Engineers</td>
<td>Within first 5 weeks of term</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Report of Election; Catalog Cards / E-Cards; Instructions for Delivery of Keys and Certificates</td>
<td>2 weeks before initiation (4 weeks if want keys and certificates by initiation ceremony)</td>
<td>Yes; No / Yes; Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Report of Final Action; Copy of Roll Book Signatures; Initiation Fees</td>
<td>Immediately after initiation</td>
<td>Yes; No; No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Other Reports

<table>
<thead>
<tr>
<th>Page</th>
<th>Report</th>
<th>Deadline for 2010-2011</th>
<th>Submit Online</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Convention Delegate Travel Plans</td>
<td>By deadline in informational letter received over the summer</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Top Portion of Convention Credentials</td>
<td>Start of convention – October 7</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Convention Delegate’s Expense Report</td>
<td>By deadline on form (2 weeks after convention)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Fall Officer Information Update</td>
<td>Within 3 weeks of the start of the fall term</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Officer Signatures</td>
<td>October 15 (or if change in officers)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Report of Election of Officers</td>
<td>Within 2 weeks after election of new officers</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Ratification Ballot</td>
<td>April 1 (no extensions)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Financial Report</td>
<td>June 1</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>IRS Form 990-N</td>
<td>15th day of the fifth month following the close of the chapter’s fiscal year (October 15 if fiscal year ends May 31)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Chapter Survey</td>
<td>June 1</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Project Reports</td>
<td>June 1</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Bottom Portion of Convention Credentials</td>
<td>June 1</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Notes on Reporting to Headquarters

- Reports should be submitted (online reports) or postmarked (paper reports) by the due date to be considered on time.
- Call Headquarters before shipping reports by overnight delivery to check if necessary.
- Headquarters may request that a report be faxed if the timing becomes critical. If reports are faxed, originals must still be mailed to Headquarters within two weeks.
- Chapters may obtain an extension from Headquarters for all reports except for the Ratification Ballot. Call Headquarters for an extension prior to the report deadline – 1-800-TAU-BETA.

Contact Information for Headquarters:

- Phone: 1-800-TAU-BETA
- Fax: (865) 546-4579
- Email: tbp@tbp.org (but Rebecca@tbp.org will be faster)

First Class and Priority Mail (Do not use for express delivery!)

- PO Box 2697
  - Knoxville, TN 37901-2697

FedEx, UPS, Express Mail, etc.:

- 508 Dougherty Engineering Bldg. – UTK
  - 1512 Middle Drive
  - Knoxville, TN 37996

Notes:
- Do not use PO Box address to send Express Mail via the Postal Service.
- Use the 508 Dougherty address. Using PO Box will delay delivery by as much as 2 – 3 days.

Online Reporting System Website:

http://www.tbp.org/TbpELIG
Membership Reports
Report of Eligibility
Junior and Senior Candidates

Due: Within first five weeks of term

Online: Yes

Used: To report top 1/8 of juniors and top 1/5 of seniors who are eligible to become members of Tau Beta Pi.

Report Location: From the “Membership” button, select “Eligibility”.

Additional Information: The three reports (Eligibility, Election, and Final Action) originate from this spreadsheet. The names of eligible candidates are either entered into the online system shown on page 6 or submitted via a spreadsheet to Headquarters shown on page 9 for processing. Headquarters checks the spreadsheet for compliance with Constitution Article VIII, section 2. If everything checks okay, Headquarters responds with an acknowledgment email, and then you can move onto the Report of Election.

Required By: Bylaw V, 5.03(d)(2) & VI, 6.05(a)

Instructions for the Spreadsheet (if your chapter uses this):

Curriculum for all non-members must be included.

Current members can be downloaded into the spreadsheet, and then the ones who are not currently eligible can be deleted. This is the better way to do it because if the names are keyed in by hand and they aren’t exactly like they are on our membership records, the system will reject them as members. We had to do that because if there was more than one person with the same last name, they were marking the wrong person as a member and the system was accepting it.

Everyone must be designated junior or senior. If the month and year of graduation aren’t known, they should use the generic April or May 2011 for seniors and 2012 for juniors.

Total numbers must be filled in. The system will do the other calculation.

After Headquarters checks everything and transfers the information into the system, the President, Chief Advisor, and District Director all get a message that the report is in draft status. Everyone gets this message because a tentative date for the initiation is now required.
### Starting Screen for the Report of Eligibility

**Tau Beta Pi**

**Report of Eligibility**

---

**YOU MUST INCLUDE CURRENT MEMBERS ON YOUR ELIGIBILITY REPORT**

<table>
<thead>
<tr>
<th>Chapter</th>
<th>College or University</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wyoming Alpha</td>
<td>University of Wyoming</td>
<td>Spring</td>
<td>2008</td>
</tr>
</tbody>
</table>

This chapter has no report for the indicated reporting period. Check the box to confirm and click on the No Report button to indicate that no report will be submitted.

<table>
<thead>
<tr>
<th>Number of: In School</th>
<th>Ratio</th>
<th>Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors: 349</td>
<td>of which 1/5 is: 70</td>
<td></td>
</tr>
<tr>
<td>Juniors: 159</td>
<td>of which 1/8 is: 20</td>
<td></td>
</tr>
<tr>
<td>Total Eligible: 90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

27 sets of electees' materials
27 flat Bent castings @ 4.00 each: 108.00
0 paperweight Bent castings @ 9.00 each: 0.00

Expected Initiation Date (MM/DD/YY): 04/22/2008

To save changes made to this screen, you must click one of the **continue buttons** below.

- Continue to Juniors
- Continue to Seniors
- Eligibility Menu
Example of the Report of Eligibility
Example of Entering the Report of Eligibility Online

<table>
<thead>
<tr>
<th>Chapter: WYA</th>
<th>College or University: University of Wyoming</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>It is hereby certified that the following student in the above named institution is scholastically eligible for membership in this chapter of Tau Beta Pi under the provisions of Constitution Art. VIII, Sec. 2.</td>
</tr>
</tbody>
</table>

**Name**

- Last: Allais
- First: Anthony
- Title: [Dropdown] Trailer: [Dropdown]

**Juniors**

- [Dropdown] [Dropdown] Mechanical engg
- [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown]
- [Checkbox]

[Continue] [Back]
**Example of the Report of Eligibility Spreadsheet**
Report of Eligibility

Graduate Student, Alumnus, and Eminent Engineer Candidates

**Due:** Within first five weeks of term

**Online:** No (can be downloaded at [http://www.tbp.org/Chapters/Reports/Paper/SectionEligibility.pdf](http://www.tbp.org/Chapters/Reports/Paper/SectionEligibility.pdf))

**Used:** To process reports of eligible graduate student, alumnus, and eminent engineer candidates.

**Additional Information:** The three reports (Eligibility, Election, and Final Action) originate from this form. The names of eligible candidates are entered on the paper Report of Eligibility and sent to Headquarters for processing. Headquarters checks the report for compliance with Constitution Article VIII, sections 3 through 7. If everything checks okay, Headquarters uploads the names into the online system, and the Reports of Election and Final Action are completed online.

**Required By:** Bylaw V, 5.03(d)(2) & VI, 6.05(a)
THE TAU BETA PI ASSOCIATION
REPORT OF ELIGIBILITY
(For Graduate Student, Alumnus, and Eminent Engineer Candidates)

Chapter ____________________________ College or University ____________________________

The following graduate student, alumnus, and eminent engineer candidates are being considered for election to membership in the chapter of Tau Beta Pi. The Advisory Board certifies that they are worthy of membership in the Association and will approve their election if they are judged eligible under Constitution Art. VIII, Sec. 3, 4, 5, or 6. Listed is the section and subsection under which this chapter wishes to elect each candidate. (Refer to the Constitution for exact subsection.) Attach the 1) class rank statement or letter of recommendation and certification that at least 60% of the degree requirement has been completed for each graduate student (Sec. 3); 2) class rank statement and professional engineering record for alumnus (Sec. 4 or 5); professional engineering record for eminent engineers (Sec. 6).

INSTRUCTIONS:

1. Complete ALL information.
2. Attach required documentation described above.
3. Mail to Headquarters before election of members.
4. The report must be received at least 2 weeks prior to initiation, or it will not be processed.
5. All educational background and current degree information must be included.

Eligibility report will NOT be processed unless educational background is included (including degree in process if a grad student).

REQUIRED DOCUMENTATION:

Graduate Student (Section 3)
1. Class rank statement showing top 1/5 standing and
2. Letter from primary advisor stating student has completed at least half of course work including research.

If, and only if, class rank statement cannot be obtained, a letter of recommendation from the student’s primary advisor may be used. Primary advisor’s signature meets this requirement.

Alumnus (Sections 4 & 5)
1. Class rank statement showing top 1/5 standing and
2. Professional engineering record (résumé)

Eminent Engineer (Section 6)
1. Professional engineering record (résumé or vita)

NAME: Sec. 3, Grad____; Sec. 4, Alum____; Sec. 5 Alum____; Sec. 6, Em. Eng____

For Sec. 3 if and only if, class rank is unavailable, I recommend for membership in Tau Beta Pi and certify that the student above has completed at least half of the required course work including research: ____________________________

Students Primary Advisor’s Signature

Educational Background:

<table>
<thead>
<tr>
<th>Institution(s)</th>
<th>College Degree(s)</th>
<th>Major(s)</th>
<th>Graduation Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NAME: Sec. 3, Grad____; Sec. 4, Alum____; Sec. 5 Alum____; Sec. 6, Em. Eng____

For Sec. 3 if and only if, class rank is unavailable, I recommend for membership in Tau Beta Pi and certify that the student above has completed at least half of the required course work including research: ____________________________

Students Primary Advisor’s Signature

Educational Background:

<table>
<thead>
<tr>
<th>Institution(s)</th>
<th>College Degree(s)</th>
<th>Major(s)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NAME: Sec. 3, Grad____; Sec. 4, Alum____; Sec. 5 Alum____; Sec. 6, Em. Eng____

For Sec. 3 if and only if, class rank is unavailable, I recommend for membership in Tau Beta Pi and certify that the student above has completed at least half of the required course work including research: ____________________________

Students Primary Advisor’s Signature

Educational Background:

<table>
<thead>
<tr>
<th>Institution(s)</th>
<th>College Degree(s)</th>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: This report, properly & completely filled out with attachments, provides all the eligibility data required by Bylaw VI, Sec. 604(a) and Constitution Art. VIII, Sec. 3 for graduate students, and Sec. 7 for alumni and eminent engineers.

Complete and sign this report and return with attachments as soon as possible for permission to hold election. Initiation approval cannot be given nor keys and certificates ordered until the Report of Election is submitted online and Catalog Cards are received.

Signatures:
Chief Advisor ____________________________ Secretary ____________________________

President ____________________________ Date ____________________________
Report of Election, Catalog Cards, E-Cards, and Instructions for Delivery of Keys and Certificates

Due: No later than two weeks before initiation, and four weeks if delivery is desired in time for the initiation ceremony

Online: Yes (original Catalog Cards still need to be filled out and mailed)

Used: The Report of Election is used to report the results of election. The Catalog Cards are used to order keys and certificates and to add new members to the national records. The instructions for delivery are used to specify when and where (must not be P.O. box) to deliver keys and certificates. Electronic cards (E-cards) are used to verify the information on the cards mailed to Headquarters.

Report Location: From the “Membership” button, select “Election”.

Additional Information:

*** Initiation approval, prior to holding the ceremony, is required by the Constitution *** and ensures uniform application of eligibility standards. A sample approval email appears on page 19. Keys and certificates will not be sent until the original Catalog Cards are received in the mail. Most schools indicate delivery of keys and certificates to the chief advisor’s faculty office.

Two Catalog Cards must be filled out by each electee. One card is sent to Headquarters, while the other is retained for your Chapter’s records. Accurate and legible cards are vital. In addition to the hard copy cards, the Chapter must enter e-catalog cards online.

Note for initiation: If you can’t find the roll book, let Headquarters know and have your initiates sign a sheet of paper.

Required By: Bylaw V, 5.03(d)(3) & VI, 6.05(b)
### Starting Screen for the Report of Election

<table>
<thead>
<tr>
<th>Chapter</th>
<th>College or University</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wyoming Alpha</td>
<td>University of Wyoming</td>
<td>Spring</td>
<td>2008</td>
</tr>
</tbody>
</table>

Number of: In School | Ratio | Eligible
---|---|---
Seniors: 349 | of which 1/5 is:  | 70
Juniors: 159 | of which 1/8 is:  | 20
Total Eligible: 90
Graduate Student Eligible: 3

27 sets of electees' materials
27 flat Bent castings @ 4.00 each  | 108.00
0 paperweight Bent castings @ 9.00 each  | 0.00
**Example of the Report of Election**
Help Screen for the Report of Election
# Catalog Cards

## Front side of a catalog card

<table>
<thead>
<tr>
<th>PERMANENT RECORD</th>
<th>TAU BETA PI CATALOG CARD</th>
<th>PRINT LEGIBLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>Doe</td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td>Jane</td>
<td></td>
</tr>
<tr>
<td>Middle name(s)</td>
<td>Elizabeth</td>
<td></td>
</tr>
<tr>
<td>Chapter</td>
<td>IN Omega</td>
<td></td>
</tr>
<tr>
<td>Presently studying for</td>
<td>degree, expected to obtained</td>
<td></td>
</tr>
<tr>
<td>8th grade</td>
<td>04 2020</td>
<td></td>
</tr>
<tr>
<td>or, if not now a student, year of first degree</td>
<td>from</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Home or Most Permanent Address</td>
<td>Any Street</td>
<td></td>
</tr>
<tr>
<td>Where</td>
<td>TN</td>
<td>34811</td>
</tr>
<tr>
<td>City</td>
<td>State or Country</td>
<td>Zip</td>
</tr>
<tr>
<td>School Address (if same as home, write “Same”)</td>
<td>1807 My Road</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State or Country</td>
<td>Zip</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:myemail@aol.com">myemail@aol.com</a></td>
<td></td>
</tr>
</tbody>
</table>

## Back side of a catalog card

Permanent Home Telephone: 111/23-4567
Local Telephone: 212/456-7890
Employer: Position:
Other Information:

Please keep the national Headquarters informed when your address changes (www.tbp.org).
Example of an E-Catalog Card
Key and Certificate Delivery Instructions
In order to ship your chapter’s keys and certificates, we need a good shipping address. (UPS does not ship to P.O. Boxes). (If you wish to receive Keys and Certificates for initiation, your Report of Election and catalog cards must be received at Headquarters four weeks before initiation. Our vendors must have two weeks (10 working days) to process orders.) Below is the name and delivery address for the Chapter Officer selected to be responsible for receiving Chapter deliveries. Please make changes as applicable.

Officer’s Name: Steven Frank Barrett
In Care Of: 
Address 1: Electrical and Computer Engr Dept 3295
Address 2: 1000 E University Avenue
City, State, Zip: Laramie WY 82071

You are about to tell Headquarters that the above address is valid. If you are not sure that this is true, please do not continue until you have provided a valid shipping address.

Delivery Instructions for the Keys and Certificates
Sample Initiation Approval Via the Web:
READ THE ENTIRE THING!!!!

To: ****
From: TBP Headquarters
Subject: OFFICIAL APPROVAL TO HOLD YOUR INITIATION
To the President of **** Chapter
Date: Apr 16, 2008

** Report(s) of Election for eligible students have been received and your election of 48 undergraduate(s) is hereby approved, under Constitution Article VIII, Section 2.

** Catalog Cards for eligible students have been received and your election of 48 undergraduate(s) is hereby approved, under Constitution Article VIII, Section 2.

** These 48 electee(s) are approved for initiation on 04/21/2008.

NOTE: You may initiate postponed electees if and only if they are eligible for membership at the time of their initiation unless your Advisory Board approved and documented the postponements.)

Certificates will be sent from our office via 2nd Day UPS today to ***. Rebecca

** Keys have been ordered for delivery as soon as possible (They usually require 3-4 weeks for delivery.)

** Certificates have been ordered for delivery as soon as possible.

If you have questions or problems, please call Rebecca or Roger.

Approved by: James D. Froula, Secretary-Treasurer

PLEASE BE SURE TO ACCOUNT FOR ALL ELECTEES, INCLUDING ALUMNI AND ANY FROM YOUR POSTPONED INITIATIONS LIST, ON YOUR REPORT OF FINAL ACTION! THE REPORT OF FINAL ACTION SHOULD BE SENT IMMEDIATELY AFTER YOUR INITIATION, WITH A PHOTOCOPY OF YOUR ROLL BOOK SIGNATURES. ALSO, DOCUMENT ANY APPROVED POSTPONEMENTS.
Report of Final Action, Copy of Roll Book Signatures, and Initiation Fees

**Due:** Immediately after initiation

**Online:** Yes (final action), No (roll book signatures and initiation fees)

**Used:** The Report of Final Action is used to report initiation results. The roll book signatures and printed names confirm the reports.

**Report Location:** From the “Membership” button, select “Final Action”.

**Additional Information:** Initiates are not official members until the report and signatures are received by Headquarters.

Postponed initiations for student candidates require eligibility at the time of actual initiation or have written Advisory Board approval at the time of postponement. Your Advisory Board must meet and vote to approve any postponements. The letter found on page 22 should be filled out, signed by the President and Chief Advisor, and mailed or emailed to HQ.

It is very helpful not only to Headquarters but also to the Chapter at later times if each initiate’s name is printed beside their signature. If the roll book is forgotten at initiation (hopefully NOT), notify Headquarters and have the initiates sign their names on a sheet of paper.

Fees are due to Headquarters within two weeks after initiation and are used to pay for key/certificate, 4-year subscription to THE BENT, a copy of the Constitution and Bylaws, THE BULLETIN while in school, and Association expenses. The Convention Assessment helps fund the Convention.

**Required By:** Bylaws I, 1.05; V, 5.03(d)(4); V, 5.03(e); VI, 6.05(c) & VII, 7.07
Example of the Report of Final Action
Dear Tau Beta Pi Headquarters Staff:

The Advisory Board met on ________________ (date) and hereby approves the initiation postponement of the following electee(s):

- ____________________________ (name)   _______________________________ (reason)
- ____________________________ (name)   _______________________________ (reason)
- ____________________________ (name)   _______________________________ (reason)
- ____________________________ (name)   _______________________________ (reason)
- ____________________________ (name)   _______________________________ (reason)

We feel that the electee(s) have valid excuses and plan on initiating them next semester.

Thank you,

_______________________________   _______________________________
Chapter President     Chief Advisor
Other Reports
(including Officers, Convention, and End of the Year)
**Convention Delegate’s Travel Plan**

**Due:** By deadline in informational letter received over the summer

**Online:** Yes

**Used:** As confirmation of attendance of Voting Delegate, to refine estimate of Convention attendance, prepare hotel rooming list, and plan transportation.

**Additional Information:** The Constitution requires each Chapter to send one Voting Delegate to the Convention at the expense of the Association.

To register for the Convention and submit travel plans, visit [http://www.tbp.org/TBPCONV/Index.cfm](http://www.tbp.org/TBPCONV/Index.cfm).
TBP Convention
Travel Plan For Joseph P. Tau Bate

Every person attending the Tau Beta Pi Convention in Sacramento, CA, must submit a travel plan no later than September 15, 2008. * indicates a required field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
<td>Joseph P. Tau Bate</td>
</tr>
<tr>
<td>* First name for badge:</td>
<td>Joe</td>
</tr>
<tr>
<td>Evening Ph:</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:joetbp@tbp.org">joetbp@tbp.org</a></td>
</tr>
<tr>
<td>Day Ph:</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:joetbp@tbp.org">joetbp@tbp.org</a></td>
</tr>
</tbody>
</table>

* Mode of transportation to Sacramento: [ ] Drive [ ] Fly

Enter date and time for either mode.

<table>
<thead>
<tr>
<th>Enter date and time</th>
<th>Airline</th>
<th>Flight Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive: Oct 21 at 7:30 PM</td>
<td>Frontier</td>
<td>227</td>
</tr>
<tr>
<td>Depart: Oct 26 at 10:30 AM</td>
<td>Frontier</td>
<td>226</td>
</tr>
</tbody>
</table>

Double Occupancy Room Reservation For Oct:

<table>
<thead>
<tr>
<th>Check all that apply:</th>
<th>Name</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Tue 22 Wed 23 Thu 24 Fri 25 Sat 26 Sun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* No Room Required, will provide own accommodations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Roommate preference:

<table>
<thead>
<tr>
<th>Indicate preference</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ I am sensitive to smoke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ I am a smoker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* I am</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dietary Requirements:

<table>
<thead>
<tr>
<th>Limit response to 300 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

General Comments:

<table>
<thead>
<tr>
<th>Limit response to 300 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Non-Member Guest will attend with me. (Please pay now.)

(Guest must also be registered and submit a travel plan.)

<table>
<thead>
<tr>
<th>Accommodations Only (double occupancy)</th>
<th>3 Nights ($0)</th>
<th>4 Nights ($0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodations Plus 3 Evening Meals</td>
<td>3 Nights ($0)</td>
<td>4 Nights ($0)</td>
</tr>
</tbody>
</table>
Top Portion of Convention Delegate’s Credentials

Sent: March of previous school year

Online: No (can be downloaded at http://www.tbp.org/Chapters/Convention/Credentials.pdf)

Due: Voting Delegate must bring to Convention

Used: To confirm member as Chapter’s Voting Delegate.

Additional Information: The bottom portion of this form is returned to the National Headquarters during the spring semester prior to the Convention and is kept on file. This report must be signed by both the chapter President and the chapter Corresponding Secretary.

Keep this top portion in a safe place over the summer!

Required By: Bylaw V, 5.03 (d)(5) and Tennessee state law.

Voting Delegate Must Bring Top Portion to the Convention

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CREDENTIALS
105th NATIONAL CONVENTION OF THE TAU BETA PI ASSOCIATION
October 7-9, 2010, King of Prussia, PA

To the Secretary of the Association: ____________________________
Date ________________ Chapter ____________________________

It is hereby certified that the members named below are duly elected as delegate and alternate for this chapter, and are hereby authorized to cast its vote at the 2010 Convention.

Delegate (Print) ____________________________ Alternate (Print) ____________________________
(Signed) ____________________________ President (Signed) ____________________________ Secretary

NOTE: If the addresses or effective dates of addresses for the delegate or the alternate should change at any time, please notify J.D. Froula so that all Convention information will reach them promptly during the summer and early fall.

DELEGATE MUST KEEP THIS PORTION TO PRESENT AT CONVENTION REGISTRATION
Cut off on dotted line and send LOWER portion to Secretary Froula when delegate is elected.

---
Convention Delegate’s Expense Report

Sent: August

Due: By deadline on form – 2 weeks after Convention

Online: No (can be downloaded at http://www.tbp.org/Forms/Voting_Delegate_Expense_Report.xls)

Used: To reimburse Voting Delegate for approved expenses.

Additional Information: This form is required even if the Voting Delegate incurred no expenses. If no expenses were incurred, return the form marked $0 for the total expenses. This report must be signed by your Chief Advisor.

Convention expense reports for advisors, district-selected non-voting delegates, and other non-voting delegates requesting airfare reimbursement can be found from the Convention pull-down menu at http://www.tbp.org/chapters/. If a non-voting delegate traveled on chapter money, an expense report is not submitted.

Required By: Bylaw I, 1.06(a)
THE TAU BETA PI ASSOCIATION

2007 CONVENTION VOTING DELEGATE'S EXPENSE REPORT

(As specified in Bylaw I, Section 1.06, and approved by the 2006 Convention)

THIS REPORT IS REQUIRED AND IS DUE WITHIN TWO WEEKS, EVEN IF ALL YOUR EXPENSES WERE PAID BY HEADQUARTERS. Use this sheet to list your actual Convention expenses, have them approved by an alumni member of your chapter's Advisory Board, and send it promptly to: Tau Beta Pi, P.O. Box 2697, Knoxville, TN 37901-2697. Keep a copy for your chapter. If all of your expenses were paid by the national Headquarters, please enter a zero in the total, sign it (no advisor necessary), and send it promptly. Thanks.

Your chapter has been charged the $5 assessment paid by each 2006-07 initiate for Convention costs. When we receive your expense report, Tau Beta Pi will credit your chapter account with your approved Convention expenses. Your chapter treasurer is responsible for reimbursing you for your expenditures.

NAME OF VOTING DELEGATE: ____________________________

*TRAVEL BY PUBLIC CARRIER: (14-day advance-purchase or coach.)

   Was air travel billed to Headquarters? ( )Yes ( )No If yes, do not include.

(2) TRAVEL BY PRIVATE AUTOMOBILE: (Most direct route.)

   _______ miles @ 25¢ per mile
   $________
   Tolls incurred
   $________
   _______ Additional passenger members (will pay up to 3) @ 5¢ per mile each
   $________
   TOTAL TRAVEL COST BY PRIVATE AUTOMOBILE $________

(3) *STOPOVERS: (For automobile travel; official delegate only.)

   Lodging _______ nights @ $________ per night ($42 limit per night)
   $________

(4) *EN ROUTE MEALS: (Incurred costs limited to three meals each day)

   *Breakfasts en route (25¢ limit each)
   $________
   *Lunches en route (50¢ limit each)
   $________
   *Dinners en route (75¢ limit each)
   $________
   TOTAL EN ROUTE MEAL COSTS $________

(5) *TERMINAL EXPENSES: (Expenses to make travel connections, parking, etc.)

   $________

(6) ON-SITE EXPENSES: (Do not include expenses paid by Headquarters.)

   *Breakfasts on site approved by the Convention ($5 limit each)
   $________
   Other expenses approved by the Convention
   $________
   TOTAL ON-SITE EXPENSES $________
   TOTAL EXPENSES $________

To the best of our knowledge, the above report is correct.

Date__________________________  Signed_____________________________ Delegate

Signed______________________________Advisor

IMPORTANT INFORMATION

A voting delegate driving alone whose mileage and lodging expenses exceed the lowest regularly scheduled two-week advance coach-class airfare will be reimbursed no more than the airfare cost. Also, delegations of more than one member whose automobile mileage expenses exceed the lowest regularly scheduled two-week advance coach-class airfare of the voting delegate will be reimbursed for the "airfare" of the voting delegate plus 5¢ per mile for each member-passenger regardless of the mileage to a maximum of 15¢ per mile.

DEADLINE: OCTOBER 29, 2007
Fall Officer Information Update

Available: September

Online: Yes

Due: Within 3 weeks of the start of the fall term

Used: As a reference for Chapter contacts

Report Location: From the “Other Reports” button, select “Officer Information Related Reports”. From the Chapter Officer/Advisor Information Menu, select “Fall Update”.

Additional Information: This vital information is used by Headquarters and the District Directors. The phone number, e-mail address, and mailing address must be current and accurate.

Make sure to include the appropriate UPS shipping address.

If any information changes after this update, use the “Change Address” button from the Chapter Officer/Advisor Information menu or e-mail rebecca@tbp.org (preferred).

Required By: Bylaw V, 5.03(d)(1)
Example of the Fall Officer Information Update
Officer Signatures

Sent: September and January

Online: No (can be downloaded from http://www.tbp.org/Off/Signatures.pdf)

Due: October 15 or when there is a change in officers or chief advisor

If your chapter elects officers in the spring semester, you will need to submit an officer signatures form for that election as well. That deadline is February 15.

Used: This form is used in conjunction with the electronic reporting to include the signatures of the officers and chief advisor with the electronic reports.
Record of Signatures Statement

We certify that the legal signatures below are official. (They are necessary to provide signatures on replacement certificates and to verify membership report authority.)

Report filed:

- Report of Eligibility
- Report of Election
- Report of Final Action
- Officer Election Report
- Fall Addresses for Chapter Officers
- Chapter Survey

Signatures required:

- President & Secretary
- President & Secretary
- President & Secretary
- President & Secretary
- President, Secretary, & Advisor

Chapter President

Print President’s Name:

Corresponding Secretary

Print Secretary’s Name:

Chief Advisor

Print Chief Advisor’s Name

(Note: One statement is required for each group of officers. This is a graded report.)
Report of Election of Officers

Available: November

Due: Within two weeks after election

Online: Yes

Used: To notify the National Headquarters of names, address, phone numbers, and e-mail addresses of new officers and advisors.

Report Location: From the “Other Reports” button, select “Officer Information Related Reports”. From the Chapter Officer/Advisor Information Menu, select “Election of Officers”.

Additional Information: This information is sent to the District Directors. The phone number, e-mail address, and mailing address must be current and accurate. The National Headquarters sends mailings to the chapter presidents using the information in this report.

When the election of officers is held, advisors MUST be updated. If they aren’t, the chapter will not be eligible for a Secretary’s Commendation. Terms for new officers should start when school is out in the spring, not in August/September when school starts back up. Headquarters needs to be able to contact the new officers if necessary over the summer.

Required By: Bylaw V, 5.01; Bylaw V, 5.03(d)(7); Bylaw VIII, 8.01(b)
Example of the Report of Election of Officers
Constitution Ratification Ballot

Sent: October

Due: April 1 (No extensions given)

Online: No (can be downloaded at http://www.tbp.org/Chapters/Convention/RatificationBallot.pdf)

Additional Information: Constitution amendments require ratification by the Chapters.

Your Chapter must meet the quorum requirements to have a valid ballot – three-fourths of the active members of the Chapter must vote in order to have a valid ballot. (Always round up – if a chapter has 10 active members, it needs 8 for a quorum, not 7.)

To declare any member inactive, you must receive the approval of five-sevenths of your Advisory Board. (Members declared inactive are still members of Tau Beta Pi; they just aren’t counted toward a quorum.) Inactive members can become active again immediately following the meeting by approval of the Advisory Board. This is typically done for members on co-op assignments.

The total number of affirmative votes, negative votes, abstentions, and absentees must equal the total active membership of the Chapter as reported at the top of the ballot.

Required By: Constitution Article XVIII, Section 3
THE TAU BETA PI ASSOCIATION
RATIFICATION BALLOT ON CONSTITUTION AMENDMENT
APPROVED BY THE 2009 CONVENTION

Please see the summary sheet on the “Constitution Amendment Approved by the Convention but Subject to Ratification by the Chapters” for Convention minutes references, and the “Instructions for Ratification Balloting” on the other side of this sheet for explanation of quorum requirements and active status.

Mailed from National Headquarters October 21, 2009

CHAPTER______________________

The number of active undergraduate members of this chapter is: __________
The number of active graduate-student members of this chapter is: __________
The number of active alumnus members of this chapter is: __________
Therefore, the total number of active members of this chapter is: __________

This is a correct report of the vote of this chapter on the proposed changes in the Constitution as approved by the 2009 Convention:

***************

1. Require an Executive Council to take office within 11-14 months after its election.
   Constitution Art. III, Sec. 3 (b) (Convention minutes pages 11, 13, and 14)

   Affirmative votes __________
   Negative votes __________
   Abstentions __________
   Absentees __________

   Total (must equal number of active members shown above) __________

   (Absentees must not exceed 25% of the total for a valid ballot!)

   The vote of this Chapter therefore is: Affirmative □ Negative □

   (Affirmative votes must be at least three times the sum of Negative votes and Abstentions for an Affirmative Chapter vote!)
Financial Report

**Available:** April

**Due:** June 1

**Online:** Yes

**Used:** To report the Chapter’s financial situation and let Headquarters know who has the financial records over the summer. Whoever is going to pay the bills should be the one that has the financial records over the summer.

**Report Location:** From the “Other Reports” menu, select “Financial Report”.

**Required By:** Convention Action
Sample Questions from the Financial Report

1. What is the ending date of your chapter’s fiscal year?

2. Did your chapter’s income exceed its expenses during the year now closing?
   Yes ☐ No ☐

3. If your chapter operated at a deficit this year, what corrective actions are planned for next year?

4. Will I.R.S. Form 990 be filed this year?
   Yes ☐ No ☐

5a. Are you aware that IRS form 990-N (e-postcard) must be filed on the IRS website later this year? (See information on Chapter website)
   Yes ☐ No ☐

5b. Organization’s legal name? [Tau Beta Pi Association, Inc.; XX X Chapter]

5c. Organization’s mailing address?

5d. Organization’s website address (if applicable)?

5e. Organization’s employer identification number (Chapter EIN)
   23-7369944 If this incorrect notify headquarters

5f. Name and address of a principal officer of your organization? [Recommend Chief Advisor]

5g. Organization’s annual tax period? [Should be listed in bylaws]

5h. A statement that your organization’s annual gross receipts are still normally $25,000 or less?
   Yes ☐ No ☐

6. We understand that contributions to our chapter are not tax-deductible to the donor.
   Yes ☐ No ☐

7. Was any portion of your chapter’s income derived from sources other than membership fees?
   Yes ☐ No ☐
IRS Form 990-N (E postcard)

Due: By 15th day of the 5th month after close of Chapter’s fiscal year

Online: Yes (at IRS.gov)

Used: By IRS to track non-profit organizations which are not required to submit some form of the full 990.

Additional Information: Information on how to complete is available on Chapter website at http://www.tbp.org/Chapters/Reports/OtherOnline/IRS990-N.cfm.

Important: Chapters must forward the confirmation email received from the IRS dated between August 1, 2011, and July 31, 2012, to qualify for a Secretary’s Commendation. This email should be forwarded to tbp@tbp.org and to your District Director.
Chapter Survey

Available: March

Due: June 1

Online: Yes

Used: To inform the National Headquarters about the health of the Chapter.

Report Location: From the “Other Reports” menu, select “Chapter Survey”.

Additional Information: The primary goal of the Chapter Survey is to provide information for the next set of officers.

Required By: Bylaw III, 3.01(k)
Sample Questions from the Chapter Survey

1. a) How many active (See Const. VI, Sec. 1) members did your chapter have after your spring initiation this year?
   - Juniors: [Blank]
   - Seniors: [Blank]

   b) What percentage of members participated in your chapter projects throughout the year?
   - Average %: [Blank]
   - Cumulative %: [Blank]

2. Does your chapter set a minimum grade point average?  Yes ☐  No ☐
   - If Yes, what was it? (List as Fall/Spring)
   - How many candidates were ineligible because of this GPA cutoff?

3. How does your chapter secure class rankings? (250 characters max)

4. What is your chapter's total initiation fee (including National fee ($32 + $5))?
   - Students: [Blank]
   - Alumni: [Blank]
   - Eminent Engineers: [Blank]

5. What does your chapter's initiation fee cover other than the national fee and the Convention assessment?
   - Initiation Banquet ☐
   - Other ☐
   - Other description: (250 characters max)

6. What change has been made to your initiation fee this year?
   - Other ☐
   - Raised ☐
   - Lowered ☐

7. How do you notify candidates of their eligibility?
   - Letter ☐
   - Email ☐
   - Printed invitation ☐
   - Personally ☐
   - Other ☐
   - Other description: (250 characters max)

8. What activities do you require candidates to perform before election? (if projects, list number of hours; 250 characters max)


More Sample Questions from the Chapter Survey

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. How do you notify electees?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Letter</td>
<td></td>
<td></td>
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<tr>
<td>- Email</td>
<td></td>
<td></td>
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<tr>
<td>- Printed Invitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Personally</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Other Description (250 characters max)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. What activities do you require electees to perform before initiation? (if projects, list number of hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Write Essay</td>
<td></td>
<td></td>
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<tr>
<td>- Take Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Polish Plaque or Monument</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Polish and Wear a Brace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Collect Signatures</td>
<td></td>
<td></td>
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<tr>
<td>- Work on current projects (list number of hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Other (Describe below, 250 characters max)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Did your chapter send a letter from your dean?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>- If Yes, what was the reaction? (250 characters max)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If No, why not? (250 characters max)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Did your chapter use the invitations available from Headquarters?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>- If Yes, what was the reaction? (250 characters max)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If No, why not? (250 characters max)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. How many meetings did your chapter have this year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisory Board:</td>
<td></td>
<td></td>
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<tr>
<td>Initiation:</td>
<td></td>
<td></td>
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<tr>
<td>Business:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>14. What percentage of your chapter members attend meetings on the average?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. What action does your chapter take against members for non-attendance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fined</td>
<td></td>
<td></td>
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<tr>
<td>Reprimand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declare Inactive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nothing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. How informed are your advisors concerning your chapter’s condition and activities?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poorly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Is the Eligibility Code read at each election meeting of your chapter?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>18. Is a copy of your bylaws given to each of your new members?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>19. Have you kept a catalog card for each new member?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>20. Are the minutes of all meetings of this college year in your chapter records?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>21. What bookkeeping system do you use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tau Beta Pi</td>
<td></td>
<td></td>
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<tr>
<td>One required by the school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neither</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Does your chapter operate on a budget? (See Bylaw V, Sec. 5.04(c))</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>23. Do you need a new copy of the Ritual?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>24. Do you need a new copy of the President’s Book?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>25. How well do the students, faculty, and staff in your engineering school know about Tau Beta Pi?</td>
<td>Very</td>
<td>Somewhat</td>
</tr>
<tr>
<td>26. How well do members of your community know about Tau Beta Pi?</td>
<td>Very</td>
<td>Somewhat</td>
</tr>
<tr>
<td>27. How often are projects and programs of your chapter given publicity?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Always</td>
<td></td>
<td></td>
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<tr>
<td>Frequently</td>
<td></td>
<td></td>
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<tr>
<td>Sometimes</td>
<td></td>
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<tr>
<td>Never</td>
<td></td>
<td></td>
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<tr>
<td>If Never, why not? (250 characters max)</td>
<td></td>
<td></td>
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<tr>
<td>28. Are new initiates given public recognition?</td>
<td></td>
<td></td>
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<tr>
<td>Always</td>
<td></td>
<td></td>
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<tr>
<td>Frequently</td>
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<td></td>
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<tr>
<td>Sometimes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Never</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Never, why not? (250 characters max)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project Reports

Sent: March

Due: June 1

Online: No (can be downloaded at www.tbp.org/chapters/Reports/Paper/ProjectReport.doc)

Used: To inform the National Headquarters about the activities of the chapter

Additional Information: Project reports must be submitted if the number of projects reported in the Chapter Survey is greater than 0. The number of projects sent to Headquarters should agree with the number of projects reported on the Chapter Survey.

Project Reports are used as a reference by your chapter in future years and used the following year to determine winners of Project Awards and by the Convention Awards Committee. Data for all chapters are summarized and reported in The Bulletin.
INSTRUCTIONS: Please complete each of the seven sections below. Any additional information which may be helpful to another chapter would also be appreciated, but do not send extraneous material that would not be useful to other chapters.

Project name: ________________________ Date(s) of Project: ________________

Project area: __ Community/ __ University/ __ Profession/ __ Chapter/ __ Education/ Liberal Culture College Engineering Social Prof. Dev.

Number of persons who participated in this project
Members: ___ Electees: ___

(Please attach a list of names.)

Hours spent on this project. Organizing: ___ Participating: ___

DESCRIPTION:

I. General Description: ___________________________________________________
______________________________________________________________________

II. Purpose & Relationship to Objectives of TBP: _____________________________
______________________________________________________________________

III. Organization & Administration: (in conjunction with another group? ___ Yes ___ No)
______________________________________________________________________
______________________________________________________________________

IV. Cost & Personnel Requirements: ________________________________________
______________________________________________________________________

V. Special Problems: ____________________________________________________
______________________________________________________________________

VI. Over-all Evaluation/Results (Be Specific): ______________________________
______________________________________________________________________

VII. Index of Exhibits: ____________________________________________________
______________________________________________________________________
Bottom Portion of Convention Delegate’s Credentials

Sent: March

Due: Within 2 weeks after election of new officers

Online: No (can be downloaded at http://www.tbp.org/Chapters/Convention/Credentials.pdf)

Used: To confirm member as Chapter’s Voting Delegate.

Additional Information: The bottom portion of this form is returned to Headquarters during the spring semester prior to the Convention, and is kept on file. This report must be signed by the chapter President and Corresponding Secretary.

Keep the top portion in a safe place over the summer! The Voting Delegate will need to take it to Convention in the fall.

Required By: Bylaw V, 5.03 (d)(5) and Tennessee state law.

Voting Delegate Must Bring Top Portion to the Convention
CREDOENTS
105th NATIONAL CONVENED OF THE TAU BETA PI ASSOCIATION
October 7-9, 2010, King of Prussia, PA

To the Secretary of the Association: Date __________________ Chapter __________________________

It is hereby certified that the members named below are duly elected as delegate and alternate for this chapter, and are hereby authorized to cast its vote at the 2010 Convention.

DELEGATE (Print) ___________________ ALTERNATE (Print) ___________________
(FULL NAME) (FULL NAME)

Summer address of Delegate (Print): Summer address of Alternate (Print):
__________________________________ ______________________________________
__________________________________ ______________________________________
__________________________________ ______________________________________

Summer telephone: _____________________ Summer telephone: _____________________
Summer Email: _________________________ Summer Email: _________________________

Effective dates of summer addresses: From ________ To ________________
College address of Delegate in fall (Print): College address of Alternate in fall (Print):
__________________________________ ______________________________________
__________________________________ ______________________________________

Effective dates of fall addresses: From ________ To ________________
Cell telephone: ___________________________ Cell telephone: ___________________________
Fall Email: ______________________________ Fall Email: ____________________________

(Signed) ______________________ President (Signed) __________________ Secretary

SEND LOWER PORTION OF CREDENDENTS TO: J.D. Froula, Tau Beta Pi, P.O. Box 2697,
Knoxville, TN 37901-2697
FAX: 865/546-4579 (still need original mailed)

DEADLINE: JUNE 1