



Tau Kappa Epsilon Fraternity

**CHARTERED ALUMNI ASSOCIATION ANNUAL RENEWAL FORM**

\_\_\_\_\_ Alumni Association

TKE Alumni Association charter renewals last for two calendar years. All charters expire the day after Conclave. **This report form**, along with the **requested documentation** and the **biennial fee** are to be submitted to the Offices of the Grand Chapter during each odd numbered year to renew an alumni association's charter.

ALUMNI ASSOCIATION STATUS

Current number of members \_\_\_\_\_ Number of meetings held last year \_\_\_\_\_  
Number of members last year \_\_\_\_\_ Annual member dues: \$ \_\_\_\_\_  
Website address (if applicable) \_\_\_\_\_

ALUMNI ASSOCIATION PRESIDENT/CHAIRMAN

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office phone \_\_\_\_\_  
Home phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

ALUMNI ASSOCIATION VICE PRESIDENT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office phone \_\_\_\_\_  
Home phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

ALUMNI ASSOCIATION TREASURER

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office phone \_\_\_\_\_  
Home phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

ALUMNI ASSOCIATION SECRETARY

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office phone \_\_\_\_\_  
Home phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

BIENIAL CHARTER RENEWAL REQUIREMENTS (please enclose the following with this report form):

- A. **Association membership listing, including names and addresses (very important)**
- B. Sponsor at least one social event for alumni (enclose description and date of event)
- C. Publish at least two newsletters (enclose copies)
- D. Sponsor at least one project to assist an undergraduate chapter, the alumni association, the college/university, or the International Fraternity (enclose description of project)
- E. Payment of the biennial fee, payable to Tau Kappa Epsilon Fraternity (enclose check)
  - **Early Renewal Discount Rate: \$100 (for renewals made by January 10, 2008)**
  - **Standard Association Fee: \$200**
  - **Late Renewal Fee: \$300 (for renewals made after January 10, 2009)**

EVENTS AND ACTIVITIES

Briefly describe or list social events held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Briefly describe project to assist the chapter, school, community or association: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

COMMENTS/UPDATES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

CERTIFICATION

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please send completed report form and requested documentation to:

Tau Kappa Epsilon Fraternity  
8645 Founders Road  
Indianapolis, IN 46268

If you have questions, please call (317) 872-6533.