



Chapter Secretary Control Sheet

	FORM	SENT		FILED
1.	Dues Notice	_____	File Proof of payment	_____
		Due Jan. 1 of each year		
2.	Price Sheet (Rev. 1996)	_____	File Copy	_____
3.	Annual Chapter Report	_____	File Copy	_____
		Due Jan. 1 of each year		
4.	Annual Meeting Chapter Notification	_____	File Copy	_____
		February 1 Preceding annual session		
5.	Nomination of National Officers	_____	File Copy	_____
		Dec. 15		
6.	Copy of your most recent by-laws	_____	File Copy	_____
		If not submitted earlier		
7.	IRS EIN instructions and Form SS-4 (your institution may request that you be under it's non-profit umbrella, if so contact Ella Bennett)	_____	File Copy	_____
		If not submitted earlier		
8.	New Chapter Petition Ballot	_____		
		Return by date indicated or a positive vote will be assumed		
9.	Distinguished Dental Hygienists Brochure Order Form			_____
10.	Chapter Secretaries (by state, list is updated annually)			_____
11.	Program information for SPA national meetings Notify chapter members			_____
12.	Member Transfer Form	_____	File copy	_____
13.	Electee Forms	_____	File copies	_____

RETURN ALL CORRESPONDENCE TO: JoAnn L. Scofield, RDH, MS - SPA Treasurer
Texas A&M Health Science Center
Baylor College of Dentistry
3302 Gaston Ave. Rm. 139C
Dallas, TX 75246