

**RECOMMENDATION FOR CHAPTER SALES AT
ALPHA KAPPA STATE FALL CONFERENCE**

1. Chapters shall complete request form.
2. Request form due to State President by May 15. Requests postmarked later than May 15th will not be honored.
3. Requests will be numbered and dated in order of postmark by the State President.
4. Requests will be presented to the Executive Board at its June meeting.
5. Up to three Chapter requests will be accepted each year.
6. No Chapter may have a sale in two consecutive years unless no other Chapter makes a request.
7. A news article should be written for the September Keynote telling about the sale items and their purpose. An order form may not be printed as this conflicts with U. S. Mail regulations. Deadline is August 1st.
8. Samples could be displayed at the September Board Meeting.
9. A list of Chapters approved for Conference Sales will be kept by the Secretary as a reference to assure equal opportunities for Chapters.
10. If more Chapters make requests than the established guidelines, they shall be given priority the following Fall.

CHAPTER SALE REQUEST FORM

Chapter _____ President _____

Purpose of Sale _____

Description of Sale Items _____

Sale Price _____ Additional Information _____

Date Request Received _____ By _____

_____ Approved for Fall Conference 20 _____ Request Not Approved
