

## Submitting Two Required Alumnae Chapter Events

This action is used to submit information for the two required alumnae chapter events.

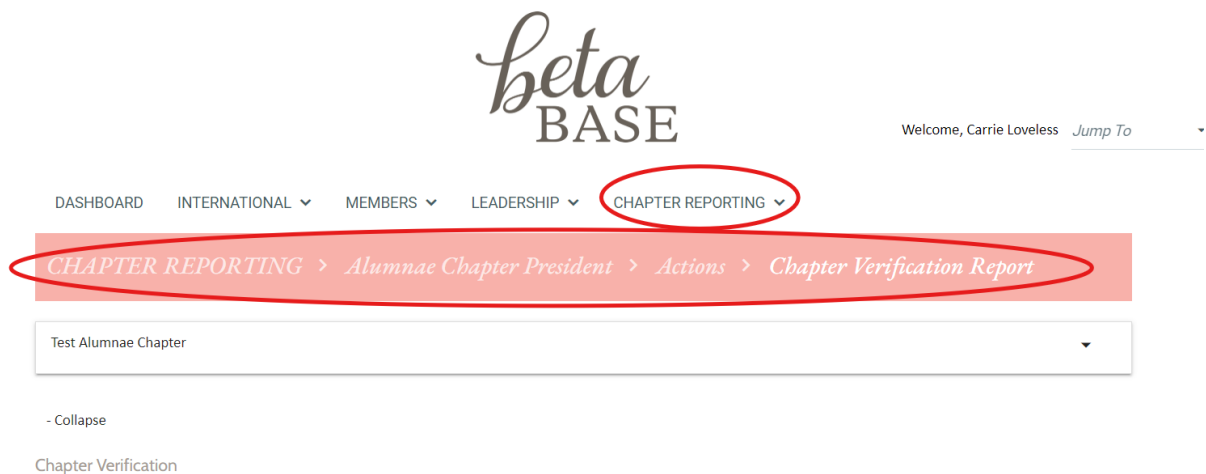
This guide illustrates how to submit information for the two required alumnae chapter events in Beta Base using the navigation: Chapter Reporting > Alumnae Chapter President > Actions > Chapter Verification Report.

**As a reminder, Article IV, Section 8.b. states the following:**

- Meetings – There shall be at least two meetings or activities each year, including at least one for Gamma Phi Beta members only.

### Submitting Alumnae Chapter Event Information

1. Navigate to Chapter Reporting > Alumnae Chapter President > Actions > Chapter Verification Report.



2. Navigate to the section titled AC Event Information.
3. Input event information for the good standing requirement. A reminder that one event must be for members only.

**AC Event Information**

AC Event 1 Yes/No

Event 1 Date  
mm/dd/yyyy

Event 1 Location

Event 1 Description

# of members attending  
0

Members only?

AC Event 2 Yes/No

Event 2 Date  
mm/dd/yyyy

Event 2 Location

Event 2 Description

# of members attending  
0

Members only?

4. Select Save.

