

Chapter Checklist

Chapter Master Report (CMR)

- Watch the two webinars on the CMR.
- When planning your program year, plan activities based on the CMR committee pages to help your chapter sparkle.
- Open your CMR **in August**. Review any updates to committee pages. You may schedule any additional activities.
- Work on your CMR progressively from the time it is posted in August until your state deadline. Start to enter data immediately.
- Recognize your chapter's stars, big and small.
- Remember some events/activities cross committees.
- Make it a team effort with the executive committee and your chapter committee chairs.
- Consider providing your CMR code to your chapter executive committee and your chapter committee chairs.
- Be sure to recognize deserving, sparkling chapter members for their outstanding service even crossing committees.

