



Chapter Name	Banking Information
Bank Name:	
Bank Address:	
Bank Routing Number:	
Bank Account Number:	
Contact for Bank	
Name:	
Phone:	
Email:	
Authorized Signatories for Account:	
a)	
b)	
c)	
d)	
Debit Card Pin	
Online Banking	
Website:	
Login:	
Password:	
Security Questions and Answers:	
a)	
b)	
c)	
d)	
Credit Card Payment Tool (Paypal, Venmo, ect.):	
Website:	
Login:	
Password:	



Chapter Name	Corporate and Tax Information
IRS Employee Identification Number (EIN):	
State Tax Information:	
Date of Incorporation:	
Official Address:	
For Filing IRS 990N:	
Username:	
Password:	



Chapter Name	Login Information
Email:	
Username:	
Password:	
Recovery Email:	
Recovery Phone:	
Chapter Management Tool:	
Login:	
Password:	
Eventbrite/Zeffy/SignupGenius Platform:	
Username:	
Password:	
Mail Chimp:	
Username:	
Password:	
Facebook:	
Page Name:	
Current Admins:	
a)	
b)	
c)	
Linkedin:	
Current Admins:	
a)	
b)	
c)	
Snapchat:	
Username:	
Password:	
Twitter/X:	
Username:	
Password:	
Instagram:	
Username:	
Password:	
Website:	
Website Address:	
Website Server:	
Username:	
Password:	



Project Name	Purpose	Description and Recommendations
The purpose of this section is to keep track of different projects and events that you do as a chapter. Evaluating your performance and giving advice for the future board members can be incredibly valuable towards the continuity of your organization.		



Position	Name	Contact Information	Year
<p>Each chapter runs their executive board just a little bit differently. Here is a great place to list the name and contact information for each board position. While still complying with the requirements outlined in your chapter bylaws for your executive board, you might identify important tasks each officer takes on for your local chapter.</p>			
President:			
a)			
b)			
c)			
d)			
Vice President:			
a)			
b)			
c)			
d)			
Treasurer:			
a)			
b)			
c)			
d)			
Secretary:			
a)			
b)			
c)			
d)			
Membership Chairperson:			

a)			
b)			
c)			
d)			
Outreach Chairperson:			
a)			
b)			
c)			
d)			
Girls in Aviation Day Chairperson:			
a)			
b)			
c)			
d)			
Program and Planning Chairperson:			
a)			
b)			
c)			
d)			
Communications Chairperson:			
a)			
b)			
c)			
d)			
Fundraising Chairperson:			
a)			
b)			
c)			

d)			
Advisor:			
a)			
b)			
c)			
d)			



Position	Name	Contact Information	Year
List out each committee you have, the chair & member of each committee and the role the committee serves. Include any important documents the committee compiles in a folder in your digital files.			
Membership Committee (Required):			
Chairperson:			
Members:			
a)			
b)			
c)			
Committee Purpose:			
Outreach Committee (Required):			
Chairperson:			
Members:			
a)			
b)			
c)			
Committee Purpose:			
GIAD Committee:			
Chairperson:			
Members:			

a)			
b)			
c)			
Committee Purpose:			
Other Committee:			
Chairperson:			
Members:			
a)			
b)			
c)			
Committee Purpose:			
Other Committee:			
Chairperson:			
Members:			
a)			
b)			
c)			
Committee Purpose:			