

KKΨ Weekly Agenda Form

(for presidents' personal convenience)

Order of Business:

1. Opening ceremonies
2. Reading of minutes
3. Officer Reports (non-committee business only)
 - a) VPM&B
 - b) VPS
 - c) Secretary
 - d) Treasurer
 - e) Sergeant-at-Arms
 - f) Historian
 - g) Sponsor Report
 - h) President's Report (if any)
4. Committee Reports
 - a) Fundraising
 - b) Service
 - c) Public Relations
 - d) Social
 - e) _____ (temp)

5. Old (unfinished) Business
6. New Business
7. Comments and Announcements
8. Closing ceremonies

President's chore List:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Joint Meeting Agenda:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Separate Meeting Agenda:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____