

IB 365  
7/06  
(PP)

DELTA OMICRON  
INTERNATIONAL MUSIC FRATERNITY

Inventory of Equipment and Supplies for Collegiate Chapters

Chapter Warden takes a complete inventory of all equipment, paraphernalia, and supplies. Fill out this form in duplicate. Send one copy to the Province President and keep the second copy in the Chapter President's portfolio.

CHAPTER \_\_\_\_\_ DATE \_\_\_\_\_ FORM COMPLETED BY \_\_\_\_\_

(Check one) DO YOU HAVE.....

YES NO OFFICIAL PUBLICATIONS

- \_\_\_ \_\_\_ 1. Calendars for the current year
- \_\_\_ \_\_\_ 2. Chapter Adviser's Manual (in Adviser's folio) 2006 revision
- \_\_\_ \_\_\_ 3. Fraternity BYLAWS (2004 Revision)
- \_\_\_ \_\_\_ 4. Prospective Membership Training Manuals (2004 revision)
- \_\_\_ \_\_\_ 5. Songbooks (2003 Printing)
- \_\_\_ \_\_\_ 6. Ceremonies for Chapters and Clubs (2003 revision)
- \_\_\_ \_\_\_ 7. Roster of National Honorary Members and Patrons (2004 revision)
- \_\_\_ \_\_\_ 8. Publicity Manual (2006 revision)
- \_\_\_ \_\_\_ 9. IB Form CD for the current year (where located \_\_\_\_\_)

PARAPHERNALIA

- \_\_\_ \_\_\_ 1. Rituals (5 copies. Give numbers \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_)
- \_\_\_ \_\_\_ 2. Lilies of the Valley
- \_\_\_ \_\_\_ 3. Ritual Banner
- \_\_\_ \_\_\_ 4. Ritual Music
- \_\_\_ \_\_\_ 5. Silver Bowl
- \_\_\_ \_\_\_ 6. Silver Candelabra
- \_\_\_ \_\_\_ 7. White Bible
- \_\_\_ \_\_\_ 8. Baton (for pointer)

PERMANENT EQUIPMENT

- \_\_\_ \_\_\_ 1. Bulletin Board (where is it located? \_\_\_\_\_)
- \_\_\_ \_\_\_ 2. Chapter Bylaws (when last revised? \_\_\_\_\_)
- \_\_\_ \_\_\_ 3. Chapter Charter (Framed? \_\_\_\_\_ Where located? \_\_\_\_\_)
- \_\_\_ \_\_\_ 4. Gavel
- \_\_\_ \_\_\_ 5. Portfolios for all officers
- \_\_\_ \_\_\_ 6. Prospective Member Pins (Quantity \_\_\_\_\_)
- \_\_\_ \_\_\_ 7. Locked Storage Area (Description & Location \_\_\_\_\_)

PERMANENT RECORDS AND FILES

- \_\_\_ \_\_\_ 1. Collegiate Member Notebook, IB 344 (Is it up to date? \_\_\_\_\_)
- \_\_\_ \_\_\_ 2. Alumni Member File or (Is it up to date? \_\_\_\_\_)
- \_\_\_ \_\_\_ 3. Patron and Patroness File (Is it up to date? \_\_\_\_\_)
- \_\_\_ \_\_\_ 4. Minutes Books (Are they in bound volumes? \_\_\_\_\_)
- \_\_\_ \_\_\_ 5. Treasurer's Books (Are they in bound volumes? \_\_\_\_\_)

- \_\_\_ \_\_\_ 6. Membership Record Books (How many? \_\_\_)
- \_\_\_ \_\_\_ 7. Chapter History (Is it in a bound volume? \_\_\_)
- \_\_\_ \_\_\_ 8. Achievement Books (Scrapbooks)
- \_\_\_ \_\_\_ 9. Correspondence File