

IB 365al  
7/06 (PP)

DELTA OMICRON  
INTERNATIONAL MUSIC FRATERNITY

Inventory of Equipment and Supplies for Alumni Chapters

Chapter President 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 second copy in the Chapter President's portfolio.

CHAPTER \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF PERSON COMPLETING FORM \_\_\_\_\_

(Check one) DO YOU HAVE.....  
YES NO OFFICIAL PUBLICATIONS

- \_\_\_ \_\_\_ 1. Calendars for the current year
- \_\_\_ \_\_\_ 2. Fraternity BYLAWS (2004 Revision)
- \_\_\_ \_\_\_ 3. Songbooks (2003 Printing)
- \_\_\_ \_\_\_ 4. Roster of National Honorary Members and Patrons (2003 revision)
- \_\_\_ \_\_\_ 5. Publicity Manual (2006 Revision)

PERMANENT EQUIPMENT

- \_\_\_ \_\_\_ 1. Chapter Bylaws
- \_\_\_ \_\_\_ 2. Chapter Charter (Framed? \_\_\_ Where located? \_\_\_\_\_)
- \_\_\_ \_\_\_ 3. Gavel
- \_\_\_ \_\_\_ 4. Folders or notebooks for all officers

PERMANENT RECORDS AND FILES

- \_\_\_ \_\_\_ 1. Minutes Books (Are they in bound volumes? \_\_\_)
- \_\_\_ \_\_\_ 2. Treasurer's Books (Are they in bound volumes? \_\_\_)
- \_\_\_ \_\_\_ 3. Chapter History (Is it in a bound volume? \_\_\_)
- \_\_\_ \_\_\_ 4. Achievement Books (Scrapbooks)
- \_\_\_ \_\_\_ 5. Correspondence File (3-years)