



## CHAPTER SUPPORT RESOURCES

The following information is designed to enable the officers of the various chapters of the Georgia Society to more effectively use the resources and services of the Society office in their year of service. If you have any questions or concerns, please do not hesitate to call Kara Peterson at 404-504-2944 or email [kpeterston@gscpa.org](mailto:kpeterston@gscpa.org).

### Chapter Information Forms

The Chapter Information Form should be completed following the first meeting of the chapter to provide the latest contact information for the GSCPA staff. The form can be found in the operation section of your tool kit. **Deadline: June 30.**

### **New: Chapter Meeting Registration Form**

The New Chapter Meeting Registration form outlines how to get your members to register and pay for chapter meetings using the GSCPA online catalog. The form also includes instructions on how to get reimbursed for the meeting attendance fees collected by the Society online. Please submit this form to Kara Peterson with a list of your tentative meeting dates and topics for the year.

**Deadline: June 30**

### Chapter Officer Plated Name Badges

The GSCPA will order plated name badges for chapters who request them for their officers. **The name badges will have the officer's name and chapter name only.** The cost is \$10 per badge which includes shipping. If you are interested in purchasing badges for your officers, please submit the Chapter Officer Name Badge Order Form and fax it to Kara Peterson at 404-237-1291.

**Deadline: June 30.**

### Promotional Items

The GSCPA will assist chapters in obtaining promotional items to distribute at chapter events. If you are interested in purchasing promotional items for your chapter, please complete the form and fax it to Kara Peterson at 404-237-1291. **Deadline: June 30.**

### Label and Roster Request Form

The person designated on the Label and Roster Request Form will receive the labels and/or roster automatically at the end of each month. Please complete this form and return to Kara Peterson. The Society will not send more than one set of labels at a time because of the frequency of address changes. If you need an extra set at any time, call Kara Peterson at 404-504-2944. **Deadline: June 30.**

### Chapter Name Tags & CPE Verification of Attendance Forms

Stick on name tags are available for the chapter to use at any time. CPE Verification of Attendance Forms are also available upon request at no charge or an electronic version of the form can be found on the Chapter Resources web page. Please contact Kara Peterson at 404-504-2944 if you need name tags and forms.

**New Chapter Members**

New chapter members can be posted on the chapter web site at the beginning of each month. For more information to request a roster of new members, please contact Kara Peterson at 404-504-2944 or [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org).

**Membership Applications**

Membership brochures and applications are available at the Society office. Please contact the Member Services Department at 404-504-2986 to request information.

**Student Membership Applications and Student Outreach Materials**

GSCPA Student membership includes freshman, sophomore, juniors, seniors, and fifth year students. Student applications for membership, brochures and handouts are available at any time from the Member Services department.

**Leadership Academy**

Chapters will be asked periodically (usually in the spring) to nominate and possibly sponsor a Fellow member for Leadership Academy. This highly successful program, modeled after "Leadership Georgia", teaches participants leadership skills and expertise that they will use in their firms and their communities as they advance in their career. Skills taught in this program are not learned in traditional programs; they are unique to the leadership training program.

**Speaker's List**

A list of speakers can be obtained by contacting Kara Peterson at 404-504-2944 or [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org).