

# TRI

## New Chapter Worksheet

### New Chapters

Please initial that the following items are taken care of. Refer to the TRI Operations Manual for details regarding new Chapters.

Chapter Name \_\_\_\_\_

\_\_\_\_\_ Chapter Director / Leader Appointed \_\_\_\_\_ VLU Signed

\_\_\_\_\_ Assistant Director / Leader Appointed \_\_\_\_\_ VLU Signed

\_\_\_\_\_ Treasurer Appointed \_\_\_\_\_ VLU Signed

\_\_\_\_\_ Charter Application Complete

\_\_\_\_\_ \$50 Charter Fee Enclosed

**Note: Chapter charters will be sent to the District Director to present to the new Chapter / Director Leader at the Chapter kick off. Upon receipt of a copy of the charter at the Business Office the new Chapter will be listed in TRIKES!™. Please keep in mind that TRIKES!™ production is approximately 60 days ahead of the current date.**

Business  
Office use  
only

\_\_\_\_\_

Chrt Sent

\_\_\_\_\_

Chrt Recd

Comments