Alpha Kappa Alpha Sorority, Incorporated®

GAMMA DELTA OMEGA Chapter

Correspondence Log

March 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Received** | **Organization** | **Subject** | **Action Required** | **What Action** |
| 3/14/18 | Soror Shirrell Smith | Payment | Yes | Forward to Finance |
| 3/14/18 | Wells Fargo | Bank Statement | Yes | Forward to Finance |
| 3/14/18 | Alzheimer’s Association (2) | Solicitations | No |  |
| 3/14/18 | College Chefs | Menu | No |  |
| 3/14/18 | Soror Khadijah Alexander | Payment | Yes | Forward to Finance |
| 3/14/18 | Soror Arminta Richardson Harris | Thank You Card | Yes | Share with Chapter |
| 3/14/18 | Rhode Island Novelty | Catalogue | No |  |
| 3/14/18 | Custom Fun | Catalogue | No |  |
| 3/14/18 | Mr. & Mrs. Princeston Ross | Donation Request | Yes | Share with Chapter |
| 3/14/18 | Soror Gayles Miles | Campaign Brochures | Yes | Share with Chapter |
| 3/14/18 | Soror Alonzetta Landrum-Sims | Campaign Brochure | Yes | Share with Chapter |
| 3/31/18 | Alzheimer’s Association | Solicitation | No |  |
| 3/31/18 | Douglas Park Elementary | Thank You Letter | Yes | Share with Chapter |
| 3/31/18 | Soror Regina Southall | Payment | Yes | Forward to Finance |
| 3/31/18 | Kappa Alpha Psi  Portsmouth/Suffolk Chapter | Invitation to the Annual Scholarship and Achievement Awards Banquet | Yes | Share with Chapter |
| 3/31/18 | Soror Charletta Jacks | Campaign Brochures | Yes | Share with Chapter |
| 3/31/18 | Grove Church | Invitation to the Dr. Melvin O. Marriner Family Life Center | Yes | Share with Chapter |
| 3/31/18 | American Cancer Society | Solicitation | No |  |
| 3/31/18 | Soror Dannette Reed | Campaign Brochures | Yes | Share with Chapter |
| 3/31/18 | College Chefs | Spring Menu | No |  |
| 3/31/18 | Soror Khadijah Alexander | Payment | Yes | Forward to Finance |
| 3/31/18 | Zip Recruiter | Solicitation | No |  |
| **Date Received** | **Organization** | **Subject** | **Action Required** | **What Action** |
|  |  |  |  |  |
| 3/31/18 | Soror Kasey Coleman | Campaign Brochure | Yes | Share with Chapter |
| 3/31/18 | Chris Wright | Solicitation | Yes | Share with Chapter |
| 3/31/18 | Soror Liquita James | Thank You Card | Yes | Share with Chapter |
| 3/31/18 | AKA Corporate Office | 2018 Financial Card | Yes | Forward to Finance |
| 3/31/18 | Soror Monica Bond | Payment | Yes | Forward to Finance |
| 3/31/18 | Norfolk Alumni Association | Invitation to the 36th Annual Noah & Georgia Ryder Commemorative Concert | Yes | Share with Chapter |
| 3/31/18 | Wilson Ward Civic League | Donation Request | Yes | Share with Chapter |
| 3/31/18 | Soror Sharon Harriott | Campaign Brochure | Yes | Share with Chapter |
| 3/31/18 | Soror Gerlanda Miller | Campaign Brochure | Yes | Share with Chapter |
| 3/31/18 | AKA Corporate Office | Boule Documents | Yes | Forward to Basileus |