Alpha Kappa Alpha Sorority, Incorporated®

GAMMA DELTA OMEGA Chapter

Correspondence Log

December 2016

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| --- | --- | --- | --- | --- |
| **Date Received** | **Organization** | **Subject** | **Action Required** | **What Action** |
|  |  |  |  |  |
| 12/13/16 | The Up Center | Solicitation | No |  |
| 12/13/16 | Alpha Phi Alpha Fraternity, Inc.  Eastern Region | Invitation to New Year’s Eve Celebration | Yes | Share with Chapter |
| 12/13/16 | Commonwealth of Virginia  Department of Taxation | Consolidated Bill Notice | Yes | Forward to Finance |
| 12/13/16 | Content Distributors LLC | Q3 2016 Royalties Check | Yes | Forward to Finance |
| 12/13/16 | American Red Cross | Solicitation  Calendar Magnet | No |  |
| 12/13/16 | Monica Bond | Payment | Yes | Forward to Finance |
| 12/13/16 | Alzheimer’s Association | Solicitation | No |  |
| 12/13/16 | Alpha Kappa Alpha Sorority, Inc.®  Corporate Office | 2017 Financial Cards | Yes | Forward to Finance |
| 12/13/16 | Gaylord Archival | Catalog | No |  |
| 12/21/16 | Monica Bond | Payment | Yes | Forward to Finance |
| 12/21/16 | American Cancer Society | Thank You Letter | No |  |
| 12/21/16 | Alpha Kappa Alpha Sorority, Inc.®  Corporate Office | Happy Holidays Greeting Card from Dr. Dorothy Buckhanan Wilson | No |  |
| 12/21/16 | Wells Fargo | Returned Check | Yes | Forward to Finance |
| 12/21/16 | Mail Sent to the National Kidney Foundation Returned to Gamma Delta Omega | Donation Returned due to incorrect address | Yes | Forward to Finance |
| 12/21/16 | National Alliance on Mental Illness (NAMI), Virginia Beach – Courtney Boone | Thank you card for donation | No |  |
| **Date Received** | **Organization** | **Subject** | **Action Required** | **What Action** |
| 12/21/16 | Old Dominion University, Office of Community Engagement | Invitation to the 33rd Annual Martin Luther King, Jr. Day Observance on Tuesday, January 10, 2017. Author of Hidden Figures, Margot Lee Shetterly is the presenter. | Yes | Share with Chapter |
| 12/27/16 | American Diabetes Association | Thank you letter for donation | No |  |
| 12/27/16 | Africare | Thank you letter for donation | No |  |
| 1/3/17 | American Express | Solicitation | No |  |
| 1/11/17 | Virginia Council on Women | STEM Essay Contest | Yes | Share with Chapter |