

A CHECKLIST FOR CHAPTER BOARD OF DIRECTORS

The provincial office staff members as well as the provincial Board of Directors of Canadian Parents for French are as close as a phone call to help you. Please don't hesitate to phone if you have a question, problem, or suggestion. Together we have dozen of years of experience with French second language programs, volunteer management, dealing with the education both locally and provincially, and the various Canadian Parents for French projects and procedures.

To ensure that you have everything you need to effectively run your chapter and keep the Branch informed, following is a checklist of items you should have on hand.

- ✓ Chapter Manuals for President, Vice-President, Secretary and Treasurer
- ✓ Chapter stamp (important to stamp all material)
- ✓ CPF - Chapter letterhead and CPF logo
- ✓ Current Chapter budget and the latest financial statement
- ✓ Job descriptions for all your Chapter positions
- ✓ Chapter minute book containing executive and general meetings of your chapter
- ✓ The latest Chapter membership list
- ✓ Copy of the latest membership form
- ✓ List of schools within your chapter, name of French Consultant
- ✓ Promotional items and order form
- ✓ CPF brochures, both provincial and national
- ✓ Proud of Two Languages video
- ✓ Concours d'art oratoire information
- ✓ Manuals available to chapter:
 - Level one to Level five Parent Class
 - French Club
 - How to start a French Camp
 - How to start a Fun Fair
 - Camp Manual

If you need any of the above materials let us know. Some resources we have available to sell to non-members are:

- Basic French Reference for Parents - \$1 each
- Keys to French Level one, two and three - \$5 each
- Verb Wheel - \$8