Auxiliary Basics Course
Department Chairman Instructions

Members will send you their answer sheets once they have completed the Senior Auxiliary Basics Course. Compile the number of members successfully completing the course for each unit. Return this cover sheet as well as the completed unit form to the national Leadership chairman prior to the deadline indicated in the plan of action.

Students passing the final examination will receive a wallet-size certificate from the appropriate department headquarters.

Please complete this page and return it with your compiled unit information sheet to the National Leadership Chairman.

National Leadership Chairman
Auxiliary Basics Course
Current National Chairman's address.

Date _____
Attached is the number of members successfully completing the Auxiliary Basics Course listed by units. A wallet-size certificate has been issued to each of these members who have successfully completed the course.

DEPARTMENT OF _____

Department Chairman
NAME_____

ADDRESS_____

CITY_____STATE_____ZIP_____
Email address_____

NUMBER of Units in Department_____

Revised 6/14

For Office Use Only:
Received:
DEPARTMENT CHAIRMAN UNIT ROSTER----SUBMIT WITH COVER PAGE TO NATIONAL CHAIRMAN.

UNIT #	# of members	# of members completing course	Unit Pres Y/N		Unit #	# of members	# of members completing course	Unit Pres Y/N