



Dear ITPA Chapter/Club Secretaries,

Each year, chapters and clubs are required to file an annual report to the Region Vice-President (RVP) assigned to their region. The RVP will then approve and forward the documents to the National Office for processing. Once the annual report is filed with the National Office, the club/chapter is eligible to receive a dues refund check. Clubs/Chapters will be reimbursed \$6.00 for each member that has paid dues for the current year.

Enclosed with this letter are three (3) documents:

1. Chapter/Club Annual Reporting Form
2. Chapter/Club AZ List
3. RVP Checklist

These forms are to be completed and received (postmarked) by the RVP **no later than September 26th** to be eligible for dues reimbursements. Late submissions, incomplete forms, or failure to provide all of the requested documents may result in forfeiture of your club's dues refund.

**PLEASE KEEP IN MIND THAT YOU MUST INCLUDE COPIES OF ALL OF THE FOLLOWING FOR A DUES REFUND :**

- MEETING MINUTES FROM ANNUAL MEETING
- CURRENT LIST OF OFFICERS
- SERVICE PROJECT AND DESCRIPTION (AT LEAST ONE IS REQUIRED PER YEAR)
- CORRECTED/UPDATED AZ LIST (see note below)

**NOTE:** due to the spreadsheet layout of the AZ lists and the size of some club's rosters you are *not required* to print your club's AZ list to include with your Annual Report Forms. However, all AZ lists **MUST** still be updated, with changes clearly indicated. You may return your UPDATED AZ list directly to the National Office via email for processing. Please be sure to indicate this on your RVP Checklist form to avoid any delays in processing your forms. The membership database will be updated according to the information you provided on the updated/corrected AZ List. Please ensure it is *accurate and legible*.

Dues reimbursements will be processed after all of the completed Chapter/Club Annual Reporting forms and updated/corrected AZ Lists have been returned to the National Office. Refund checks are typically mailed to the club treasurer during the month of October. It is ***extremely*** important that accurate address information be provided for your club officers. Completion of the annual report is required in order to be eligible to participate in the National Awards Program.

Should you have any questions or concerns, please contact Alissa Moss at the National Office either by e-mail, [itpa@telecom-pioneers.net](mailto:itpa@telecom-pioneers.net), at the address and telephone number listed below or your RVP indicated on the enclosed RVP Checklist.

Sincerely,

Alissa Moss  
ITPA National Office Executive Director

# Independent Telecommunications Pioneer Association RVP Checklist for Annual Report

Updated AZ list has been sent directly to the National Office via email for processing:

YES or NO

(If no is indicated above, you must include a printed copy of your updated AZ list in this packet)

Our Chapter/Club has met the minimum requirements and is eligible for a dues reimbursement. We also understand that all requested attachments must be provided with this report and the AZ list must be updated. Reports must be mailed or emailed to the Region Vice President and postmarked no later than \_\_\_\_\_.

Submitted By: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Office Held: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_

## RVP Contact Information

Region 1 New England states - including NJ, PA	Region 2 North Central states	Region 3 Southeast states	Region 4 Midwest states	Region 5 Western states
<b>Bill Barber</b>	<b>Sue Lehmkuhle</b>	<b>Hannah Lancaster</b>	<b>Nancy Schnitzer</b>	<b>Morrie Sachsenmaier</b>
Frontier Communications	Windstream-Retired	Chesnee Telephone Co	Embarq - Retired	Verizon- Retired
92 Sylvan Lake Rd	4867 Martinsburg Rd	PO Box 430	2005 Wildridge Drive	6109 96 <sup>th</sup> Dr. SE
Hunlock Creek, PA 18621	Newark, OH 43055	Chesnee, SC 29323	Tallahassee, FL 32303	Snohomish, WA 98290-9210
(570) 406-5152	(740) 745-2807	(864) 461-2211	(850) 562-3416	(360) 568-3787
kwbarber@epix.net	lehmkule@windstream.net	hannahl@chesnet.net	SchnitzerHome@comcast.net	morriesach@cs.com
States in each Region				
Connecticut	Delaware	Alabama	Arkansas	Alaska
Maine	Indiana	Florida	Colorado	Arizona
Massachusetts	Maryland	Georgia	Iowa	California
New Hampshire	Ohio	Kentucky	Kansas	Hawaii
New York	Virginia	Mississippi	Louisiana	Idaho
Rhode Island	Washington DC	North Carolina	Minnesota	Montana
Vermont	West Virginia	South Carolina	Missouri	Nevada
New Jersey	Wisconsin	Tennessee	Nebraska	Oregon
Pennsylvania	Michigan	Bermuda	New Mexico	Utah
			North Dakota	Washington
			South Dakota	Wyoming
			Illinois	
			Oklahoma	
			Texas	

438 W. Oglethorpe Hwy □ Hinesville, GA 31313 □ t. 912-408-4872 □ f. 912-408-4874  
 877-320- ITPA (367-4872)  
 Email address [itpa@telecom-pioneers.net](mailto:itpa@telecom-pioneers.net)



# Independent Telecommunications Pioneer Association Club and Chapter Annual Report Form

Chapter/Club Name: \_\_\_\_\_ Chapter/Club Number: \_\_\_\_\_

Chapter/Club Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Election (MM/DD/YY): \_\_\_\_\_

Terms of Office (MM/YY – MM/YY): \_\_\_\_\_

<b>President</b> Name: _____ Address: _____ E-mail Address: _____ Day Phone: _____ Evening Phone: _____	<b>Title</b> Mr. Ms. Mrs. Miss Dr. <b>Address Type</b> Business Residence
<b>Vice President</b> Name: _____ Address: _____ E-mail Address: _____ Day Phone: _____ Evening Phone: _____	<b>Title</b> Mr. Ms. Mrs. Miss Dr. <b>Address Type</b> Business Residence
<b>Secretary</b> Name: _____ Address: _____ E-mail Address: _____ Day Phone: _____ Evening Phone: _____	<b>Title</b> Mr. Ms. Mrs. Miss Dr. <b>Address Type</b> Business Residence
<b>Treasurer</b> Name: _____ Address: _____ E-mail Address: _____ Day Phone: _____ Evening Phone: _____	<b>Title</b> Mr. Ms. Mrs. Miss Dr. <b>Address Type</b> Business Residence

# Independent Telecommunications Pioneer Association Club and Chapter Annual Report Form

Chapter/Club Name: \_\_\_\_\_ Chapter/Club Number: \_\_\_\_\_

## **Annual Business Meeting (may be held by teleconference or by electronic mail)**

Date of Annual Business Meeting (MM/DD/YY): \_\_\_\_\_

Copy of Minutes from Annual Business Meeting Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

## **Service Project**

Date of Service Project (MM/DD/YY): \_\_\_\_\_

Description of Service Event: