

How to Name Your EEB Reports

To have consistency in naming your document, I am asking you to follow the following procedure.

- ✓ Your “master form” of the report is in **template** form. So, you must save it with your own title.
- ✓ Review the *Abbreviation Code* sheet that is on the back of this sheet, and look for your code.
(My code is 1a Prexy EEB)
- ✓ The purpose of the code is to help file the reports on the website in the same order as on the EEB meeting agenda. (I hope this will work.)
- ✓ Valerie’s report should be “*21 WM EEB Rpt*” for Ways & Means.
- ✓ Other naming ideas:
 - Name should reflect what the report is for, but try to keep it as short as possible.
 - Use abbreviations: Rpt, Comm, LT, FD, etc. when possible; You should not use ADK or HADK for the title for your committee report.
 - Use #'s for dates rather than letter dates when turning in your report.
 - You may want to initial report with your initial - 1a Prexy Rpt 5-11-20jc.
 - Hopefully, this set procedure will streamline the procedure and to have consistency with all of the reports.
 - It may sound a bit confusing right now, but it should get easier after a while.

JC EEB Abbr Memo 4-28-20

2020-2022 HAΔK STATE OFFICERS & COMMITTEE CHAIRS - ABBREVIATIONS

HAΔK OFFICERS AND ADVISORS			HAΔK AD-HOC COMMITTEE CHAIRS			
Position	2020-2022 Executive Board	Code	Ad-Hoc Chair	2020-2022 Committee Chairs	Code	
<i>President</i>	Jeanne Chang, Zeta	1a Prexy	Exp Executive Board = EEB	Date = 1-2-20 Initial = jc Report = Rpt		
<i>President Elect</i>	Susan Okano, Nu	1b P-E	<i>Excellence in Ed.</i>	Linda Matsumoto, Beta	23 EiE	
<i>Past President</i>	Meredith Ching, Theta	1c P-P	<i>Leadership Training</i>	Lori Chun, Kappa	24 LT	
<i>Rec. Secretary</i>	Cathy Lynne Fong, Theta	1d RS	2020	Estelle Wong, Nu		
<i>Corr. Secretary</i>	Christine Taylor, Eta	1e CS	<i>Founders' Day '20</i>	Cherylanne Lee, Lambda	25 FD	
<i>Treasurer</i>	Jocelyn Tengan, Gamma	1f Treas	<i>Host: Lambda</i>	Carrieanne Lee, Lambda		
<i>Historian</i>	Joy Koyanagi, Alpha	1g Hist	<i>Founders' Day '21</i>	Phyllis Horita, Barbara Fuller	25 FD	
<i>Sgt at Arms</i>	Joan Tanigawa, Lambda	1h Sgt	<i>Host: Nu</i>	Joy Ritchey, Karin Brown		
<i>Chaplain</i>	Leah Aiwohi, Mu	1j Chap	<i>Science Bowl</i>	Julie Shiminoshi, Theta	26 SciB	
<i>CCP President</i>	Jean Suzuki, Zeta (<i>elected by CCP</i>)	1k CCP	<i>World Understanding</i>	Linda Shimamoto, Alpha	27 WU	
<i>Advisors</i>	Gayle Lum, Beta Myrna Nishihara, Eta Naomi Yap, Lambda Kay Yogi, Zeta	AdvS	<i>Tech Coordinator</i>	Tina Young, Lambda	28 Tech	
			SW REGION COMMITTEE CHAIRS			
			<i>SWR Sgt-at-Arms</i>	Valerie Okihara, Eta		
			ΔK: Mac opt – j =Δ; PC Insert - AdvSymbol+Click on Δ=Δ; or use Emoji			

2020-2022 HAΔK COMMITTEE CHAIRS					
Committee	2020-2022 Candidates		Committee	2020-2022 Candidates	
<i>AΔK Month</i>	Joyce Hirata, Delta Yvonne Nakamura, Delta	2 ADKMo	<i>Membership</i>	Susan Okano, Nu	14 M-ship
<i>Altruistic</i>	Ellen Schroeder, Kathy Kiyabu, Nu	3 Altr	<i>Membership</i>	Louise Cayetano	
<i>Auditing</i>	Kitty Yee, Gamma Christine Honda Gamma	4 Audit	<i>Consultant</i>	Amy Katsumoto	
<i>Budget & Finance</i>	Joy Davis Omicron	5 Budg	<i>Music</i>	Janice Terakawa, Kappa	15 Music
<i>Bylaws</i>	Meredith Ching Theta	6 Bylaw	<i>Policies</i>	Meredith Ching, Theta	16 Policy
<i>Candidate Qual.</i>	Carole Takehara Beta	7 C-Q	<i>PPG Conference</i>	Daisy Ishihara Eta	17 PPG
<i>Courtesy and Aloha</i>	Pat Takamiya, Eta, Cheryl Dung, Zeta Kathy Tanaka, Beta	8 C&A	<i>& Leadership</i>	Binky Kusatsu Eta	
<i>Directory</i>	Karen Yanagida Beta	9 D-tory	<i>Resolutions</i>	Cherylyn Inouye, Mu	18 Resol
<i>Fraternity Ed</i>	Joan Tamori Gamma	10 FrEd	<i>Scholarship</i>	Jo Ann Iwane, Iota Ginger Enomoto, Eta	19 Sch
<i>Honorary Member</i>	Linda Victor Pi Diane Victor	11 HM	<i>State Convention</i>	Gayle Lum, Beta Naomi Yap, Lambda	20 StCv
<i>Ka Pine Ho`ohui</i>	Carrie Yamamoto Xi Niki Minami, Xi	12 KPH	2022	Valerie Okihara, Eta Arleen Young, Eta	21 WM
<i>Publicity</i>	Carol Emerson	13 Publ	<i>Treasurer</i>	Betty Yoshida, Eta	22 Web
			<i>Ways & Means</i>		
			<i>Website</i>		
				File Name: Abbreviate 4-12-20	4-12-20 jc