**Logo

Description automatically generated**

**Alumnae Group Membership Area Update Form**

It is the responsibility of the vp: membership to complete a Zip Code Analysis for their alumnae group. If the analysis determines that a reassignment of zip codes is needed, this form should be used to communicate the desired changes with the relevant parties. The proposed zip code changes should first be presented to the officers or board members of the alumnae group for their approval. If minutes are taken to record this approval, please include that documentation with this form.

A group’s vp: membership, president, or Regional Alumnae Specialist/Alumnae Development Consultant (RAS/ADC) can complete this form. It should be submitted to the alumnae team at Executive Offices ([alumnaedept@deltagamma.org](mailto:alumnaedept@deltagamma.org)), the Director: Alumnae Operations ([alumoperations@deltagamma.org](mailto:alumoperations@deltagamma.org)), and the group’s RAS/ADC.

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| --- | --- |
| **Alumnae Group Name** |  |
| **Submitting Officer’s Name** |  |
| **Submitting Officer’s Email** |  |
| **Submitting Officer’s Position** |  |
| **Date Approved by Board** |  |
| **Date Submitted** |  |

*Meeting minutes recording the approval of the alumnae group’s officers or board members are being submitted with this form.*  **Yes**  **No**

**ZIP CODES TO ADD** – Please list below the zip codes and cities you wish to add to your group’s assigned area. These should be zip codes that are not currently included on your Anchorbase roster. Feel free to add additional rows to the table as needed.

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| **CITY** | **ZIP CODE** | **REASON FOR ADDITION** |
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**ZIP CODES TO REMOVE** – Please list below the zip codes and cities you wish to remove from your group’s assigned area. Zip codes should only be deleted after consultation with your RAS/ADC. Feel free to add additional rows to the table as needed. Before any zip codes are removed from your group, the alumnae group must notify members residing in these zip codes that they are being removed from the group’s roster and should give them an opportunity to remain affiliated with the group. Once the zip code is removed in the database, the group’s officers can add back to their roster any particular members wishing to remain affiliated using the Add Members task in Anchorbase.

*Members in the zip codes listed below have already been notified that they are being removed from the group’s roster and have been given the opportunity to remain affiliated.*  **Yes**  **No**

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| **CITY** | **ZIP CODE** | **REASON FOR REMOVAL** |
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Please submit this form to the alumnae team at Executive Offices ([alumnaedept@deltagamma.org](mailto:alumnaedept@deltagamma.org)), the Director: Alumnae Operations ([alumoperations@deltagamma.org](mailto:alumresources@deltagamma.org)), and the group’s RAS/ADC. We will be back in touch when your group’s zip codes have been updated in our records.