

# Scalpel Report Form and Instructions for Submission

Chapter Name  
State/Greek:

University:

Submitted by:

*We encourage you not to list all chapter activities, but to submit your article containing 1-3 chapter activities you feel had special meaning or purpose, explaining the significance of these accomplishments.*

Articles should be kept in the 250-500 word range.

Please include a “high-resolution” JPEG photo(s) with your article.

Before submitting photo(s) secure consent to use photos by all pictured.

**DO NOT FORGET TO SUBMIT THE PERSON’S NAME WHO WROTE THE CHAPTER ARTICLE.**

Submit your article and photo (s) to the AED National Office via email no later than **October 1<sup>st</sup>** in the Fall and **February 1<sup>st</sup>** in the Spring.