

File Naming Conventions – Executive Board and Monthly Reports

Zeta Upsilon Omega Chapter Alpha Kappa Alpha Sorority, Inc.

For posting of reports on the members only webpage, Officers and Committee Chairpersons should save their reports using the below naming conventions

Agenda Item	Executive Board Report	Sorority Meeting Report
Minutes	ZUO Minutes EBoard Month YYYY	ZUO Minutes Sorority Mtg December 2020
Basileus	Basileus Report EBoard Month YYYY	Basileus Report Sorority Mtg Month YYYY
2nd Anti-Basileus-YDF Report	2nd Anti-Basileus-YDF Report -EBoard Month YYYY	2nd Anti-Basileus-YDF Report -Sorority Mtg Month YYYY
Tamiouchos	Tamiouchos Financial Statement EBoard Month YYYY Tamiouchos Financial Statement EBoard #2 Month YYYY	Tamiouchos Financial Statement Sorority Mtg Month YYYY Tamiouchos Financial Statement Sorority Mtg #2 Month YYYY
Pecunious Grammateus	Pecunious Grammateus- Operations EBoard Month YYYY Pecunious Grammateus- YDF EBoard Month YYYY	Pecunious Grammateus- Operations Sorority Mtg Month YYYY Pecunious Grammateus- YDF Sorority Mtg Month YYYY
Hodegos	Hodegos EBoard Month YYYY	Hodegos Sorority Mtg Month YYYY
EAF	EAF EBoard Month YYYY	EAF Sorority Mtg Month YYYY
Bylaws	Bylaws EBoard Month YYYY	Bylaws Sorority Mtg Month YYYY
Membership	Membership EBoard Month YYYY	Membership Sorority Mtg Month YYYY
Nominating	Nominating EBoard Month YYYY	Nominating Sorority Mtg Month YYYY
Scholarship	Scholarship EBoard Month YYYY	Scholarship Sorority Mtg Month YYYY
Sisterly Relations	Sisterly Relations EBoard Month YYYY	Sisterly Relations Sorority Mtg Month YYYY
Fundraising	Fundraising EBoard Month YYYY Fundraising Event Name EBoard Month YYYY	Fundraising Sorority Mtg Month YYYY Fundraising Event Name Sorority Mtg Month YYYY
AKA AKAdemy Report	AKA AKAdemy Report EBoard Month YYYY	AKA AKAdemy Report Sorority Mtg Month YYYY
1st Anti-Basileus/Program Chair	1st Anti-Basileus Report EBoard Month YYYY	1st Anti-Basileus Report Sorority Mtg Month YYYY
Target I HBCU for Life	Target I HBCU EBoard Month YYYY	Target I HBCU Sorority Mtg Month YYYY
Target II Women’s Health and Wellness	Target II Women’s Health EBoard Month YYYY	Target II Women’s Health Sorority Mtg Month YYYY
Target III Building Your Economic Legacy	Target III Economic Legacy EBoard Month YYYY	Target III Economic Legacy Sorority Mtg Month YYYY
Target IV The Arts!	Target IV The Arts! EBoard Month YYYY	Target IV The Arts! Sorority Mtg Month YYYY
Target V Global Impact	Target V Global Impact EBoard Month YYYY	Target V Global Impact Sorority Mtg Month YYYY