Chapter Name and Number:

Date of Chapter Meeting:

Name of Meeting Attendee:

Title and general subject area of Technical Presentation:

Category Title and Reference Number (for example, Chapter Meeting Attendance, 3.4):

Points Earned (NOTE: .4 points per Chapter Meeting with Technical Presentation. Attendance required at 5 Chapter Meetings with Technical Presentations in order to earn 2 points, the maximum permitted annually in Category 3.4):

Name of Chapter Chair or other Chapter Board Member:

Date ______________  Signature______________________________________

Title: ______________________________

Telephone Number:

Fax Number:

Email Address:

Remarks:
Notes:
- Chapter officers may prepare these forms in bulk ahead of time, insert the CPL’s name at the meeting, and then sign the form.
- CPLs may submit this form to SOLE HQ as Chapter Meetings occur; or they may wait until 5 forms have been accumulated.
- Chapter officers may modify this form to include the necessary information to document any professional activity conducted at the chapter level; include sufficient detail so that activity may be classified and the appropriate points awarded.
- CPLs will submit documentation to SOLE HQ as other activities occur (ideally, within 90 days).

_ALWAYS keep a copy of all documents submitted to SOLE HQ for your own records._

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FOR SOLE OFFICE USE ONLY

Date Received:

Received By:

Supporting Documentation Approved By:

Points Awarded:

Date Entered in CPL Recertification Database:

Remarks: