2017 JTE Completion for

Criteria #3, 7, and 9

Chapter: _____

7.) Maintain an active planning process that guides chapter program and supports the lodge's plans. Use the below to write down your final version of chapter goals:

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_____	_____	_____
Lodge Chief	District Chairman	District Chairman
After completing final goals and approval by the Lodge Executive Committee	After approval from the LEC, submit approved goals to District Committee	After meeting with the District Committee to review/update goals

3.) Maintain active communications within the chapter. Use the below to write down final communication goals that will be used in order to support and reach the chapter goals outlined in criteria #7:

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Lodge Chief	Lodge Vice-Chief of Chapter Operations	Lodge Secretary
After completing communication goals and approval by the Lodge Executive Committee	After completing list of OA troop representatives within your district using unit list, and communicating regularly with them	After contributing to the lodge and/or council newsletter or web site at least quarterly

9.) Submit a written performance plan and annual report of accomplishments to the District Chairman, District Committee, Lodge Chief and Lodge Adviser.

_____	_____	_____
Lodge Chief	District Chairman	District Commissioner
After submitting written annual chapter performance plan to the Lodge Chief and Adviser	After submitting written annual chapter performance plan to the District Committee	After presenting a verbal annual chapter performance plan to the District Roundtable