

# February - Honor Council Report

## Instructions

### Tips:

- Before you begin completing this report, consider reviewing the example report PDF file to be sure you have all of the information to complete the report.
- Ask officers and chairmen to provide this information, it is not the president's responsibility to create all information necessary for this report. Use an officer's meeting to collect the information necessary for submission.
- You may want to type your responses in a word document then copy and paste into this online form. In case of internet issues, you will have an electronic version and not have to re-type information.
- You can use the TAB key to help move through the questions.
- The report can only be submitted once from each computer/system. Starting on one computer then trying to re-open on another computer will not retrieve saved information.
- You may complete this report a page at a time – meaning, if you complete one full page and advance to the next, all information on the previous page will be saved. If you do not advance to the next page and close the report, all partially completed information will be lost.

### Instructions:

- Report to be completed by the Honor Council Chairman
- The report and all attachments are due no later than midnight on the 1st of the month
- Respond to all questions below.
- All questions with asterisks (\*) require a response. All blanks or checkboxes part of a question must be completed to move on to the next section.
- Large Text boxes are limited to 20 lines – each line with space for 100 characters. If you exceed this limit, an internet error page will be displayed. You have not lost your information...simply right click on the page and select back. You should return to your report and be able to reduce the text.
- Be sure to indicate on the last question that this report is complete and ready for review. Otherwise, efficiency points will not be awarded.
- Full reports will not be awarded for partial information. In special cases, be sure to email your Collegiate Coordinator.
- Once you hit submit and receive the confirmation page, no other changes can be made to this report.
- The confirmation page, when printed, indicates the date of submission. Be sure to print and file for points verification. The confirmation page may also contain additional instructions, please fully read.

\* Chapter:

\* Region:

\* Please enter the following information for the Honor Council Chairman:

Name:

Email:

Phone:

Honor Council Monthly Report

Enter all meetings held since the last submission.

Include:

- 1. Date of the meeting
- 2. Name of Member
- 3. Status (member or new member)
- 4. Type of Meeting
- 5. Outcome.

For example:

- 1. 08/15/2006, Suzie Sigma, member, GPA, Accountable
- 2. 08/20/06, Violet Smith, new member, finances, accountable

If no meetings were held, indicate NONE and please explain why none were held.

Please respond to the following questions.

	Yes	No
Have you received IRFs yet for fall grades?	jn	jn
Are any of the officers or chairmen not meeting grade requirements?	jn	jn
Have you received IRFs yet for delinquent fall dues?	jn	jn
Have you received IRFs yet for delinquent spring dues?	jn	jn
Have any women who missed a meeting been moved to the next phase and a 2nd meeting scheduled?	jn	jn

If you have not received information on dues or grades, have you spoken to the Treasurer or Education Director. Please explain efforts to obtain information on dues and grades.

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Please list the number of members/new members on a phase of intervention for each area.

	# in this area
Warning Phase:	<input type="text"/>
Probation Phase:	<input type="text"/>
Suspension Phase:	<input type="text"/>
Termination Phase:	<input type="text"/>
Scholarship:	<input type="text"/>
Financial:	<input type="text"/>
Participation:	<input type="text"/>
Violation of National Policies:	<input type="text"/>
Conduct unbecoming of a sister:	<input type="text"/>
Special Consideration:	<input type="text"/>
6-month provisional period:	<input type="text"/>

\* Please list the number of members/new members from each academic class on a phase of intervention.

Freshman:	<input type="text"/>
Sophomore:	<input type="text"/>
Junior:	<input type="text"/>
Senior:	<input type="text"/>
5th Year:	<input type="text"/>

Please list the number of members and new members placed on a phase of intervention since the last report submission.

Members:	<input type="text"/>
New Members:	<input type="text"/>

Are there any unique or tricky situations you need help to resolve?

### Verification

\*Please be sure to submit other reports due this month. These can be found on the Sigma website under Collegiate/Forms. These must be received to get 100% of your efficiency points for the month.

Thank you for completing!!

By clicking "Submit Completed Report", you will submit all information contained in this report.

The date and time that will be used for awarding points will be based on the date and time once you click "Submit Completed Report"

You will be rerouted to a Report Verification page.

If you have any question or concerns, please contact your Collegiate Coordinator or Regional Director.

BE SURE YOU Select YES and CLICK "Submit Completed Report"!!

\* Is this report complete and ready for submission?

Yes

No