

## Instructions and Tips

### 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: • 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.

General Information

\* Chapter Name:

\* Region:

This report was submitted by:

Name:

Position:

Email:

# February - Chapter Officer's Report

## January Calendar of Events

Each number below represents a date in the month. Please review your chapter calendar and indicate all Tri Sigma events held in the past month.

Some examples would be sisterhood, social, service, recruitment, new member events, Essential Sigma, educational programming, meetings (officer, chapter, chairmen), Panhellenic, dues payments, Philanthropy, alumnae, Alumnae, Accreditation, PR, Ritual, etc.

A lengthy description is not necessary as you'll be asked to describe in more detail those events which would count for accreditation.

If more than one event occurred on the same day, then separate events with commas.

Sample responses - Chapter Meeting, Service Project at Habitat for Humanity, Essential Sigma Session 1 meeting, Arc Degree, CBM, Triangle Degree, Big/Little Revealing, election of new Honor Council member, Recruitment

### Events:

1/1/2008	<input type="text"/>
1/2/2008	<input type="text"/>
1/3/2008	<input type="text"/>
1/4/2008	<input type="text"/>
1/5/2008	<input type="text"/>
1/6/2008	<input type="text"/>
1/7/2008	<input type="text"/>
1/8/2008	<input type="text"/>
1/9/2008	<input type="text"/>
1/10/2008	<input type="text"/>
1/11/2008	<input type="text"/>
1/12/2008	<input type="text"/>
1/13/2008	<input type="text"/>
1/14/2008	<input type="text"/>
1/15/2008	<input type="text"/>
1/16/2008	<input type="text"/>
1/17/2008	<input type="text"/>
1/18/2008	<input type="text"/>
1/19/2008	<input type="text"/>
1/20/2008	<input type="text"/>
1/21/2008	<input type="text"/>
1/22/2008	<input type="text"/>
1/23/2008	<input type="text"/>
1/24/2008	<input type="text"/>

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1/25/2008

1/26/2008

1/27/2008

1/28/2008

1/29/2008

1/30/2008

1/31/2008

Are any events occurring next month that you need help, assistance, or guidance with?

## February - Chapter Officer's Report

### Chapter Updates

This purpose of this section is to provide you with an opportunity to free write and update us on what's been going on in your chapter - officer/chairman transitions, issues or concerns, successes and things are you proud of, questions or assistance needed, progress on chapter goals, Panhellenic relations, relationships with AAB, Officers, or sisters, report housing concerns, Ritual/Values concerns, clarification on risk management policies, help with Honor Council, etc.

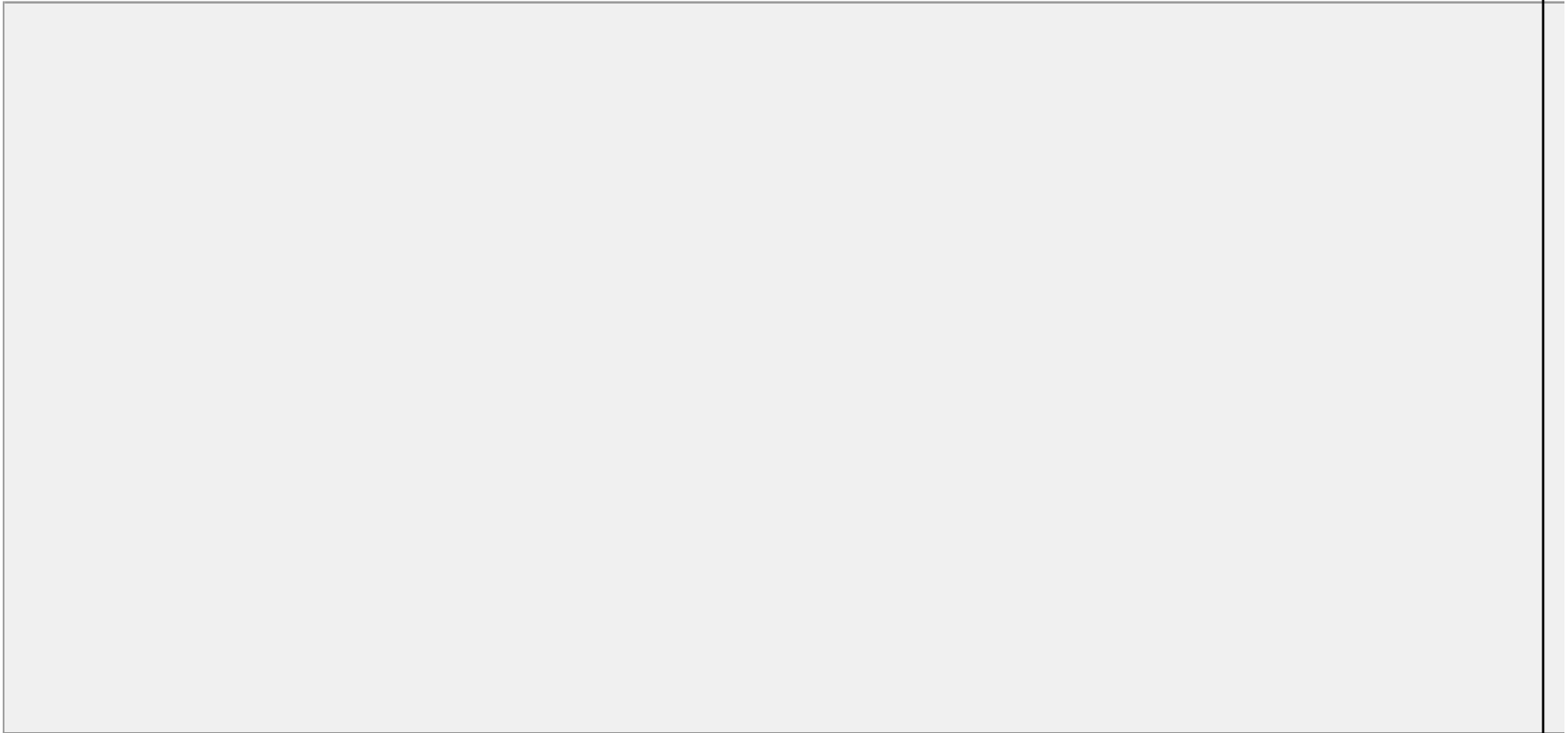
You don't have to write on all of those items above or only those items above. Provide us with a picture of what your chapter has been doing, dealing with, or planning. Don't re-write the chapter calendar you just provided - tell us more about those topics which need more description.

If you've ever felt heard yourself saying...

- I need more help from the National Organization...
- They have no idea of the issues we're dealing with...
- They never recognize the good things we do...
- I was never trained and need help...

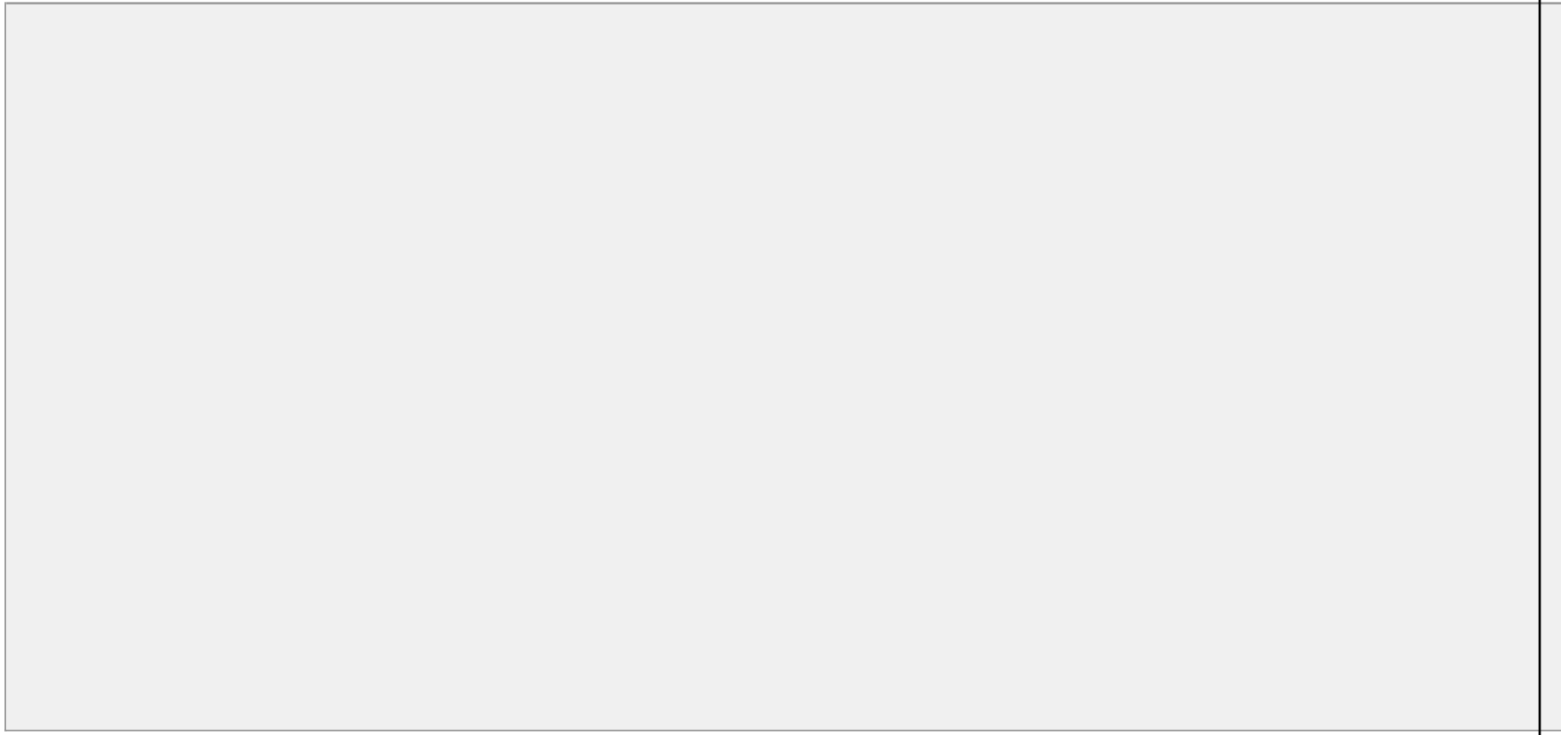
Here's your opportunity to talk with us! We're here to help, support, recognize, assist with problem solving, and motivate. We can only do that if you share your needs and successes with us.

Here is what has gone really well this month...

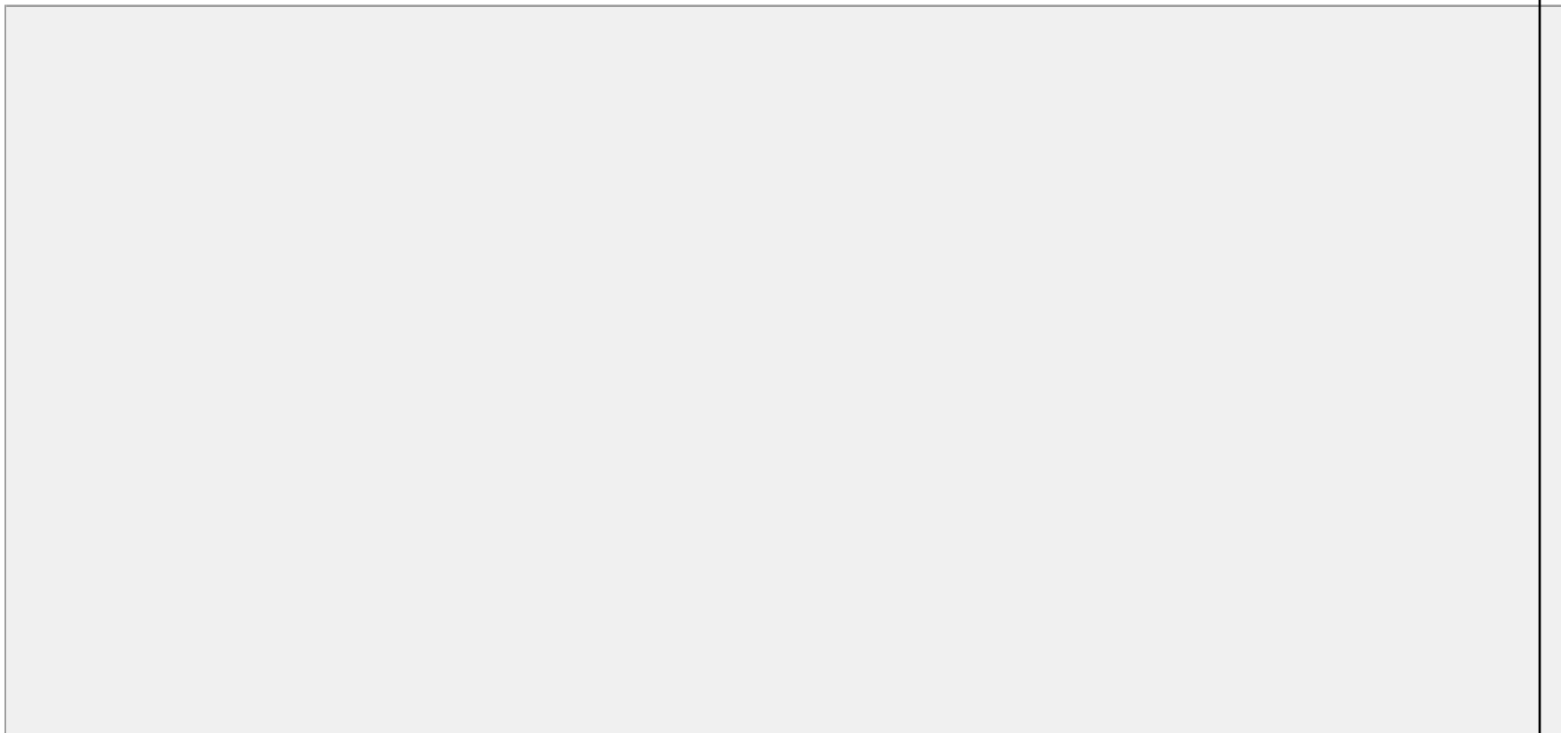


## February - Chapter Officer's Report

Help! I don't know what to do about...

A large, empty rectangular box with a light gray background and a thin black border, intended for the user to write their response to the prompt above.

Just wanted to make sure you were aware of...

A large, empty rectangular box with a light gray background and a thin black border, intended for the user to write their response to the prompt above.

Monthly Operational Information

Please provide more detailed information in each of the following chapter operations areas:

Essential Sigma - Arc Sequence

What sessions have been completed?

Any issues, concerns, or suggestions with the program?

Upcoming events:

AAB Involvement

Events Attended:

Support/Assistance Provided:

Financial:

Spring beginning balance

Money deposited this semester (receipts)

Money spent (disbursements)

# of women on a payment plan





Relevant Monthly Information

Information requested in this section will only be asked this month.

Scholarship:  
(format – 2.49...do not round to 2.5)

Chapter Fall 2007 semester GPA:	<input type="text"/>
Initiated member's spring semester GPA:	<input type="text"/>
New member's spring semester GPA:	<input type="text"/>
Avg GPA of member's living in the house:	<input type="text"/>
Chapter Cumulative GPA:	<input type="text"/>
All-women's GPA Fall 07:	<input type="text"/>
All-sorority GPA Fall 07:	<input type="text"/>
All-Greek GPA Fall 07:	<input type="text"/>
Requirement to accept a bid:	<input type="text"/>
Requirement for initiation:	<input type="text"/>
Requirement to participate in campus formal recruitment:	<input type="text"/>
Rank (Tri Sigma X of X sororities on campus):	<input type="text"/>

List the names and GPA of members below a 2.5 cumulative GPA

Reatha Cox, 2.34  
Lorin Phillips, 2.12

List the names and GPA of members below a 2.0 semester GPA (same format as previous question)

## February - Chapter Officer's Report

### Post Formal Recruitment Information

(If you have formal recruitment in the fall, please indicate "Fall Recruitment" in the dates field and skip this question.)

Dates:	<input type="text"/>
Recruitment Structure (formal, partial, etc.)	<input type="text"/>
Total:	<input type="text"/>
Quota:	<input type="text"/>
# of bids extended:	<input type="text"/>
# pledged through formal recruitment:	<input type="text"/>
# of Tri Sigma legacies that went through recruitment:	<input type="text"/>
# of Tri Sigma legacies pledged:	<input type="text"/>
# of members serving as Recruitment Counselors:	<input type="text"/>
Strengths:	<input type="text"/>
Weaknesses:	<input type="text"/>
Help needed:	<input type="text"/>

### Panhellenic Formal Recruitment Information (If you have formal recruitment in the fall, please skip this question.)

# registered for recruitment	<input type="text"/>
# attending at least 1 event	<input type="text"/>
# receiving no bids	<input type="text"/>
# of new members pledged (total of all sororities combined)	<input type="text"/>

Did Tri Sigma file any infractions during formal recruitment? If so, please describe.

(If you have formal recruitment in the fall, please skip this question.)

## February - Chapter Officer's Report

Were any infractions filed against Tri Sigma during formal recruitment? If so, please describe the infraction and any outcomes.

(If you have formal recruitment in the fall, please skip this question.)

### Informal/COB Recruitment:

# of events held:

# of bids extended:

Goal for # of new members recruited this semester:

Upcoming plans:

### New Member Information:

Date P109 was submitted:

Date M476 cards & New member fees were sent:

Amount submitted for New Member fees:

Dates of upcoming Arc Degree(s):

### Ready to submit?

\* Is this report complete and ready for review?

Yes

No

If you have indicated that this report was not ready to be submitted. You may simply close this page. All information already completed has been saved. You may return to this report from the same computer and can continue to make changes until you indicate "SUBMIT REPORT".

Once you submit the report, no other changes are permitted.

Be sure to change your response to the question to indicate that YES the report is completed. Otherwise, points will not be awarded for this report.

Following submission, you will be redirected to a confirmation page. The confirmation will have additional instructions for submitting the required attachments.

Please be sure to print and file the confirmation page to verify submission of your report.