

February - Semester Planning Report

Semester Statistical Information

This report serves as your Semester Planning report. You will be asked to submit the following attachments to your National Officer Support Team:

- Recruitment Plans
- New Member Program Outline
- Chapter Budget (spring 2008 updates)
- Chapter Goals 2008
- January Meeting Minutes

The purpose of this report is to inform your National support team of some statistical information as well as help you plan for the semester – recruitment plans, budget, new member program, and Accreditation & Chapter Goals.

You will receive a MS Word document of this report from your Collegiate Coordinator or Regional Director. If you do not receive, please email fixmypoints@trisigma.org.

After completing this report, you will be redirected to a confirmation page. Page 1 confirms that the information was received and the rest of the document outlines who should receive the additional attachments.

If you have questions, please contact your Collegiate Coordinator/Regional Director or email fixmypoints@trisigma.org.

* Please enter the information for your local chapter.

	Chapter:	Region (listed beside chapter)
Chapter Information:	<input type="text"/>	<input type="text"/>
Other (please specify)	<input type="text"/>	

* Please enter the following information for the person completing this report:

Name	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

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Please enter your campus Total and Campus Quota below.

Total: The maximum number of women a chapter is allowed to have on their roster. The only exception is in the case of formal recruitment where taking quota will place a group over total. A chapter is always allowed to pledge quota. When this term is seen on reports, it is not asking for the total number of students on your campus, it is inquiring about Panhellenic Total.

Quota The number of women each sorority may pledge during a concentrated recruitment period (e.g., FSR, PSR) and is set after the final invitational round. Each sorority is entitled to fill quota at any time during the year; even if by doing so, the chapter's size exceeds Total.

Total:

Quota:

Chapter Membership Information

	# of MEMBERS in each academic class	# of NEW MEMBERS in each academic class
Senior	<input type="text"/>	<input type="text"/>
Junior	<input type="text"/>	<input type="text"/>
Sophomore	<input type="text"/>	<input type="text"/>
Freshman	<input type="text"/>	<input type="text"/>

Please enter the membership information for all other NPC groups on your campus.

	Sorority	# of Members	# of New Members
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>

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* Do you have Panhellenic on your campus?

Yes

No

Panhellenic Information

How are Panhellenic Officers Chosen?

- Election
- Rotation
- Other/Combination
- NA - No Campus Panhellenic

Which sorority is the current Panhellenic President a member of?

Which office(s) do Tri Sigma members hold on your College Panhellenic?
(Please enter position title, member's name, and member's email address.)

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Please respond YES or NO to the following questions:

	Yes	No
Is your CPH (College Panhellenic) considering expanding the number of sororities on campus?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has the CPH voted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the CPH considering raising total?	<input type="checkbox"/>	<input type="checkbox"/>
Is the CPH considering lowering total?	<input type="checkbox"/>	<input type="checkbox"/>
Has CPH participated in the National Panhellenic Council's (NPC) Something of Value Program?	<input type="checkbox"/>	<input type="checkbox"/>
Has CPH hosted a NPC consulting team?	<input type="checkbox"/>	<input type="checkbox"/>
Has CPH hosted an IMPACT?	<input type="checkbox"/>	<input type="checkbox"/>
Does CPH have a Code of Ethics?	<input type="checkbox"/>	<input type="checkbox"/>
Does the voting delegate of the chapter have a copy of the "green book" NPC Manual of Information?	<input type="checkbox"/>	<input type="checkbox"/>
Does the CPH attend regional Panhellenic or Greek conferences?	<input type="checkbox"/>	<input type="checkbox"/>
Does the university have or is developing a standards or accreditation process for fraternal organizations?	<input type="checkbox"/>	<input type="checkbox"/>
Has CPH implemented a "no frills" recruitment?	<input type="checkbox"/>	<input type="checkbox"/>

Committees

Please enter the following information for this upcoming semester's committees:

- Committee Title
- Name of Committee Chairman
- Email of Committee Chairman

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
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14	<input type="text"/>
15	<input type="text"/>
16	<input type="text"/>
17	<input type="text"/>
18	<input type="text"/>
19	<input type="text"/>
20	<input type="text"/>

If you have more than 20, please list the remaining committees here.

Accreditation Action Plan Instructions

The Accreditation Achievement plan is a required report and serves to help you in planning to Accreditation Success.

This worksheet is designed to walk you through each Accreditation standard and asks you to write an Action Plan and goals for each standard.

There are 10 major categories in Chapter Accreditation:

- Recruitment
- Financial Stability
- Ritual and Values
- Sisterhood and Group Life
- Campus and Chapter Leadership
- Member Development & Educational Programming
- Philanthropy
- Scholarship
- Chapter Organization
- Panhellenic

Within each of the 10 categories above, there are specific standards which need to be completed between January 1 and December 1 of each year. In the next few pages, you will be given some information on writing S.M.A.R.T. goals. Use this information to create specific goals for each Accreditation Standard to include what, when, how, etc. for each standard. This is a working document for YOU. This will only be as useful as you make it...so consider your chapter, your campus, your strengths, your member's talents and create a plan that is tailored to your chapter.

In addition to writing your chapter's plan for meeting all Accreditation standards, you will need to submit your 2008 chapter goals. There are instructions posted on the collegiate forms page to also explain this process.

Action Planning 101

One of biggest problems in action planning: PLAN ISN'T IMPLEMENTED!

Action planning may seem detailed and tedious, but goals can be meaningless without an action plan.

DEVELOPING ACTION PLANS

1. Actions plans specify the actions needed to reach goals, determines who will complete each action and according to what timeline. In this case, the focus will be on actions to meet accreditation standards.
2. Ensure each officer (and, ideally each chairman and/or chapter member) has a goal(s) that contributes to the overall plan to become accredited.

SPECIFIC - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

MEASURABLE - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

ATTAINABLE - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

REALISTIC - To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

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TANGIBLE - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible, or when you tie an tangible goal to a intangible goal, you have a better chance of making it specific and measurable and thus attainable.

Intangible goals are your goals for the internal changes required to reach more tangible goals. They are the personality characteristics and the behavior patterns you must develop to pave the way to success in your career or for reaching some other long-term goal. Since intangible goals are vital for improving your effectiveness, give close attention to tangible ways for measuring them.

CONSIDER PRINTING THIS PAGE BEFORE MOVING ON. IT MAY BE EASIER TO HAVE PRINTED AND USED FOR A QUICK REFERENCE.

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2008 Accreditation Action Plan

Using S.M.A.R.T Goals, please outline a goal or plan for how your chapter will achieve each of the Accreditation Standards listed below.

*indicates a standard with minimum improvement plan.

A minimum improvement plan means the National Organization will consider this standard met if sufficient progress is made. For Campus Total, the chapter needs to be 10% closer to total each calendar year to meet the min. improvement plan. This standard can be met at any some point during the year to fulfill this requirement. If your chapter meets in April then has a number of women graduate, it is okay...you've already met for that December's accreditation. This doesn't mean stop recruiting but know you have met the standard.

Example: The first standard listed is to achieve campus total. If your min. improvement standard is to have 55 women on your roster, your goal may be..."By April 16, recruit to 55 members by educating myself and the chapter on team-based recruiting methods (we will use the online tutorial on the recruitment website) and fully implementing all components.

Recruitment

*To be at campus total and
pledge quota

80% of New Members
initiated

HONORS(optional) -
Obtained Total and Quota
for the past 3 years

HONORS(optional)- More
than 85% of new members
initiated

Financial Stability

Current on all National financial obligations

Submitted annual budget

Submitted accurate annual taxes on time

Chapter housing facility is at least 90% capacity

HONORS (optional) - Contributes annually to the Leadership HONORS (optional) - Development Saving Fund at National Headquarters

HONORS (optional) - No tax penalties have been incurred for the past 2 years

HONORS (optional) - Chapter housing facility is greater than 90% capacity

Ritual and Values

Host or attend a Values/Ritual Education Program

Has a CBM once a month

Holds pre/post initiation meetings

HONORS (optional) - Chapter has a complete Ritual Chest according to ritual inventory

Sisterhood and Group Life

Complies with all Tri Sigma's National policies (not on Chapter Supervision)

Chapter attends or hosts a Leadership Development Program

Sent chapter representative to National Programming (Convention, DLI, etc.)

Chapter sends an annual Alumnae newsletter AND hosts at least 1 alumnae event per year

HONORS (optional) - Has not been on Supervision in the past 2 years

HONORS (optional) - Chapter attended/hosted more than 2 Leadership Development Programs

HONORS (optional) - Sent more than three representatives National programming/event (Ex. Convention)

HONORS (optional) - Chapter organizes and hosts Circle Degree for graduating seniors

Campus and Chapter Leadership

Meet with the campus Greek advisor at least once a month during the academic year

Newly elected chapter officers, social and risk management chairmen completed the Social Event Tutorial with at least 90% accuracy on the post-assessment, held a follow-up review call with their CC or RD, completed before Feb 1st

50% of members are involved in other campus organizations

HONORS (optional) - Received recognition at a College/University or Panhellenic/Greek Awards Celebration

HONORS (optional) - Chapter officers and chairmen participated in OTP and completed the pre/post assessments

HONORS (optional) - More than 50% of members are involved in other campus organizations

Member Development & Educational Programming

Programming on alcohol presented annually as outlined in the Social Event Tutorial

Host/attend a human dignity educational program

Host/attend a health and wellness event

Host/attend a campus multi-cultural program

Adheres to Essential Sigma program

HONORS (optional) - Alcohol programming is presented each semester

HONORS (optional) - Chapter hosts programming beyond given requirements which address specific chapter needs, issues, or concerns

Philanthropy

Participate in at least one community service project or event

raised \$10 per capita for the Tri Sigma Foundation and has submitted collected funds before accreditation verification due deadline

HONORS (optional) - Participate and organize more than 5 chapter service events a year

HONORS (optional) - raised \$15 per capita and has submitted collected funds before accreditation verification due deadline

Scholarship

Maintained at least a cum 2.7 Chapter GPA*

Attended or hosted a Study Skills Program

Utilized college/university assistance in scholarship programming and resources

HONORS (optional) - Chapter cum GPA greater than or equal to the All Women's Average on campus

HONORS (optional) - Has an established and utilized an awards program for academic success

Chapter Organization

Have at least one local advisor

Regularly scheduled chapter meetings which utilized Parliamentary Procedure

Local bylaws that are reviewed and submitted by November 1

Submitted reports by stated deadlines and achieves 90% of efficiency points

Effectively implemented and utilized Honor Council

HONORS (optional) - Have 3 or more advisors (AAB and/or faculty)

Panhellenic

Attended meetings and provide leadership within the College Panhellenic

Followed the rules of the NPC and the College Panhellenic

Attended Panhellenic sponsored programs

HONORS (optional) - Chapter has members serving as Panhellenic Officers or Recruitment Counselors

Chapter Information

* Is this report complete and ready to be submitted?

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.