

## 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 Chapter Officers
- 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:

## New Officer Information

First and foremost...welcome and congratulations! This information is intended to help provide us with information about the newly elected officers and get to know you as the new president.

So to begin, please share a little about your previous involvement in Tri Sigma, why you wanted this position, and what you hope to do during your term as President.

Since this is a Convention year, all collegiate chapter officer and chairmen manuals have been updated. We will need to send you a copy of all of the new manuals. Once you receive, it is the expectation that you provide to the newly elected officers and to the newly appointed chairmen.

Manuals will be distributed approximately November 20 and new leaders should have prior to leaving for the holiday break so they may read and review over the break. Please provide a mailing address to send the manuals so all may receive ASAP.

Name:

Address:

City, State Zip:

Please list the name and email address of the other women who will be serving with you.

Vice President:

Treasurer:

Education Director:

Secretary:

Membership/Recruitment Director:

College Panhellenic Delegate:

## November - President Introduction Letter

Are there any other leadership positions which your chapter considers an officer?

If so, please list their title, name, and email address.

There a number of resources available to you to assist with the training and transition. Are you aware of or have the following:

	Yes	No	Not Sure
President's Manual	jn	jn	jn
2007 National Bylaws	jn	jn	jn
Your Chapter's Plan for Officer Training	jn	jn	jn
National OTP (Officer Training Program)	jn	jn	jn
National Conference Call Training Sessions	jn	jn	jn
Information/Access to Members Only Information	jn	jn	jn
Contact Information for your CC/RD	jn	jn	jn
Contact Information for your AAB	jn	jn	jn
Contact Information for your Greek Advisor	jn	jn	jn
Date of Officer Installation	jn	jn	jn

## Verification

\*Please be sure to start thinking about reports due December 1. This is when the Accreditation Verification information is due. 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