

2009
University of Kentucky
Fraternity and Sorority Affairs Annual Report
For Calendar Year January 1, 2009-December 31, 2009
Due March 5, 2010

Chapter: _____ **Date:** _____

Person Completing Report: _____ **Phone:** _____

Email: _____

About the Annual Report:

The UK Fraternity and Sorority Chapter Annual Report is a requirement for all chapters who wish to be re-registered as a student organization for the 2010-2011 school year.

Purpose:

1. Information to Fraternity and Sorority Affairs Office
2. Application for IGPA Awards
3. Self-study for Chapter goal setting

Format:

1. Part 1. Documentation. All information required for re-registration as a UK Student Organization for 2010-2011 school year.
2. Part 2. Eleven areas of Chapter Operations Standards for Achievement and Excellence. IGPA standards ensure that every chapter may be recognized for their programming and outcomes.
IGPA Chapter Achievement & Excellence Awards based on the Annual Report and announced at the annual Greek Banquet.
Annual Reports not turned in by the deadline will be ineligible for IGPA Chapter Achievement & Excellence Awards.

Instructions for completing the Annual Report:

1. **Start early.** Chapter officers should review the Annual Report at the beginning of the fall semester and complete the process of compiling the requested information as the year progresses to make documentation and preparation much simpler at the deadline.
2. **Answer all questions.** For each of eleven areas of chapter operations standards of achievement and excellence are listed. Each standard should be answered by marking "Y" (yes) or "N" (no) to indicate whether the chapter met that standard in the previous calendar year. If completion of any operating standard is prohibited by the national organization, a letter stating such must accompany the Annual Report.
3. **Give explanations and attach documentation.** Some standards request explanation or documentation. Such information is noted in *italics*. If the requested explanation or documentation is not included, that standard will be considered not achieved.
4. **Use the information to assess your chapter's strengths and weaknesses** in order to set goals for the future.
5. **Ask questions.** If you do not understand, please do not hesitate to contact Fraternity and Sorority Affairs for assistance (859) 257-3151.

Part 1. Listed below are the eleven areas of chapter operations covered in your Annual Report. **Attach the indicated documentation marked “a. b. c.” etc. to this checklist.** These items are **REQUIRED** to be registered as a Fraternity or Sorority for the upcoming academic year. Failure to complete this checklist will result in your Fraternity or Sorority not being permitted to re-register as a student organization. Submit Part 1 and Part 2. Annual Report to the Fraternity and Sorority Affairs Office, 575 Patterson Office Tower by **MARCH 5, 2010.**

- I. Scholarship
 - a. _____ **Copy of your chapter’s Scholarship program that includes components on standards, assistance and recognition for your chapter members.**
 - b. _____ **List of academic goals for the past calendar year (2009).**
 - c. _____ **List of academic goals for the current calendar year (2010).**

- II. Recruitment and Retention

- III. Membership Education
 - a. _____ **Copy of typewritten pledge/associate/new member program.**
 - b. _____ **Copy of syllabus for pledges/associates/new members outlining all expectations, meetings, assignments and activities for their pledge period.**

- IV. Financial Management

- V. Community Relations **Required documentation for this area must be submitted online at <http://www.uky.edu/StudentAffairs/Greek/forms.htm> Click on Forms, then Community Relations under Required Forms.**
 - a. _____ **All Chapter Sponsored Community Service Projects (Not fundraisers) for the calendar year, 2009, January to December, have been submitted online.**
 - b. _____ **All Individual Member Community Service agencies and hours for the calendar year, 2009, January to December, have been submitted online.**
 - c. _____ **All Chapter Sponsored Philanthropy Events/Donations either sponsored by your chapter or participated in by your chapter for the past calendar year, 2009, January to December have been submitted online.**

- VI. Alumni Relations

- VII. Campus Relations

- VIII. International Relations

- IX. Chapter House Management

- X. Organizational Management
 - a. _____ **Copy of the chapter goals created for the past year (2009).**
 - b. _____ **List of the chapter goals for the current year (2010).**

XI. Social Development

Part 2. Listed below are the eleven areas of chapter operations covered in your Annual Report for last calendar year. Turn in the actual pages of this report with your answers of “yes” or “no” and the requested information. Attach documentation at the end of each section. Those chapters who answer “yes” to the standards of achievement and provide the requested information will be considered eligible for IGPA awards for Achievement. Those chapters who answer “yes” to the standards of excellence *in addition* to the standards of achievement will be considered eligible for awards for Excellence. Note that both Part 1 and Part 2 of the Annual Report are **REQUIRED** and must be turned in to the Fraternity and Sorority Affairs Office, 575 Patterson Office Tower by **March 5, 2010**.

- I. Scholarship (3 items in this section are to be attached in Part 1)
- II. Recruitment and Retention
- III. Membership Education (2 items in this section are to be attached in Part 1)
- IV. Financial Management
- V. Community Relations (Documentation for this section must be submitted online)
- VI. Alumni Relations
- VII. Campus Relations
- VIII. International Relations
- IX. Chapter House Management
 - I. Organizational Management (2 items in this section are to be attached in Part 1)
 - II. Social Development

I. Scholarship

Level of Achievement

- Y N Chapter GPA exceeded the University All-Male/Female Average in both of the past two semesters.
OR
Chapter GPA has improved by .2 or more in the past year.
- Y N Chapter has developed and implemented a written scholarship program that includes components on standards, assistance and recognition. *Copy of the program is attached in Part 1.*
- Y N Chapter has established and enforces minimum GPA requirements:

Minimum GPA required to hold chapter office: _____
Minimum GPA required to maintain good membership standing: _____
- Y N Chapter has established and enforces quiet hours in the chapter house. (If there is no common chapter residence, this standard is not applicable.)

Quiet hours begin at: _____ Quiet hours end at: _____
- Y N Chapter has established a mandatory assistance program for members with GPAs below the minimum for good membership standing.
- Y N Chapter has a scholastic awards program for members and pledges.
- Y N Chapter sets academic goals. *Academic goals for the past calendar year are attached in Part 1. Academic goals for the current calendar year are attached in part 1.*

Level of Excellence

- Y N Chapter GPA exceeded the University All-Male/Female Average by .3 or more in both of the past two semesters.
- Y N At least 90% of members are above the chapter's minimum GPA for good membership standing.
- Y N Chapter has a study room containing resources to assist with scholarship, e.g. computers, class files, resource books, etc.

II. Recruitment & Retention

Level of Achievement

Y N Chapter pledged a number of people at least equal to one-third of the returning members in the past calendar year (unless quota prohibited the achievement of this standard).

pledged past calendar year: _____

returning members at beginning of past calendar year: _____

Y N Chapter membership at the end of the past calendar year was at least equal to membership at the beginning of the past calendar year (unless quota prohibited the achievement of this standard).

total members at beginning of the past year: _____

total members at the end of the past year: _____

Y N Chapter requires a minimum high school/college GPA for pledging and/or initiation.

Minimum GPA for pledging: _____

Minimum GPA for initiation: _____

Y N Chapter holds a recruitment clinic/workshop for all members at least twice each year.

List dates of workshops in past year.

Y N Chapter initiated at least 75% of the people pledged in the past calendar year.

initiated _____

pledged _____

Y N Chapter has complied with governing council (IFC, PC, NPHC) regulations regarding recruitment during the past calendar year.

Level of Excellence

Y N Chapter membership increased over past calendar year (unless quota prohibited the achievement of this standard).

Y N Chapter initiated at least 90% of the people pledged in the past calendar year.

Y N Chapter requires a high school/college GPA of at least 2.5 for pledging and/or initiation.

Y N Chapter involves alumni in recruitment efforts.

Briefly describe the involvement:

III. Membership Education

Level of Achievement

- Y N Chapter has developed a typewritten pledge/associate/new member program. *A copy of the program is attached in Part 1.*
- Y N Chapter provides all pledges/associates/new members with a syllabus outlining all expectations, meetings, assignments and activities for their pledge period. *A copy of the syllabus is attached in Part 1.*
- Y N Chapter participated in all governing council-sponsored new member education programs during the past calendar year, e.g. UK, Hazing, etc.
- Y N Chapter has an active Big Brother/Big Sister program.
- Y N Chapter sponsors at least one retreat per new member class. *List dates and locations of new member class retreats held during the past calendar year.*
- _____
- _____
- Y N 50% of Chapter members participated in the Students Educating and Empowering to Develop Safety (SEEDS) program during the academic year.

Level of Excellence

- Y N Chapter sponsored at least one educational program during the past calendar year for all members on each of the following topics:
- List topics, speakers, dates and number of members in attendance at each chapter-sponsored educational program.*

Topic	Speaker	Date	Number in attendance
Scholarship/Study Skills			
Alcohol/Drugs			
Leadership Development			
Interpersonal Relationships			
Career Development			

- Y N Chapter holds an educational session at least once each semester to fully explain their Ritual and reinforce its impact on the membership.
- List dates of each:*
- _____
- _____

- Y N 75% of Chapter members participated in the Students Educating and Empowering to Develop Safety (SEEDS) program during the academic year.

IV. Financial Management

Level of Achievement

- | | | |
|---|---|--|
| Y | N | Chapter develops a written budget. <i>Enclose a copy of the budget.</i> |
| Y | N | Chapter establishes and enforces a written policy for dealing with financially delinquent members. <i>Enclose a copy of the policy.</i> |
| Y | N | Chapter has taken action against all accounts receivable over 30 days past due. |
| Y | N | Chapter has no accounts payable over 30 days past due. |
| Y | N | Chapter distributes a written list of financial obligations to all members at the beginning of each semester. <i>Enclose a copy of the list.</i> |

Level of Excellence

- | | | |
|---|---|---|
| Y | N | Chapter treasurer is bonded. <i>Enclose a copy of the insurance policy.</i> |
| Y | N | Chapter has its financial records professionally audited annually. <i>List the person and company who completed the last audit and the date it was completed.</i> |
| Y | N | At least 95% of chapter membership is in good financial standing. |
| Y | N | Chapter requires two signatures on all checks to authorize expenditure of chapter funds. |
| Y | N | Chapter collects semester dues and fees in total at the beginning of the semester and requires members requesting payment plans to sign promissory notes. <i>Enclose a copy of the promissory note.</i> |

V. Community Relations

Required documentation for this area must be submitted online at

<http://www.uky.edu/StudentAffairs/Greek/forms.htm> Click on Forms, then Community Relations under Required Forms.

Level of Achievement

Y N At least 80% of chapter members participated in hands-on **community service projects** during the past calendar year. **Required documentation for these activities must be submitted online at** <http://www.uky.edu/StudentAffairs/Greek/forms.htm> Click on Forms, then Community Relations under Required Forms.

All Chapter Sponsored Community Service Projects (Not Fundraisers) must be submitted online. You are asked for: Chapter National Name, Event, Date of Event, number of chapter members who participated, and total number of hours worked. Each separate community service project must be submitted separately.

All Individual Member Community Service hours and agencies must be submitted online. You may ask your individual members to submit a form for each community service they perform, or one of your officers may keep a tally of each member and submit a form for each. You are asked for: Chapter National Name, Member's Name, Agency served, type of service performed, and total hours worked at that activity. Each service project must be submitted separately.

Y N Chapter received positive media attention at least one time during the past calendar year. (Advertising does not count.) *Enclose copy of article or describe television /radio coverage.*

Y N Chapter sponsored or participated in at least one philanthropy event during the past calendar year. **Required documentation for these activities must be submitted online at** <http://www.uky.edu/StudentAffairs/Greek/forms.htm> Click on Forms, then Community Relations under Required Forms.

All Chapter Sponsored Philanthropy Events/Donations must be submitted online. You are asked for: Chapter National Name, Charity, Event, Date of event, Dollar Amount Donated. Each event from the calendar year must be entered separately.

What is the name of your chapter's National Philanthropy? _____

Level of Excellence

Y N At least 90% of chapter members participated in hands-on community service projects during the past calendar year.

Y N Chapter sponsored or participated in two or more events involving their national philanthropy during the past calendar year.

VI. Alumni Relations

Level of Achievement

Y N Chapter published and mailed at least one alumni newsletters during the past calendar year.
Enclose a copy of the last two newsletters.

Y N Chapter published an update in its national magazine at least once during the past calendar year.
Enclose a copy of the published update.

Y N Chapter has a functioning Alumni Board that is incorporated in Kentucky, meets at least once per semester, and holds title/lease to any chapter housing.

Y N Chapter has an active Chapter Advisor who attends chapter meetings at least once each month.

Chapter Advisor _____ Dates of meeting attendance: _____

Y N Chapter sponsors at least one alumni-oriented event each semester.

Alumni Event	Date	#alumni in attendance

Y N Chapter nominates at least one alumnus for the Alumni Hall of Fame.

Level of Excellence

Y N Alumni Board meets with chapter Executive Committee at least once per semester.
List dates of meetings and committee members in attendance.

Dates	Executive Committee members in attendance

Y N At least one alumnus attends every chapter meeting.

Y N Chapter arranged for alumni to speak to the chapter at least twice each semester.
List alumni who spoke, topics and dates.

Alumni speaker	Topic	Date

Y N Chapter observed its Founders Day in the past calendar year and invited area alumni to participate.
Enclose a copy of the invitation.

Y N At least one alumnus participated in all chapter initiation activities.
List dates of attendance and alumni who participated.

Dates	Alumni participating

Y N Chapter recognizes the participation of alumni through an awards program.
List awards the chapter presents to alumni. _____

VII. Campus Relations

Level of Achievement

- Y N At least 75% of chapter membership is involved in at least one campus organization outside the Greek community. *Enclose a roster of members with organizational involvement noted.*
- Y N Campus leadership positions held by at least 5% of chapter membership. *Enclose a list of the chapter's campus leaders with leadership positions noted.*
- Y N Chapter was represented at no less than 95% of governing council (IFC/PC/PHC) meetings and educational programs, including President's Roundtable, during the past calendar year.
- Y N At least one member applied or was nominated for an office or committee in your chapter's governing council, and at least one member applied for IGPA
- Y N Chapter president met with the Assistant Dean of Students at least once each semester.
- Y N Chapter participated in at least 5 fraternity/sorority intramural sports during the past calendar year.
- Y N All intramural conduct grades were "B" or better during the past calendar year.
- Y N Chapter had a Faculty Advisor and arranged for him/her to speak at a chapter meeting or chapter dinner at least once each semester.
- Faculty Advisor: _____ Dates of attendance: _____
- Y N Chapter went through IGPA to schedule any chapter-sponsored events involving 4 or more Greek organizations. If chapter did not sponsor an event, mark this as yes.
- Y N Chapter participated in at least three non-Greek sponsored events per year, with participation in a majority of Homecoming events required.

Level of Excellence

- Y N At least 90% of chapter membership is involved in at least one campus organization outside the Greek community.
- Y N Campus leadership positions held by at least 10% of chapter membership.
- Y N Chapter participated in at least 10 fraternity/sorority intramural events.
- Y N All intramural conduct grades were "A."
- Y N Chapter had perfect attendance at governing council (IFC/PC/PHC) meetings.
- Y N Chapter sponsored at least one event for the campus community each year.
- Y N Chapter participated in at least three IGPA-scheduled events per semester, including Greek Week.
- Y N Chapter co-sponsored at least one event with a non-Greek organization. *List event, date, and co-sponsoring organization.*

Event	Date	Co-sponsoring organization

VIII. International Relations

Level of Achievement

Y N The chapter was represented at its last National Convention or Leadership Conference by at least one undergraduate delegates.

List dates of Convention/Conference and undergraduates who attended.

Date	Convention/Conference	Attendees

Y N The chapter is in good standing with its international organization.

Y N The chapter applied for at least one award from its international organization last year.

List award(s) applied for.

Y N At least one chapter member applied for an award or scholarship from the national organization last year.

List chapter member(s) and awards or scholarships applied for.

Chapter members	Awards applied for

Level of Excellence

Y N The chapter was represented at its last National Convention or Leadership Conference by two or more undergraduate delegates.

Y N The chapter won at least one award from its international organization last year.

List award(s) won.

OR

A chapter member received an award or scholarship from the international organization last year.

List chapter member(s) and awards or scholarships received.

Chapter members	Awards or Scholarships

IX. Chapter House Management

Level of Achievement

- Y N Chapter house is filled to at least 90% capacity.
Capacity _____ Occupancy _____
- Y N Chapter has developed a written cleaning schedule and assigned responsibility for completing tasks to members. *Enclose a copy of the cleaning schedule.*
OR
Chapter has hired personnel to complete daily cleaning tasks.
- Y N Residents sign housing contracts before they are allowed to move into the chapter house.
Enclose a copy of the contract.
- Y N Chapter has developed and enforces house rules. *Enclose a copy of the house rules.*
- Y N Chapter house has been inspected within the past 12 months by the fire marshal.
List date(s) of inspection and name of inspector.

Date	Inspector

- Y N Chapter completes and submits safety inspection forms to the Fraternity and Sorority Affairs Office.

Level of Excellence

- Y N Chapter house is filled to capacity.
- Y N Chapter enforces penalties for members who break housing contracts.
Briefly describe the penalties:
- Y N Chapter has established a Building Fund to be used for capital improvements that requires the signature of at least one alumnus to access the funds.

Amount deposited per member per month: _____
Current Balance: _____

X. Organizational Management

Level of Achievement

- | | | |
|---|---|--|
| Y | N | Chapter submits required forms and programs to the Fraternity and Sorority Affairs Office in a complete and timely manner. |
| Y | N | Chapter has written bylaws that govern operations.
<i>Enclose a copy of the bylaws.</i> |
| Y | N | Chapter holds weekly Executive Council meetings.
<i>List day and time of regular meeting.</i> _____ |
| Y | N | Chapter holds weekly membership meetings.
<i>List day and time of regular meeting.</i> _____ |
| Y | N | Chapter holds a yearly membership and/or Executive Council goal-setting/planning retreat.
<i>List date and place of retreat.</i> _____
<i>A copy of the goals created for the past year as well as the goals that have been created for the upcoming year are attached in Part 1.</i> |
| Y | N | Chapter has been in good standing with both its governing council (IFC, PC, NPHC) and the University for the past 12 months. |

Level of Excellence

- | | | |
|---|---|---|
| Y | N | Chapter owns at least one computer that is specifically available to chapter officers for chapter business. |
| Y | N | Chapter defines within its bylaws a judicial committee to handle disciplinary procedures, violations of chapter standards and other chapter judicial matters. |
| Y | N | Executive Council members work with committees in carrying out the duties of the offices. |

XI. Social Development

Level of Achievement

Y N Chapter members are encouraged to honor high standards of social conduct which recognize the human dignity of every individual.
Briefly describe these efforts: _____

Y N Chapter maintains a balance between social activities and scholarship by limiting weekday events.
List all the weekday social events the chapter sponsored during the past calendar year.

Date	Weekday social event	Date	Weekday social event

Y N Chapter conducts events and activities for members only in order to promote chapter unity.

Y N Chapter sponsors workshops on proper etiquette, manners, and social conduct. *List below.*

Date	Topic	Etiquette Speaker	# in attendance

Y N Chapter sponsors a diverse schedule of social activities of which at least 50% do not involve alcohol.

Y N Chapter adheres to all components of the Greek Risk Reduction Guidelines.

Y N All chapter events are BYOB, licensed cash bar or dry. There is no pooling of funds to purchase alcohol.

Y N Chapter elects or appoints an officer whose primary responsibility is risk management.
List member and office. _____

Level of Excellence

Y N Chapter sponsors a diverse schedule of social activities of which at least 75% do not involve alcohol.

Y N Chapter has developed and implemented a written alcohol awareness program for members and pledges. *Enclose a copy of the program.*

Y N Chapter confronts members with alcohol-related behavioral problems through internal judicial procedures.

Y N Chapter holds a formal dinner at least once each year.

Date	Location of formal dinners

Y N Chapter holds a formal ritual meeting at least once each semester. *List date(s) of meetings.*
