

CHAPTER REPORT

For School Year _____ to _____ Date Submitted _____

Chapter _____

Date School Starts Next Fall _____

Approximate Number of Members Returning in the Fall _____

Approximate Full-Time Equivalent Enrollment at Your School _____

Is it a two-year school? _____ Is it a four-year school? _____

The Chapter Report is to be postmarked on or before June 21 of each year. (Recorded postmark date _____)

"THE INFORMATION GIVEN IN THIS REPORT IS COMPLETE AND ACCURATE TO THE BEST OF OUR KNOWLEDGE."

Chapter President _____ Chapter Advisor _____

Introduction and Instructions:

In accordance with Article V of the National Constitution, each Chapter must rde by JUNE21 the CHAPTER REPORT for the school year just ended. This report is to be completed by the Chapter President for that year and the Chapter Advisor. Failure to file a complete and timely Chapter Report will result in automatic chapter probation. Please use a typewriter or black ink, and add extra pages wherever needed. Send this report to Mrs. Margaret C. McCauley, National Executive Director, 78A Mitchell Road, Oak Ridge, TN, 37830, postmarked on orbefore the June 21 deadline. Phone (800) 628-9920 if you have questions.

The questions asked in this report should help the chapter leadership to realize what is expected of an ideal chapter. All chapter officers should be familiar with the Chapter Report form. Several officers will have to supply information for it, and careful records must be kept throughout the year. Please answer questions carefully and completely.

Gamma Beta Phi is committed to being a First-Class Organization, and its national reputation depends on the performance of each chapter. The purpose of the Chapter Report is to allow the National Executive Director to evaluate the chapter's performance during the preceding school year. Information included in the report will be used by the National Executive Committee (NEC) to decide which chapters receive the Distinguished Chapter Award (see Appendix III of the MANUAL for criteria for this award). Copies of the original report, the Executive Director's analysis of the report, and the Distinguished Chapter Award checklist will be sent to the Chapter Advisor, Chapter President, and the appropriate State Advisor in September.

Although we do not expect perfection, we do expect each chapter to strive for excellence, to cooperate with national policies and requests, to participate in state activities, and to show continual improvement in meeting the objectives of the Society. If a report shows significant chapter weakness or violation of national policies, the NEC may place the chapter on probation. (The Chapter Advisor and Chapter President will be notified.) Chapters must take action to remove their probation by the end of the second year after it has been imposed or face the possibility of losing their Charter.

Use the Chapter Leadership List form of this report to give the names, addresses, and phone numbers of the advisor(s) and officers who will lead the chapter during the upcoming school year. Use the Notification of Transferring Members form to provide the names and addresses of members transferring to other schools. Use the Chapter Financial Status Report form to report the chapter's financial condition during the last fiscal year. The fiscal years runs July 1 to June 30. Also, be sure the IRS Authorization Form is completed.

SECTION I: CHAPTER ORGANIZATION AND LEADERSHIP

List the officers and their titles for the previous school year ending with this report.

Names _____	Offices _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Also, indicate any replacements and give the length of service of each.

Names _____	Offices _____
_____	_____
_____	_____

List the name of the Advisor _____

and any Associate Advisor(s) _____

1. Did each Advisor and officer possess a current Gamma Beta Phi Manual? _____
2. Did each officer carry out his or her responsibilities during the year? President's opinion _____ Advisor's opinion _____ If "no", elaborate on an attached sheet and tell what was done to remedy the situation.
3. Did the Advisor:
 attend most of the regular meetings? _____ offer suggestions for projects? _____ attend most of the Executive Committee meetings? _____ assist in carrying out chapter projects? _____ attend the State Convention? _____ attend the National Convention? _____
4. If the Chapter had an Associate Advisor(s), did he or she take part in most of the activities of the chapter? _____ attend the State Convention? _____ attend the National Convention? _____

5. List the standing (permanent) committees of the chapter. _____
 _____ Was this committee
 structure effective? _____ If "no", elaborate. _____

6. How many times during the school year did the Executive Committee meet? _____ Was
 regular time/day set? _____ What was the normal length of the meeting? _____
7. Are the Chapter Bylaws in compliance with the National Constitution, or in the process of
 being reviewed by the Executive Director? _____ Please include a copy of the
 Chapter's current Bylaws.
8. Briefly explain your officer selection process including:
- a. When are officers elected? _____ When do they take office? _____
- b. How is the chapter made aware of nominees' qualifications prior to the election?

- c. How are new officers trained and a smooth transition insured? _____

SECTION II: CHAPTER POLICIES

1. Other than scholastic ranking and payment of dues, what requirements (if any) must
 students meet in order to join your chapter? _____

2. Does your chapter operate on a POINT SYSTEM? Yes___ No___ If "yes", please attach a
 copy. Is the system effective?
 President _____ Advisor _____
3. The Society policy states "each chapter shall meet a minimum of six times each academic
 year." How many meetings did your chapter have during the school year? _____ What
 was the normal length of a meeting? _____ What percentage of the chapter's membership
 was usually present? _____

4. Local dues are \$_____ per _____. Was a firm deadline set for receiving these dues? _____ (Our Constitution states a minimum of \$2.00 and a maximum of \$15.00 may be charged for Chapter dues.)
5. Was a copy of the Chapter Bylaws made available to each new member? _____
6. Was a check made of the GPA retention standards? _____ If "yes", how many were put on probation? _____
7. Are members notified in writing when they are in violation of chapter policies, such as "points", dues, attendance? _____ If "yes", are they given a chance to appeal? _____

8. How many members were declared "Not In Good Standing" during the year? Were their names sent to the National Business Office? _____
9. Are members given an opportunity to order Gamma Beta Phi items such as jewelry and shirts from the National Headquarters? _____
10. Were diploma seals ordered for members graduating in good standing? _____
11. Our Constitution (Article V) forbids "mysterious ritualism, secret signs, passwords, handclasps, or hazing of an inductee." Were any of these done? _____

SECTION III: COMMUNICATION AND RECORD KEEPING

1. The chapter communicated with its members by means of (check appropriate boxes):
 newsletter ___ school newspaper — bulletin board ___ other (elaborate) _____

2. By what means are members reminded of upcoming meetings? _____

3. By what means were the STATE offices kept informed of the chapter's activities? _____

4. In the event of an IRS audit, copies of the following items are required: minutes____; Application for Membership forms____; the Chapter Report (including the Financial Report and IRS Authorization Form) _____Diploma Seal request forms____; and, list of members “Not in Good Standing” _____. Please check the appropriate items above that are in your chapter files.
5. The chapter should have determined if any members were transferring to other schools. Did anyone transfer? _____ Please indicate name(s) of transferring members (or NO TRANSFERS) on the “Notice of Transferring Members” form.
6. Was the chapter informed by the National Headquarters of any members transferring into the chapter?_____ If “yes”, what was done to follow up? _____

7. Were any advisors or officers changed during the year? ___ If yes, was Headquarters informed promptly? _____

8. Is the “Chapter Financial Status Report” form completed, signed and enclosed with this report?_____ Is the chapter in healthy financial condition? President _____ Advisor _____
9. Is the IRS Authorization Form signed and enclosed with this report?_____

SECTION IV: INVOLVEMENT IN STATE AND NATIONAL AFFAIRS

1. Were the graduates encouraged by the chapter to become members of the Gamma Beta Phi Alumni Association? _____
2. Was a state officer from another chapter invited to attend one of your chapter’s functions this year?_____ If “yes”, did the officer attend? _____
3. How many chapter members (excluding the advisors) attended the State Convention? _____
How many chapter members (excluding the advisors) attended the National Convention? _____
4. Did anyone from your chapter have a part on the program at the State Convention? _____
If “yes”, elaborate. _____

5. Did anyone from your chapter have a part on the program at the National Convention?____
If "yes", elaborate. _____

6. Did anyone from your chapter run for a state office? _____
7. Did anyone from your chapter hold a STATE office this year? _____ If so, which
office _____
8. Did anyone from your chapter run for a national office? _____
9. Did anyone from your chapter hold a NATIONAL office this year? _____ If so, which
office _____
10. Give the name(s) of anyone from your chapter who received the Certificate of Merit at the
National Convention this year. _____

SECTION V: INDUCTION ACTIVITIES

1. To be eligible for membership, a student must have at least 12-15 credit hours and rank
within the top 20, 15, or 10 percent of his or her class. What GPAs were the result of this
membership eligibility?
Freshman _____ Sophomore _____ Junior _____ Senior _____
2. Check the term(s) in which the chapter had a membership drive:
Fall _____ Winter _____ Spring _____
3. How many invitations were sent out by the chapter?
Fall _____ Winter _____ Spring _____
4. How many students were inducted?
Fall _____ Winter _____ Spring _____
5. ATTACH ONE OF THE INVITATIONS TO THIS REPORT SO WE CAN CHECK ITS
APPEARANCE. (a requirement for DCA qualification, Appendix III, items a. and f.)
6. Was an orientation meeting held for the prospective new members? _____

7. Were the members inducted at a special ceremony including a meal or refreshments?

8. How many of the inductees were present at the ceremony?
Fall _____ Winter _____ Spring _____
9. Were appropriate school administrators invited? _____ Were family and/or friends invited? _____
10. Was a printed program used? _____ If "yes", include a program with this report.
11. At the Induction Ceremony, the inductees received:
- All membership materials
Fall _____ Winter _____ Spring _____
 - All membership materials except certificates
Fall _____ Winter _____ Spring _____
 - None of the membership materials
Fall _____ Winter _____ Spring _____
12. Were the new members asked to check certificates for errors? _____
13. Did the administration cooperate in assembling a list of eligible students? _____
If no, elaborate. _____

SECTION VI: PUBLICITY AND RECOGNITION

- If applicable, were pictures or articles submitted by the chapter for inclusion in the GAMBET? _____
- Did the school newspaper and/or local newspaper carry articles or pictures of chapter activities? _____
- Were press releases about the new inductees sent to their local newspapers? _____

4. Did the chapter keep a scrapbook this year? _____ Did last year's scrapbook compete on the State level? _____ Did it win? If "yes", what place? _____ Did it win on the National Level? _____ If yes, what place? _____
5. Did the chapter publish a newsletter? _____ If "yes", was a copy of each issue sent to: school administrators _____ state officers _____ National Headquarters _____
6. What means were used to recognize outstanding performance by members, officers and/or advisors during the year? _____

7. Name any person(s) awarded an Honorary Membership Certificate during the year (non members who have made significant contributions to the chapter). _____

8. Name any person(s) awarded a Certificate of Appreciation during the year (generally given to a chapter member, or non member, who has made significant contributions toward the success of the chapter). _____

SECTION VII: MEETING THE OBJECTIVES OF THE SOCIETY

1. The **FIRST OBJECTIVE** of the Society is to recognize and encourage individual excellence in education. This can be accomplished by participation in scholarship programs, tutoring activities, and/or recognition by the chapter or school administrators for these and other accomplishments. How did the chapter meet this objective during the year?

3. What are the chapter's major strengths?

a. President's opinion _____

b. Advisor's opinion _____

4. What are the chapter's major concerns?

a. President's opinion _____

b. Advisor's opinion _____

5. What might be done to alleviate those concerns?

a. President's opinion _____

b. Advisor's opinion _____

6. Suggest ways that the State Officers can help the chapter in the coming year.

a. President's opinion _____

b. Advisor's opinion _____

7. Suggest ways that the National Officers can help the chapter in the coming year.

a. President's opinion _____

b. Advisor's opinion _____

8. Suggest ways that the National Headquarters can help the chapter in the coming year.

a. President's opinion _____

b. Advisor's opinion _____

WE APPRECIATE YOUR PATIENCE AND CAREFUL ATTENTION IN COMPLETING THIS REPORT!!