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 file 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 or before 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 run 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 rules.

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:
   a. All membership materials
      Fall ____________________  Winter ____________________  Spring __________________
   b. All membership materials except certificates
      Fall ____________________  Winter ____________________  Spring __________________
   c. 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

1. If applicable, were pictures or articles submitted by the chapter for inclusion in the GAMBET? ________________________________

2. Did the school newspaper and/or local newspaper carry articles or pictures of chapter activities? ________________________________

3. 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?
2. The SECOND OBJECTIVE of the Society is to promote the development of leadership ability and character in its members. This goal can be accomplished by providing guest speakers, conducting workshops, or chairing committees. How did the chapter meet this objective during the year?

3. The THIRD OBJECTIVE of the Society is to foster, disseminate, and improve education through appropriate service projects. EACH YEAR, THE CHAPTER MUST PERFORM AT LEAST THREE EDUCATIONAL SERVICE PROJECTS. This goal can be accomplished by such projects as: scholarships, observing Teacher Appreciation Day, ushering at school events, serving as tour guides, tutoring, and Special Olympics. How did the Chapter meet this objective during the year?
4. List other service projects that are considered service to the community and/or fellow students. This will include such projects as: visiting nursing homes, blood drives, and food drives.

5. Did the chapter participate in special fund-raising activities? _________ If so, please describe.

6. List any specific social activities used by the chapter to promote fellowship among the members (for example: picnic, dance, outing, banquet).

SECTION VIII: SUMMARY AND RECOMMENDATIONS

1. On a scale from 1 (very poor) to 10 (outstanding), how would you rate your chapter’s overall performance this year?
   President’s opinion________________________ Advisor’s opinion ___________________

2. In the Advisor’s opinion, was the chapter’s performance better than last 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!!