

Phi Beta Sigma Fraternity, Inc.
97th Annual State Meeting of Alabama

GUIDE FOR THE ANNUAL CHAPTER REPORT

1. Cover Page

Include the Name of the Chapter, Location or College, Name of the Region, the Time Period covered by the Report. Include a eye-catching image or Frat-related image.

2. National Annual Chapter Report Form

3. Table of Contents

List each component in the Chapter Report, include page numbers, Appendix of attachments

4. Chapter President's introduction:

overview of the Chapter's year. Include Chapter Address, Chapter Website.

5. Brief History of the Chapter

6. National Programs: Social Action

7. National Programs: Education

8. National Programs: Bigger and Better Business

9. Additional Activities (listed as categories or in chronological order)

Examples: Founders' Day activities, Black History Month activities, Conferences and Workshops attended, Greek Convocations, Stepshow Performances, Intramural participation, Fundraisers, Service Projects and Programs like seminars, panels, presentations, etc. Social events like road-trips, cook-outs, bowling or movies nights out, Homecoming activities, recruitment campaigns, collaboration with other organizations, including Zetas, Initiation ceremonies, NPHC activities.

For Items #6-9 above, describe Chapter Events in a narrative form: Name of Event or Activity. Date, Place, purpose for the event, a description of the activity from start to finish, its scope or targeted outcome, intended benefit, total number o.f participants, names of Frats participating, Analysis: list positive aspects and negative aspects. Conclusion: discuss ideas for improving the event in the future. Photos. Make a reference to flyer or program, placed in the Appendix.

10. The Chapter

Roster: List all Brothers o.f the Chapter, with Contact info (phone number/email address) and major or profession, and hometown, etc.

List of Officers and Committee Chairman. (Indicate when term begins and ends)

List of Graduating Seniors, their field of study, their destination after graduation.

List of Top GPA's, and Dean List honorees

List of Brothers involved in other organizations, and offices held

List of Individual Awards or Achievements

List of Chapter-given Awards & Superlatives

List of the tracking of the number of Service Hours volunteered by Chapter members

About chapter meetings: When & Where. Average attendance & duration

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11. Chapter Finances.

Identify; *the Bank that hosts Chapter's account, List of top fundraiser activities, List of charitable contributions. Annual Budget. Date of audit of treasurer's records. National "Schedule A" Form*

12 Statement by Chapter Advisor or Collegiate Dean of Student Life or Greek Life.

13. Conclusion: *Write a statement about how your Chapter feels about itself. Discuss past instances of successes and failures, difficulties or obstacles, and new things that have been tried.*

Discuss its present condition and whether there is unity and sense of purpose, momentum for the

future. Are goals being set? Are goals being met? What kind of assistance, if any, if needed? Give an outlook of what the future has in store. What is desired and what activities are expected in the upcoming months?

14. Appendices

- * Flyers for advertising Chapter events
- * Photocopies of newspaper articles or advertisements about the Fraternity
- * Letters or Certificates of Acknowledgement
- * University Greek GP A Report and Rankings
- * Photos (with captions provided: names of Frats, date, place)
- * Sample of a Chapter Meeting Agenda
- * Photocopy of a good example of Meeting Minutes by the Secretary
- * Sample of Public Information Meeting invitation or program
- * Results of Chapter members polling or surveys
- * Copy of an online PIA submission form
- * a poem about Phi Beta Sigma written by a Chapter member

SUBMISSIONS

- mail one copy to the State Secretary and the Regional Secretary
- share a copy with the University Greek Life Director and Chapter Advisor.
- keep one copy in chapter records, so that it can be used in the following year.

JUDGING

The National Chapter Reports Guide describes how scoring is done.

15 points = Timeliness, if received by the Secretary 30 days before the Conference. (*deductions occur if the deadline is missed.*)

20 points = Social Action Programs

20 points = Education Programs

20 points = Bigger and Better Business Programs

30 points = Other Programs (maximum of three additional program awarded, ten points each)

10 points = Form/Organization of the Report. 5 points bonus if it follows the National Guide.

10 points = Neatness (typed, appropriate margins, appropriate font, single-spaced writing)