

Protocol for Quarterly Agenda

Forms are to be completed and returned by 1/10, 4/10, 7/10, 10/10

The Forms are not to be used as “Ideas” but for services, events, and meetings that have been planned.

- This means you have a venue, food, etc.
- Event Leads
- Budget
- Plan
- Confirmed Date and Time

TBD is not acceptable; that’s an idea. Place location and time of events are not required but are suggested to prevent delays in approval.

Forms are to be completed by the Chapter Secretary and Approved by the chapter President- No Exceptions

Examples of both right and wrong are attached, along with other forms.

The following forms should be submitted with your quarterly report.

The previously submitted Quarterly Agenda (same form submitted at the beginning of the quarter.

DO NOT COMPLETE A NEW FORM- if you do, you are creating more work for yourself. Just open the one submitted and check whether the activity was completed or not.

- If an activity was postponed or canceled. Please list the information on the form next to the event.

This will help track your overall/ Planning, performance, and participation for your chapter.

What to submit

The Upcoming Quarterly Agenda – This is to be completed by the Secretary and reviewed by the President. Copy of all flyers created for any events.

Previous Quarterly Agenda- This is to be completed by the Chapter President.

Community service report- (If Applicable)- To be completed by the Sgt at Arms and reviewed by the President for accuracy. (Sorority Members Only) your chapter tracks youth service hours.

Goal Crusher – to be completed by the chapter president/ Secretary. - Not required but the fastest way to get your Chapter goals updated.

Please attach forms in one single email

Submit all Chapter forms and flyers to the Regional Director and Community service forms to the National Sgt. At Arms. ***NOTE EVENT FLYERS DO NOT REQUIRE APPROVAL Only Meet and Greets and New member Presentations.**

Chapter Name Nationals Quarter/ Year Qtr 1- 2020
 Chapter Secretary Not Elected Yet

Lambda Kappa Omega Quarterly Agenda

Community Service		
Date:	Event	Completed <input type="checkbox"/>
TBD	Soup Kitchen In Philly Wrong	Completed <input type="checkbox"/>
2.1.20	Soup Kitchen In Philly	Completed <input type="checkbox"/>
		Completed <input type="checkbox"/>
		Completed <input type="checkbox"/>
Fundraising		
Date:	Event	Completed <input type="checkbox"/>
TBD	Messages In the mail Wrong	Completed <input type="checkbox"/>
2.1-2.14	Messages in the Mail	Completed <input type="checkbox"/>
		Completed <input type="checkbox"/>
		Completed <input type="checkbox"/>
Social Events		
Date:	Event	Completed <input type="checkbox"/>
	Resume Writing - TBD wrong	Completed <input type="checkbox"/>
3.11.20	Pizza and Pool Venue Not Confirmed Yet Wrong	Completed <input type="checkbox"/>
3.31.20	Sip and Sew	Completed <input type="checkbox"/>
		Completed <input type="checkbox"/>

Use The same Form for the Beginning and ending of each Quarter. For your chapter to receive National recognition towards goals and tracking the forms must be submitted no later than 10th day. Dos are as follows 1/10, 4/10,7/10, 10/10.

Chapter Name Nationals Quarter/ Year Qtr 1- 2020
 Chapter Secretary Not Elected Yet

Lambda Kappa Omega Quarterly Agenda

Kappa Gamma Omega		
Date:	Event	Completed <input checked="" type="checkbox"/>
2.16.20	Glow Game Night	Completed <input type="checkbox"/>
3.1.20	Boys and Bodies - Girl Talk I	Completed <input type="checkbox"/>
3.23.20	Sorority Outing	Completed <input type="checkbox"/>
TBD	Sorority Outing Wrong	Completed <input type="checkbox"/>
Lambda Crystallites		
Date:	Event	Completed <input type="checkbox"/>
3.9.20	Senior Cards	Completed <input type="checkbox"/>
3.31.20	Urban Air	Completed <input type="checkbox"/>
TBD	Urban Air Wrong	Completed <input type="checkbox"/>
		Completed <input type="checkbox"/>
Meetings		
Date:	Event	Completed <input type="checkbox"/>
2.01.20	Sorority	Completed <input type="checkbox"/>
2.11.20	Kappa Gamma Omega	Completed <input type="checkbox"/>
2.28.20	Crystallites	Completed <input type="checkbox"/>
3.11.20	Chapter	Completed <input type="checkbox"/>

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No need to Print, Use the free PDF Filler below.

<https://www.adobe.com/acrobat/online/sign-pdf.html>

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