

CHAPTER COUNCIL ANNUAL REPORT

INTRODUCTION

The Chapter Advisor is expected to complete the Chapter Council Annual Report each year, which assists in measuring the relationship between the advisors and the chapter. The Chapter Advisor and Chapter Council should use the prompts, as well as the descriptions, to help their actions. The Chapter Council Annual Report is provided on the Alpha Sigma Phi website and is due on April 15th, 2024.

Instructions: To complete the checklist, check each box that applies to your chapter. For example, if you or a member of your Chapter Council attends 14 or more Chapter events per year, please check all three boxes in that section. If the minimum is not reached, please do not check any boxes in that section.

POINTS BREAKDOWN

- 9 Points – Advisor/Chapter Council meets **14 - 16** of the items below and provides the necessary documentation.
- 6 Points – Advisor/Chapter Council meets **11 - 13** of the items below and provides the necessary documentation.
- 3 Points - Advisor/Chapter Council meets **8 - 10** of the items below and provides the necessary documentation.

Section One: Number of events per year attended (in-person or virtually) by the Chapter Advisor, or a member of the Chapter Council. The events include Chapter meetings, Prudential Board meetings, or Chapter events (i.e. recruitment events, brotherhood events, ritual ceremonies, chapter retreats, etc.). Dates, events, and who attended must be provided.

Minimum of 10 events in an academic year

Minimum of 12 events in an academic year

Minimum of 14 events in an academic year

Section Two: Number of Chapter Council meetings hosted by the Chapter Advisor during the academic year. Meetings may be completed either in-person, or through conference call. Documentation should be provided within 30 days of the meeting.

Minimum of 2 meetings per academic year

Minimum of 4 meetings per academic year

Minimum of 5 meetings per academic year

Section Three: Number of new advisors added to the Chapter Council from August 1, 2023 to April 15, 2024.

1 new Chapter Council position filled

2 new Chapter Council position filled

Chapter Council is full

Section Four: Check each box that has been completed.

Nominate a graduating senior for Undergraduate Hall of Fame

A member of the Chapter Council helps plan and attends at least one Ritual Education Training

The Chapter Council hosts (in-person or virtually) at least one personal/professional development event for the chapter

The Chapter Advisor attends at least one New Member meeting per semester

A Chapter Council member attends a service or philanthropy event

At least one Chapter Council member attends every scene of initiation

At least one graduating senior applies for Fraternity staff by December 6

Total Number of check marks: _____/16

**If you have any questions/concerns, please reach out to your staff liaison.*