



ALPHA SIGMA PHI
alphasig.org

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, 2025.

Instructions: There are 10 possible points to score with 13 point opportunities. To complete the checklist, check each box that applies to you and your Chapter Council.

Section 1: 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.

1. Minimum of 10 events in an academic year attended by Chapter Advisor.
2. Minimum of 8 events attended by member of Chapter Council not including the Chapter Advisor.

Section 2: Number of Chapter Council meetings hosted by the Chapter Advisor during the academic year. Meetings may be either in-person or virtually. Documentation should be provided within 30 days of the meeting. If you meet both minimums, check both boxes.

3. Minimum of 3 meetings per academic year.
4. Minimum of 5 meetings per academic year.

Section 3: Chapter Advisor positions filled on the Chapter Council by April 15th, 2025. If both are met, check both boxes.

- 5. Retention Advisor, Financial Advisor, Growth Advisor & Ritual Advisor positions are filled.
- 6. Chapter Council is full

Section 4: Check each box that has been completed.

- 7. Nominate a graduating Senior for Undergraduate Hall of Fame
- 8. At least one brother of the chapter is accepted to be in the Burns Executive Leadership Institute.
- 9. The Chapter Council hosts an Alpha Sig Everywhere events that is registered through HQ.
- 10. The Chapter Council member hosts at least one personal/professional development event for the chapter.
- 11. A Chapter Council helps plan and attends at least one Ritual Educational Training.
- 12. A Chapter Council member attends every scene of initiation.
- 13. A Chapter Council member attends a service or philanthropy event.

Total Number of check marks: _____/10

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

