

FRATERNITY/SORORITY ANNUAL REPORT

Due Date: Monday, May 4, 2020

Organizational Name: _____

Academic Year 2019 - 2020

Name and Position of Person Submitting Report: _____

No. of Active Members:

Fall: _____ Spring: _____

The College is looking for accurate and complete information in these reports. The required information can be presented in list or paragraph form and can change for each question. Reports should include activities and information relevant to the academic year cited above plus any awards that the chapter/colony might have received at organizational conclaves, conventions, conferences, etc. that took place the preceding summer or over the Winter Break. List each activity only once, include in section for which most appropriate.

Annual reports are to cover the areas listed below:

1. **Academic and scholarship activities and achievements** (Organizational and/or individual recognition and when/what time period)
Examples: Dean's List, President's List, Honor Societies, etc. Do not include Fall '19 achievements for those who joined in Spring '20
2. **Individual and/or chapter special recognition** (Need the specific award title, when received and from whom)
Examples: Awards from National organizations or College (leadership, Greek Honors, Nat'l Society for Leadership & Success, etc.)
3. **Community Service:** Include activity, date, participation information, and number of hours
Example: *Pumpkinfest* on October 7, 2017; 7 members for 2 hours each OR 7 members for a total of 14 hours
4. **Philanthropy/Fundraising:** Include amount of money raised for which charities/causes and when
Example: Sold pinwheels for Prevent Child Abuse America from April 12 – 14, 2017; Raised \$300.25
5. **Financial Management:** Basic information: Are all dues paid, any money owed (National, vendors, etc.), challenges being faced, any major changes in how group conducts financial business and how said changes are/are not working out
6. **Leadership/Membership Development:** Programs attended, facilitated, etc. as well as leadership positions held outside chapter
Example: Regional conferences and workshops, College speakers and workshops, Club officers, RAs, OAs, etc.; Need dates too
7. **Recruitment and New Member Education/Intake Process** Include recruitment specific events too
Example: Number of people in each semester's class/line, retention numbers, programming revisions, challenges faced, etc.
8. **Social Activities:** What and when; Include estimate of attendance numbers for non-members
9. **Alumni Relations:** Discuss how chapter/colony stays connected with its alumni -- Newsletter, programming, advisors, board, etc.
10. **Public Relations:** Discuss how chapter/colony promotes itself (organizationally as well as for its individual programs)
11. **Relationship with the College:** SUNY Cortland chapter advisor(s), departments, programs, College's 'Greek Advisor,' etc.
12. **Greek Councils:** Discuss how chapter/colony participates in and/or supports any Greek Council and its activities; Be sure to list members serving as council officers as well as all council events that chapter/colony attended; Include dates for each event
13. **Miscellaneous:** Anything else worth mentioning that may not fit in elsewhere (Sanctioning information could go here)