

# October - AAB Report

## Instructions

### Tips:

- Before you begin completing this report, consider reviewing the example report PDF file to be sure you have all of the information to complete the report.
- Ask officers and chairmen to provide this information, it is not the president's responsibility to create all information necessary for this report. Use an officer's meeting to collect the information necessary for submission.
- You may want to type your responses in a word document then copy and paste into this online form. In case of internet issues, you will have an electronic version and not have to re-type information.
- You can use the TAB key to help move through the questions.
- The report can only be submitted once from each computer/system. Starting on one computer then trying to re-open on another computer will not retrieve saved information.
- You may complete this report a page at a time – meaning, if you complete one full page and advance to the next, all information on the previous page will be saved. If you do not advance to the next page and close the report, all partially completed information will be lost.

### Instructions:

- The report and all attachments are due no later than midnight on the 1st of the month
- Respond to all questions below.
- All questions with asterisks (\*) require a response. All blanks or checkboxes part of a question must be completed to move on to the next section.
- Large Text boxes are limited to 20 lines – each line with space for 100 characters. If you exceed this limit, an internet error page will be displayed. You have not lost your information...simply right click on the page and select back. You should return to your report and be able to reduce the text.
- Be sure to indicate on the last question that this report is complete and ready for review. Otherwise, efficiency points will not be awarded.
- Full reports will not be awarded for partial information. In special cases, be sure to email your Collegiate Coordinator/Regional Director.
- Once you hit submit and receive the confirmation page, no other changes can be made to this report.
- The confirmation page, when printed, indicates the date of submission. Be sure to print and file for points verification. The confirmation page may also contain additional instructions, please fully read.

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## AAB Report

\* Chapter:

\* Region:

\* Please complete the following information:

Name:

Email:

Phone:

Title:

Information reflects which month(s):

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## Chapter Contact Log/Information

Please describe your involvement with the chapter so far this semester. Consider Chapter meetings, officer meetings, new member members, Honor Council, Ritual, individual meetings, phone/email communication, recruitment, etc.

Please rate the level of contact the chapter has with advisors.

EXCELLENT

NEEDS IMPROVEMENT

UNSATISFACTORY

Describe any concerns regarding communication with the AAB, House Corporation, National Organization, chapter, or within the officer or AAB team.

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## Open Response

Is the chapter progressing toward their goals?

How are the chapter officers functioning as a group and in their individual position?

Briefly comment on the work of the standing committee chairmen.

Do you have any questions or need help with any of our national programming - Essential Sigma, Honor Council, Accreditation, Officer Training/Transition Program, or others?

What kind of programming or action could the National Organization and/or other Chapter Support Team members provide to help with a specific area of concern?

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## Confirmation.

Thank you for submitting the advisor report. By clicking "done", you will be redirected to a confirmation page.

\* Is this report complete and ready for submission?

Yes

No