

# September - Monthly Officers Report

## Semester Statistical Information

This report serves as your Semester Planning report. Please be sure you review the forms page for report attachments. Attachments should be sent to those listed on the distribution list displayed on the report confirmation page.

The purpose of this report is to inform your National support team of some statistical information as well as help you plan for the semester – recruitment plans, budget, new member program, and Accreditation & Chapter Goals.

You will receive a MS Word document of this report from your Collegiate Coordinator. If you do not receive, please email [fixmypoints@trisigma.org](mailto:fixmypoints@trisigma.org).

After completing this report, you will be redirected to a confirmation page. Page 1 confirms that the information was received and the rest of the document outlines who should receive the additional attachments.

If you have questions, please contact your Collegiate Coordinator/Regional Director or email [fixmypoints@trisigma.org](mailto:fixmypoints@trisigma.org).

\* Please enter the information for your local chapter.

	Chapter:		Region:	
Chapter Information:	<input type="text"/>		<input type="text"/>	
Other (please specify)	<input type="text"/>			

\* Please enter the following information for the person completing this report:

Name	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Please enter your campus Total and Campus Quota below.

Total: The maximum number of women a chapter is allowed to have on their roster. The only exception is in the case of formal recruitment where taking quota will place a group over total. A chapter is always allowed to pledge quota. When this term is seen on reports, it is not asking for the total number of students on your campus, it is inquiring about Panhellenic Total.

Quota The number of women each sorority may pledge during a concentrated recruitment period (e.g., FSR, PSR) and is set after the final invitational round. Each sorority is entitled to fill quota at any time during the year; even if by doing so, the chapter's size exceeds Total.

Total:	<input type="text"/>
Quota:	<input type="text"/>

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## Chapter Membership Information

	# of MEMBERS in each academic class	# of NEW MEMBERS in each academic class
Senior	<input type="text"/>	<input type="text"/>
Junior	<input type="text"/>	<input type="text"/>
Sophomore	<input type="text"/>	<input type="text"/>
Freshman	<input type="text"/>	<input type="text"/>

Please enter the membership information for all other NPC groups on your campus.

	Sorority	# of Members	# of New Members
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Do you have Panhellenic on your campus?

Yes

No

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## Panhellenic Information

How are Panhellenic Officers Chosen?

Election

Rotation

Other/Combination

NA - No Campus Panhellenic

Which sorority is the current Panhellenic President a member of?

Please list Tri Sigma members serving on your College Panhellenic this coming semester? (Please enter position title, member's name, and member's email address.)

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Please respond YES or NO to the following questions:

	Yes	No
Is your CPH (College Panhellenic) considering expanding the number of sororities on campus?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has the CPH voted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the CPH considering raising total?	<input type="checkbox"/>	<input type="checkbox"/>
Is the CPH considering lowering total?	<input type="checkbox"/>	<input type="checkbox"/>
Has CPH participated in the National Panhellenic Council's (NPC) Something of Value Program?	<input type="checkbox"/>	<input type="checkbox"/>
Has CPH hosted a NPC consulting team?	<input type="checkbox"/>	<input type="checkbox"/>
Has CPH hosted an IMPACT?	<input type="checkbox"/>	<input type="checkbox"/>
Does CPH have a Code of Ethics?	<input type="checkbox"/>	<input type="checkbox"/>
Does the voting delegate of the chapter have a copy of the "green book" NPC Manual of Information?	<input type="checkbox"/>	<input type="checkbox"/>
Does the CPH attend regional Panhellenic or Greek conferences?	<input type="checkbox"/>	<input type="checkbox"/>
Does the university have or is developing a	<input type="checkbox"/>	<input type="checkbox"/>

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standards or accreditation  
process for fraternal  
organizations?

Has CPH implemented a  
"no frills" recruitment?

jn

jn

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## Fall Committees

Please enter the following information for this semester's committees:

- Committee Title
- Name of Committee Chair
- Email of Committee Chair

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
13	<input type="text"/>
14	<input type="text"/>
15	<input type="text"/>

Others? Please list here.

What are the requirements to hold a chair position in your chapter?

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## Action Planning 101

One of biggest problems in action planning: PLAN ISN'T IMPLEMENTED!

Action planning may seem detailed and tedious, but goals can be meaningless without an action plan.

### DEVELOPING ACTION PLANS

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1. Action plans specify the actions needed to reach goals, determines who will complete each action and according to what timeline. In this case, the focus will be on actions to meet accreditation standards.

2. Ensure each officer (and, ideally each chairman and/or chapter member) has a goal(s) that contributes to the overall plan to become accredited.

**SPECIFIC** - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

\*Who: Who is involved?

\*What: What do I want to accomplish?

\*Where: Identify a location.

\*When: Establish a time frame.

\*Which: Identify requirements and constraints.

\*Why: Specific reasons, purpose or benefits of accomplishing the goal.

**EXAMPLE:** A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

**MEASURABLE** - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

**ATTAINABLE** - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

**REALISTIC** - To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

**TANGIBLE** - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible, or when you tie an tangible goal to a intangible goal, you have a better chance of making it specific and measurable and thus attainable.

Intangible goals are your goals for the internal changes required to reach more tangible goals. They are the personality characteristics and the behavior patterns you must develop to pave the way to success in your career or for reaching some other long-term goal. Since intangible goals are vital for improving your effectiveness, give close attention to tangible ways for measuring them.

CONSIDER PRINTING THIS PAGE BEFORE MOVING ON. IT MAY BE EASIER TO HAVE PRINTED AND USED FOR A QUICK REFERENCE.

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## Fall Action Plan

Using S.M.A.R.T Goals, please outline a goal or plan for how your chapter will achieve each of the Accreditation Standards listed below.

If you have already completed a standard, please indicate "completed" AND DESCRIBE HOW it was completed. If you simply put "done" we can't help ensure that what you did would in fact count for accreditation.

\*indicates a standard with minimum improvement plan

### Recruitment

To be at campus total and pledge quota or met the min. improvement standard

80% of New Members initiated

### Financial Stability

Current on all National financial obligations

Submitted annual budget

Submitted accurate annual taxes on time

Chapter housing facility is at least 90% capacity

### Ritual and Values

Host or attend a Values/Ritual Education Program

Has a CBM once a month

Holds pre/post initiation meetings

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## Sisterhood and Group Life

Complies with all Tri  
Sigma's National policies

Attend or host a  
Leadership Development  
Program

Sent chapter  
representative to  
Convention or DLI

Chapter sends an annual  
Alumnae newsletter AND  
hosts at least 1 alumnae  
event per year

## Campus and Chapter Leadership

Meet with the campus  
Greek advisor at least  
once a month during the  
academic year

Newly elected chapter  
officers, social and risk  
management chairmen  
completed the Social  
Event Tutorial with at  
least 90% accuracy on the  
post-assessment, held a  
follow-up review call with  
their CC or RD, completed  
before Feb 1st

50% of members are  
involved in other campus  
organizations

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## Member Development & Educational Programming

Programming on alcohol and substance abuse information presented annually

Host/attend a human dignity educational program

Host/attend a health and wellness event

Host/attend a campus multi-cultural program

Adheres to Essential Sigma program

## Philanthropy

Participate in at least one community service project or event

raised \$10 per capita for the Tri Sigma Foundation and has submitted collected funds before accreditation verification due deadline

## Scholarship

Maintained at least a cum 2.7 Chapter GPA\*

Attended or hosted a Study Skills Program

Utilized college/university assistance in scholarship programming and resources

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## Chapter Organization

Have at least one local advisor

Regularly scheduled chapter meetings which utilized Parliamentary Procedure

Local bylaws that are reviewed and submitted by November 1

Submitted reports by stated deadlines and achieves 90% of efficiency points

Effectively implemented and utilized Honor Council

## Panhellenic

Attended meetings and provide leadership within the College Panhellenic

Followed the rules of the NPC and the College Panhellenic

Attended Panhellenic sponsored programs

If you have met or are striving for Honors categories, please let them here and plans to achieve.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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12.

13.

14.

15.

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## Chapter I nformation

\* Is this report complete and ready to be submitted?

Following submission, you will be redirected to a confirmation page. The confirmation will have additional instructions for submitting the required attachments.

Please be sure to print and file the confirmation page to verify submission of your report.