



## 2015 Annual Report Information

1. Where is the 2015 report located?
  - a. On October 15, 2015 you will be able to find it on your chapter's OrgSync page ([www.orgsync.com](http://www.orgsync.com)) under "forms" on the left hand side
  - i. You can view the 2015 report here: <https://orgsync.com/14241/forms/148521>
2. When is the report due?
  - a. January 31, 2016 at 11:59pm
3. Who is to complete the report?
  - a. Chapter President for the term it is completed (2015) and their executive team
4. Where can you get help with the report?
  - a. From Erin! She is happy to meet with you individually to go over your form.
5. Why is the report important?
  - a. Because it allows your chapter to receive recognition in the areas where you excel.
  - b. It helps your chapter understand minimum expectations, best practices and community bench marks.
6. Is the Annual Report required to complete?
  - a. Yes – all chapters are required to complete the report. This is a great compilation of materials related to your term that you can pass along to the new chapter president.
7. What are the sections of the report?
  - a. Academic Achievement
  - b. Chapter Management & Operations
  - c. External Relations
  - d. Leadership and Educational Development
  - e. Philanthropy & Community Service
  - f. Recruitment/Intake & Retention
  - g. Risk Reduction & Management
  - h. Values Congruence & Accountability

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## 2015 Annual Report Helpful Tips:

- **Save everything!**
  - The more ‘proof’ and supporting evidence that you can provide, the better. You want to attach agendas, flyers, newsletters, reports, etc. to show that your chapter has accomplished the criteria.
  - Any hard copies that you can scan or electronic copies that you can upload will help your chapter meet the criteria listed on the report.
- **Submit *something!* (rather than nothing at all)**
  - Even if you think it may not apply to your chapter, read the criteria and submit something for the question – think creatively about the questions, you may be able to get partial credit.
- **Be thorough.**
  - One word or incomplete answers are not going to get you full credit for criteria on the report. If you are asked to explain a project, program or chapter event, please be thorough and complete in your response. Remember, this is a formal report.
- **Enlist your executive board members’ help.**
  - You don’t need to complete the report on your own! While it is the 2015 president’s responsibility to submit the report via OrgSync, you can have your chapter officers assist you in gathering materials for each section.
  - We suggest providing officers with the section that applies to their position.
- **Meet deadlines and be on time consistently.**
  - Throughout the year, do your best to meet deadlines set by your council or FSL. When you miss a deadline, you miss out on points. This can relate to scheduling 1:1 meetings, turning in rosters on time, registering events, etc.
- **Reach out to Erin to help get your questions answered.**
  - She is here to help you! Send her a note or give her a call with your question.
- **Look over last year’s report submitted by your chapter.**
  - Erin can provide this to you. While this report can be a good guide, remember that your chapter may not have gotten all points just because it was submitted. Look at this report with a critical eye.
- **Use the bonus questions!**
  - The bonus points are free points to help supplement each section and the overall report. Don’t let these pass you by!
- **Review your submission with the incoming chapter president.**
  - It is great for them to know where the chapter can go above and beyond minimum expectations in order to meet criteria for the report.