

FALL ACTIVITY REPORT WORKSHOP PACKET

Fall Activity Report

The Fall Activity Report (FAR) is used to show National Headquarters what your chapter has completed thus far into your school year. Much like the Chapter Summary Report (CSR, this form provides different sections for information on membership education, how your chapter has participated in National programs, and how your chapter can improve for the remainder of the year. Please keep your answers in this form brief, but detailed. There are examples further along in this workshop packet to demonstrate how you should fill out and submit this form.

Within the OMRS

The following will be a series of screenshots of what the form will look like for you within the OMRS with a description and advice on each section.

TAU BETA SIGMA

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Fall Activity Report for Theta Lambda Chapter TBS

How To Submit

1. Complete the form below.
2. When you are ready to submit, press the "Submit" button at the bottom of the form.
3. Your submission will be reviewed, and you will receive an email notification with further instructions.

(If you are not ready to submit, you can save your progress and submit later by pressing the "Save Draft" button below.)

Please answer all questions to the best of your ability. Confirm all information with the appropriate officers and discuss the information provided with chapter members and the chapter sponsor. This report must be submitted to National Headquarters with sponsor approval by December 1 and becomes late if submitted after that date. You may work on this form and save your progress and continue entering information at another time. To do so, click "Save Draft" at the bottom of the page.

Chapter Information

Chapter: Theta Lambda TBS
District: Southeast
School: Auburn University

School Year

2016 - 2017

The school year should not be changed UNLESS you are submitting an egregiously late report for a previous year

Mailing Address

Double check that the following address is correct.
If not, please submit and wait for acceptance of an Officer & Chapter Update Form prior to submitting or saving this form

Country: United States
Address 1: 132 Goodwin Band Hall

Author Information:

Author: Leslie Moore
Status: Draft
Created: Nov 13, 2016 1:25pm
Updated: Nov 13, 2016 1:25pm
Deadline Status: On-Time
Chapter Status: Active

1. Status Box: This box shows you things like the Author, Form Status, and most importantly Deadline Status.
2. School Year: This will automatically be the current school year and should only be changed if you are filling out a late form.
3. Mailing Address, Physical Address, Contact Information, Sponsor, Director of Bands, Officers: These boxes are pre-filled on this form because they are pulled from your chapter's profile. If changes need to be made to any of these sections the appropriate forms should be filled out and approved prior to finishing your Fall Activity Report.

National Obligations 4

Number of Active Members' Dues Paid:

Number of Conditional Members' Dues Paid:

Number of Associate Members' Dues Paid:

Number of Initiates Registered This Fall:

Number of Honorary Members Registered This Fall:

Activities/Operations 5

Describe how your chapter participates in the National Programs of the Sorority:

Identify and describe ways your chapter might improve this year:

Describe the frequency of interaction between your chapter officers and your sponsor:

4. National Obligations: This is the section where you will take the information from your previously submitted Chapter Personnel Report and insert the values into these boxes. You will list how many active, conditional, and associate

members have paid dues for the calendar year. You will also list how many members you initiated this fall semester as well as honorary members. If you did not initiate any new members or honorary members during the fall semester, please fill in “0” for both categories.

5. Activities/Operations: In this section you will talk about how your chapter participated or has planned to participate in Focus on Five or other national programs. You will also talk about how you can improve your chapter for the following semesters. In the bottom section you will also talk about how frequently you interact with your sponsor. Be honest! Knowing about this relationship is important to nationals. Some suggestions would to be to have a chapter brainstorming session for ideas for next semester. Also, meet with your DOB/Sponsor to see how your chapter can improve for the following semester and to get new ideas on recruitment, service projects, and more!

Membership Education

Did your chapter have a membership class this fall? If no, you may skip the Membership Education Syllabus section below and submit your report.:

Did you initiate your new members before December 1st?:

Please provide examples of how your chapter actively recruits potential new members in the bands on your campus:

Describe a membership education activity that best promotes the Ideals of Tau Beta Sigma:

Describe the manner in which your chapter has facilitated the required Hazing Workshop and the date it was completed:

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6. Membership Education: **Please disregard this section if you did not initiate a fall class.** If you did initiate a fall class this semester, you will answer the questions about your specific membership education program. Please answer the

questions according to how you reported in your MEP. This involves recruitment tactics, your membership education activities, and how you completed the required Hazing Workshop.

Membership Education Syllabus

Name of Activity:

Date:

Location:

Purpose:

Additional Description:

+ Add Another

7. Membership Education Syllabus: Here you will list all activities that took place in your membership education process. These should all be listed in your previously submitted and approved MEP. You must provide the purpose, date, time, location, and name of activity. Please also provide a BRIEF but DETAILED description of the activity. Ex: *“The candidates participated in a Robert’s Rules Workshop. There was a brief presentation about the most common practices of the rules in our chapter setting. Afterwards the candidates participated in a mock chapter in which they made different motions and voted on sample activities, service projects, and officers.”*

Submission Status

The chapter president and sponsor should use this section to provide notification that the report is ready for review, requires changes, or is ready to submit to National Headquarters. Once the status has been changed and the form submitted, new status options will become available. Once you have made a selection and added comments (if necessary) click on the Submit button below.

Select a status: Not Submitted
 Submitted for Sponsor Approval

✓ Submit

📄 Save Draft

🗑 Discard

Comments

No comments have been added yet.

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8. Submission Status: This section will go through each option specifically.

SUBMIT: This will send your form to your sponsor and DOB for approval. Your sponsor **MUST FIRST** approve the form before it can be sent to the DOB for approval. If your sponsor/DOB are the same person they will be able to approve this form all at once. **PLEASE CHECK WITH YOUR SPONSOR/DOB PERIODICALLY TO MAKE SURE YOUR FORM IS MOVING ALONG.** Just because you hit the submit button doesn't mean you are finished. If you do not hit submit and simply close out of OMRS, a draft **MAY NOT BE** saved of your most recent work.

SAVE DRAFT: If you do not finish your form in one sitting, please make sure to you click this button **BEFORE** exiting the OMRS. This will keep your form exactly the way you saved it. This button **DOES NOT** submit your work to your sponsor/DOB and should **ONLY** be used to **SAVE** the from if you are coming back to it at a **LATER TIME**.

DISCARD: Only use this button if you want to **TRASH YOUR FORM COMPLETELY**. This will erase the entire draft and **NOTHING WILL BE SAVED**. After clicking this button you will have to start a whole new form.

Process of Submission

The flowchart below can be found in the KKPsi/TBS OMRS handbook (pg 63). Please follow this chart for the process of submitting your Fall Activity Report. Remember, you MUST have your sponsors and DOB approval before the form is marked as complete! PLEASE CHECK YOUR FORM FREQUENTLY TO MAKE SURE IT DOES NOT REQUIRE CORRECTIONS.

Fall Activity Report Process Guide

