



New Annual Chapter Report Form (Electronic) Frequently Asked Questions

Greetings Sorors,

Thank you in advance for agreeing to submit this year's Annual Chapter Report utilizing our [revised form](#). The revised form will help to bring to fruition Grand Basileus Loveless's vision of quantifying our national programs and community service projects. The below frequently asked questions will assist you with additional information about the data collection project.

Please submit your document to:

A. SGR International Corporate Headquarters

a. Email: eoyn@sgrho1922.org

b. Fax: 919-678-9721

c. U.S. Mail: Sigma Gamma Rho Sorority Inc., 1000 Southhill Drive, Suite 200, Cary NC 27513

B. Cc: RhondaDavis@hotmail.com

C. Remember, it is the chapter's responsibility to ensure that the report is **RECEIVED** by our international corporate headquarters by the July 15, 2010 deadline. If your report is sent via U.S. Mail, delivery confirmation is advised. A late fee of \$50 is assessed for late reports and the chapter will not be considered as a chapter in good financial standing until the late fee is paid.

1. What is the purpose of the project?

The purpose of the project is to quantify the community service and national program initiatives. It is imperative that we continue to quantify the work that we are doing in the community for the purpose of presenting this information for grant proposals and other external funding sources, as well as to enable us to communicate effectively the community impact of our work nationwide.

2. When will the Revised Annual Report Form be ready to use by chapters?

Please begin using the new form **NOW** to ensure submission by the normal July 15th deadline.

3. What are the benefits of the Revised Annual Report Form?

- Revision from Word form to Excel document
- User-friendly
- Efficient data collection
- Increase accuracy through built in math calculations if completed electronically

4. Will our chapter get a confirmation that our report was received?

Yes, the chapter Basileus or her designee will get an e-mail that your “End of Year Chapter Report” was received by ICHQ from email address eoy@sgrho1922.org.

5. Where can we go to give our chapter’s feedback on this new process?

<http://www.surveymonkey.com/s/YY8YTMY>

This link will allow you to submit your chapter’s feedback.

After you have completed the process of using the revised Annual Chapter Report Form, we encourage you to take a few moments to provide feedback on your experience utilizing the form.

6. Does the form have to be secured and completed electronically?

It is preferable that the form be accessed and completed electronically to provide the greatest benefit to both the chapter and the sorority; however, hard copies of the form can be secured from our international corporate headquarters office, 888.SGR.1922.

Special Activities Committee

- Dr. Rhonda Norman, chair (Central)
- Soror Bridgette Cook (Western)
- Dr. Alexandria Crumble-Walker (Central)
- Dr. Fenobia Dallas (Central)
- Soror Rhonda Davis (Central)
- Soror Zaria Davis (Northeastern)

SIGMA GAMMA RHO SORORITY, INC.



*Revised Year End Report Form/Data Collection
As of 05/2010*

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Background

The revised form will help to bring to fruition Grand Basileus Loveless's vision of quantifying our national programs and community service projects. It is imperative that we continue to quantify the work that we are doing in the community for the purpose of presenting this information for grant proposals and other external funding sources, as well as to enable us to communicate effectively the community impact of our work nationwide.

1. Purpose

The purpose of this work instruction is to describe the steps necessary to execute the Revised Year End Report Form/Data Collection to quantify the community service and national program initiatives.

2. Scope

This work instruction applies to all Financial Chapters of Sigma Gamma Rho Sorority, Inc.

3. Instructions/Procedures

3.1. The International Projects

1. Click tab **International Projects**. (*Note: Located lower level of the worksheet.*)



2. Click the *drop-down menu* for **International Service Organization/Program Name**. Select one of the *International Service Organization* then Click **Tab**.

	A	B
1		
2	International Projects	
3	International Service Organization/Project Name	Tot Serv Hrs
4	<input type="text"/>	
5	Project AFRI-CARE	
6	Operations BigBackBag	
7	Mwanamugimu Essay Contest	
8	Project Reassurance	
9	Project Wee Savers	
10	Rejesta V. Perry Birthright Program	

3. Enter the *value* for **Total Service Hrs** then Click **Tab**.

Total Service Hrs
10

4. Enter the *value* for **Chapter Expenses** then Click **Tab**.

Chapter Expenses
\$ 350.00

5. Click the *drop-down menu* for **Donation Type**. Select one of the *Donation Type* then Click **Tab**.

	Donation Type	Donation Value
00	<input type="text"/>	
	Check	
	Money Order	
	Cash	

6. Enter the *value* for **Donation Value** then Click **Tab**.

A screenshot of a form field labeled "Donation Value" with a currency symbol "C" to its right. The field contains the text "\$ 200.00". A mouse cursor is positioned over the field, and a small crosshair icon is visible below it.

7. Click the *drop-down menu* for **Charitable Contribution**. Select one of the *Charitable Contribution* then Click **Tab**.

A screenshot of a form field labeled "Charitable Contribution" with a dropdown arrow to its right. The dropdown menu is open, showing two options: "No" and "Yes". A mouse cursor is pointing at the "Yes" option.

8. Enter the *values* for each **Females Attendees: Ages 11-16, 17-24 and 25+** then Click **Tab**.

Females Attendees			
Ages 11-16	Ages 17-24	Ages 25+	Females Total
2	5	15	22

9. Enter the *values* for each **Males Attendees: Ages 11-16, 17-24 and 25+** then Click **Tab**.

Males Attendees			
Ages 11-16	Ages 17-24	Ages 25+	Males Total
2	12	6	20

3.2. The Community Service Projects

10. Click the tab **Community Services Projects**.

A screenshot of a tab labeled "Community Service Projects" with a mouse cursor clicking on it.

11. Type the **Community Service Organization/Project Name**.

A screenshot of a text input field with the label "Community Service Organization/Project Name". The field contains the text "Youth Symposium".

12. Enter the *value* for **Total Service Hrs** then Click **Tab**.

Total Service Hrs
10

13. Enter the *value* for **Chapter Expenses** then Click **Tab**.

Chapter Expenses
\$ 350.00

14. Click the *drop-down menu* for **Donation Type**. Select one of the *Donation Type* then Click **Tab**.

Donation Type	Donation Value
0	
<div style="border: 1px solid black; padding: 2px;"> Check Money Order Cash </div>	

15. Enter the *value* for **Donation Value** then Click **Tab**.

Donation Value	C
\$ 200.00	

16. Click the *drop-down menu* for **Charitable Contribution**. Select one of the *Charitable Contribution* then Click **Tab**.

Charitable Contribution	Dr
0	
<div style="border: 1px solid black; padding: 2px;"> No Yes </div>	

17. Enter the *values* for each **Females Attendees: Ages 11-16, 17-24 and 25+** then Click **Tab**.

Females Attendees			
Ages 11-16	Ages 17-24	Ages 25+	Females Total
2	5	15	22

18. Enter the *values* for each **Males Attendees: Ages 11-16, 17-24 and 25+** then Click **Tab**.

Males Attendees			
Ages 11-16	Ages 17-24	Ages 25+	Males Total
2	12	6	20

3.3. The Year End Report

19. Click the tab **Year End Report**.

[Year End Report](#)

20. **CHAPTER STATISTICS:** Type **Chapter Name** then Click **Tab**.

CHAPTER NAME: Epsilon Lambda Sigma

21. Type **EIN** then Click **Tab**.

EIN: 31-563478

22. Click the *drop-down menu* for **Location**. Select your *Location* then Click **Tab**.

LOCATION:

CENTRAL
NORTHEAST
SOUTHEAST
SOUTHWEST
WESTERN

23. Enter the *value* for **Active Members From Last Year** then Click **Tab**.

Active Members from Last Year

24. Enter the *value* for **New Members Inducted** then Click **Tab**.

New Members Inducted

25. Enter the *value* for **Members Reactivated** then Click **Tab**.

Members Reactivated

26. Enter the *value* for **Transfer to Chapter** then Click **Tab**.

Transfer to Chapter

27. Enter the *value* for **Less Inactive Members** then Click **Tab**.

Less Inactive Members

28. Enter the *values* for **Affiliate Sponsorships: Rhoer/Philo Club Members** then Click **Tab**.

Affiliate Sponsorships

Rhoer Club Members

Philo Club Members

29. *Optional:* Enter the *values* for **Scholarship Undergraduate Sorors/Rhoer Club Members/Others: No. and Amount** then Click **Tab**.

Scholarships

Recipient	No.	Amount
Undergraduate Sorors	2	\$ 1,000.00
Rhoer Club Members	2	\$ 500.00
Others	1	\$ 500.00
Total:	5	\$ 2,000.00

30. *Optional:* Enter the *values* for **Charitable Contributions: Recipient and Amount** then Click **Tab**.

Charitable Contributions

Recipient	Amount
AKA Community Service Project	\$ 250.00
March of Dimes	\$ 500.00
	-

31. **OFFICER ROOSTER:** Click the (✓) check box for either **Basileus** or **Advisor**.

(check one) Basileus Advisor

32. Enter the *values* for the **Chapter Mailing Address: Address, City/State/Zip, Phone and Email Address** then Click **Tab**.

Address: PO Box 19808

City/State/Zip: Cincinnati, Oh 45219

Phone: (513) 793-4012

E-mail Address: elssgrho@yahoo.com

<p>33. Enter the <i>value</i> for Basileus of the Chapter then Click Tab.</p> <p>Basileus: <u> Mary Smith </u></p>
<p>34. Enter the <i>values</i> for 1st Anti-Basileus/2nd Anti-Basileus. (<i>Note: only include the Advisor To for Graduate Chapter Report.</i>)</p> <p>1st Anti-Basileus: <u> Nancy Thomas </u> Advisor To: <u> </u></p> <p>2nd Anti-Basileus: <u> Rhonda Davis </u> Advisor To: <u> </u></p>
<p>35. <i>Optional:</i> Enter the <i>values</i> for 3rd/4th/5th/6th/7th Anti-Basileus and Advisor To of the Chapter then Click Tab. (<i>Note: only include the Advisor To for Graduate Chapter Report.</i>)</p> <p>3rd Anti-Basileus: <u> Niki Adams </u> Advisor To: <u> Xavier University </u></p> <p>4th Anti-Basileus: <u> Michelle Lowe </u> Advisor To: <u> University of Cincinnati </u></p> <p>5th Anti-Basileus: <u> </u> Advisor To: <u> </u></p> <p>6th Anti-Basileus: <u> </u> Advisor To: <u> </u></p> <p>7th Anti-Basileus: <u> </u> Advisor To: <u> </u></p>
<p>36. Enter the <i>value</i> for Grammateus/Tamiochus/Anti-Grammateus of the Chapter then Click Tab.</p> <p>Grammateus: <u> Joyce Reid </u></p> <p>Tamiochus: <u> Diana Howard </u></p> <p>Anti-Grammateus: <u> Evelyn Todd </u></p>
<p>37. Enter the <i>value</i> for Epistoleus/Parliamentarian/Sergeant-at-Arms/Chaplin of the Chapter then Click Tab.</p> <p>Epistoleus: <u> Bobbie Love </u></p> <p>Parliamentarian: <u> Sarah Harris </u></p> <p>Sergeant-at-Arms: <u> Terri Hurdle </u></p> <p>Chaplin: <u> Monique Peters </u></p>
<p>38. Enter the <i>value</i> for Rhoer/Philo Club Advisor of the Chapter then Click Tab.</p> <p>Rhoer Club Advisor: <u> Felicia Phillips </u></p> <p>Philo Club Advisor: <u> Kim Griffin </u></p>

39. **FINANCIAL REPORT:** Enter the *value* for **Balance on Hand – Beginning Year** then Click **Tab.**

1 Balance on Hand - Beginning Year \$ 1,900.00

40. Enter the *values* for **Receipts** then Click **Tab.**

2 Receipts:

Head tax and other Assessments	\$ 650.00
Insurance Assessment	\$ 350.00
National Education Fund	\$ 100.00
SPEAR	\$ 100.00
Rhomania	\$ -
Sigma Week	\$ 350.00
Founder's Week	\$ 250.00
Local Dues	\$ 1,200.00
Regional (Chapter) Assessments	\$ 250.00
Regional (Individual) Assessments	\$ 400.00
Other (Specify)	
MSI Ad	\$ 250.00
_____	\$ -
_____	\$ -
_____	\$ -
TOTAL RECEIPTS:	\$ 3,900.00

41. Enter the *values* for **Expenses** then Click **Tab.**

4 Expenses:

Head tax and other Assessments	\$ 650.00
Scholarships	\$ 2,000.00
Service Projects	\$ 650.00
NAACP Contribution	\$ -
UNCF Contribution	\$ -
Habitat for Humanity Contribution	\$ -
Ancillary Expenses (NEF/SPEAR)	\$ 200.00
Other (Specify)	
March of Dime	\$ 500.00
_____	\$ -
_____	\$ -
_____	\$ -
TOTAL EXPENSES:	\$ 4,000.00

42. Enter the *values* for **Basileus/Grammateus/Tamiochus: Name and Address** then Click **Tab.**

Tami Thomas	2345 Montgomery Road
Basileus	Address
Theresa Harris	441 Vine Street
Grammateus	Address
Taniesha Goings	340 Dayton Street Apt # 12
Tamiochus	Address

43. Click the (✓) check box for the **Basileus/Grammateus/Tamiochus**. (Note: Checking the box above denotes an electronic signature for the listed individual.)

<input checked="" type="checkbox"/>	Tami Thomas	2345 Montgomery Road
	Basileus	Address
	Theresa Harris	441 Vine Street
<input checked="" type="checkbox"/>	Grammateus	Address
	Taniesha Goings	340 Dayton Street Apt # 12
<input checked="" type="checkbox"/>	Tamiochus	Address

Checking the box above denotes an electronic signature for the listed individual.

44. **INTERNATIONAL PROGRAM SUPPORT:** Type the **Describe Activity** for all *International Programs* then Click **Tab**. (Note: Only required to enter the describe activity based off the data enter from the *International Projects* tab.)

Project/Program/Activity	Hours	Total Amount/Est	Total Attendees
<i>Project Reassurance</i>	10	\$ 550.00	42
<i>Describe Activity:</i>	<u>Put on a program for teen mothers. Provide them gifts to help assist them in motherhood.</u>		
-			

45. **COMMUNITY SERVICE INITIATIVES:** Type the **Describe Activity** for all *International Programs* then Click **Tab**. (Note: Only required to enter the describe activity based off the data enter from the *Community Service Projects* tab.)

Project/Program/Activity	Hours	Total Amount/Est	Total Attendees
<i>Youth Symposium</i>	20	\$ 900.00	34
<i>Describe Activity:</i>	<u>Put on a program for inner city youth ages 12-18 to come out an participate in some fun and exciting seminars. Explaining to the youth the importance of being healthy and saying fit.</u>		

46. **PHILO FINANCIAL REPORT:** Enter the *values* for **Source of money Received** then Click **Tab**.

1 Source of money Received	Date	Amount
Balance from last Report	7/1/2009	\$ 450.00
National Affiliate Tax (Chapter)		\$ 250.00
National Philo Tax (Individual)		\$ 125.00
Fundrasier(s) Name		\$ 450.00
Founders Week		\$ -
Other		
Bengal Game		\$ 250.00
		\$ -
		\$ -
Total Amount Received:		\$ 1,525.00

47. Enter the *values* for **Money Expended** then Click **Tab**.

2 Money Expended	Amount	
National Tax	\$ 250.00	
Assessments	\$ 250.00	
Scholarships	\$ -	
Service Projects	\$ -	
National Education Fund	\$ -	
SPEAR	\$ -	
Mwanamugimu	\$ -	
NCNW	\$ -	
UNCF	\$ -	
NAACP	\$ -	
AFRI-CARE	\$ -	
Other Projects	\$ -	
+		
Total Disbused:		\$ 500.00

48. Enter the *values* for **Affiliate President/Treasurer/Financial Secretary: Name and Address** then Click **Tab**.

<input type="checkbox"/>	Carol Davis	6736 Alpine Street
	Affiliate President	Address
<input type="checkbox"/>	Jessie Drake	234 Sycamore Stree
	Affiliate Treasurer	Address
<input type="checkbox"/>	Diana Smith	5612 Madison Road
	Affiliate Financial Secretary	Address

49. Click the (✓) check box for the **Affiliate President/Treasurer/Financial Secretary**.
(Note: Checking the box above denotes an electronic signature for the listed individual.)

<input checked="" type="checkbox"/>	Carol Davis	6736 Alpine Street
	Affiliate President	Address
<input checked="" type="checkbox"/>	Jessie Drake	234 Sycamore Stree
	Affiliate Treasurer	Address
<input checked="" type="checkbox"/>	Diana Smith	5612 Madison Road
	Affiliate Financial Secretary	Address

Checking the box above denotes an electronic signature for the listed individual.

** Note: Please be reminded that affiliate groups function under the sponsoring chapter's Employee Identification Number (EIN) or Federal Tax ID number and ARE NOT allowed to have their own.*

50. RHOER FINANCIAL REPORT: Click the (✓) check box if the *Rhoer Club* have a separate bank account?

Does your Rhoer Club have a separate bank account? (check one) Yes No

51. Enter the values for Source of money Received then Click Tab.

1 Source of money Received	Date	Amount
Balance from last Report	7/1/2009	\$ 200.00
National Affiliate Tax (Chapter)		\$ 25.00
National Rhoer Tax (Individual)		\$ 75.00
Fundrasier(s) Name		\$ -
Founders Week		\$ -
Other		
<u>Car Wash</u>		\$ 250.00
_____		\$ -
_____		\$ -
Total Amount Received:		\$ 550.00

52. Enter the values for Money Expended then Click Tab.

2 Money Expended	Amount
National Tax	\$ 25.00
Assessments	\$ 75.00
Scholarships	\$ -
Service Projects	\$ -
National Education Fund	\$ -
SPEAR	\$ -
Mwanamugimu	\$ -
NCNW	\$ -
UNCF	\$ -
NAACP	\$ -
AFRI-CARE	\$ -
Other Projects	\$ -
Total Disbused:	\$ 100.00

53. Enter the *values* for **Affiliate President/Treasurer/Financial Secretary: Name and Address** then Click **Tab**.

Carol Davis	6736 Alpine Street
Affiliate President	Address
Jessie Drake	234 Sycamore Stree
Affiliate Treasurer	Address
Diana Smith	5612 Madison Road
Affiliate Financial Secretary	Address

54. Click the (✓) check box for the **Affiliate President/Treasurer/Financial Secretary**. (Note: Checking the box above denotes an electronic signature for the listed individual.)

<input type="checkbox"/>	Carol Davis	6736 Alpine Street
<input checked="" type="checkbox"/>	Affiliate President	Address
<input type="checkbox"/>	Jessie Drake	234 Sycamore Stree
<input checked="" type="checkbox"/>	Affiliate Treasurer	Address
<input type="checkbox"/>	Diana Smith	5612 Madison Road
<input checked="" type="checkbox"/>	Affiliate Financial Secretary	Address

Checking the box above denotes an electronic signature for the listed individual.

* Note: Please be reminded that affiliate groups function under the sponsoring chapter's Employee Identification Number (EIN) or Federal Tax ID number and ARE NOT allowed to have their own.

55. **GRADUATION REPORT:** Enter the *values* for **Undergraduate Chapters: Name, Permanent Address, Degree and Date of Graduation** then Click **Tab**. (Note: Only required to be completed for Undergraduates.)

Name	Permanent Address	Degree	Date of Graduation
Stephanie Loos	4576 James Street Cincinnati, Ohio 45213	BA	6/12/2010

56. *Optional* - **MEMEBERSHIP DEVELOPMENT ACTIVITIES:** Type in the *List* and describe activities conducted during the fiscal year then Click **Tab**.

MEMBERSHIP DEVELOPMENT ACTIVITIES

List and describe activities (i.e. Workshops, Seminars, or Retreats)

Sigma Sister Retreat held on September 12, 2009. The retreat was designed to come together as Sorors to help build on relationships among one another.

57. *Optional* – **AFFILIATE MEMBERSHIPS:** List all organization that your chapter is affiliated with on the local level. Include financial affiliations only. (i.e. National Pan Hellenic

Council.)

AFFILIATE MEMBERSHIPS

List all organization that your chapter is affiliated with on the local level. Include financial affiliations only. (i.e. National Pan Hellenic Council)

National Pan Hellenic Council - Member