

College Chapter Annual Progress Report

2007-2008

Must be submitted to Fraternity Headquarters by May 1, 2008.

"Realize Your Potential"

Every Alpha Xi Delta knows that this is our vision. But, what does that really mean? What does it mean for a college chapter to realize its potential?

The Annual Progress Report is an opportunity for your chapter to answer that very question. It is your time to show the National Fraternity how much progress your chapter made this year toward realizing your potential!

The APR asks your chapter to tell the National Fraternity how well you are fulfilling each of our four core purposes: sisterhood, leadership, knowledge and service. More than that, it shows how far you have to go and where you can improve next year. Under each of those headings, specific areas of chapter life are addressed. Those areas are as follows:

Sisterhood

Chapter Growth
Ritual
Alumnae Relations
Alpha Xi Delta Pride
Facility Management

Knowledge

New Member Orientation Member Development Academic Achievement

Leadership

Chapter Operations
Financial Management
Panhellenic Presence
Public Relations

Service

Philanthropy
Community Service
Contribution to the Host Institution
Volunteer Service and Support

"Realize your potential" is a call to action. It compels motion...constant pursuit. This was selected as our vision in the hope that it would inspire Alpha Xi Delta members, chapters and associations to constantly strive to be the very best version of themselves. It assumes that there is always work to be done, always room for improvement. That's why this packet is called the "progress report." It is designed to measure how and where your chapter is moving.

The National Fraternity recognizes that, much like our beloved pink rose, each chapter is individual and beautiful in its own way – and has its own potential. The Fraternity expects you to pursue your potential to the best of your ability. To that end, for each purpose, three different levels of progress have been identified.

Alpha Level

These items are the everyday basics of chapter life. Every chapter should easily be able to achieve these things. They are essential to maintaining a chapter, and without them a chapter may find itself in a difficult situation. Failure to meet any of these will be seriously detrimental to the future success of the chapter, and the National Fraternity will consider that to be an indication that your chapter is in distress.

Xi Level

Xi Level items are intermediate skills. The Fraternity expects that a chapter should make meeting these standards a regular part of their chapter life. If there is a deficiency in any of these areas, it is expected that a chapter take steps to improve their performance and seek out appropriate Fraternity resources to do so.

Delta Level

It is in meeting these standards that a chapter will demonstrate that it is committed to realizing its potential! These items should be goals that every chapter strives to achieve. Like roses in bloom, they are to be admired. The Fraternity awards program will be based on Delta level standards.

It is incumbent upon every Alpha Xi Delta to be in constant pursuit of her potential, and your chapter is no different. Use the APR to show the National Fraternity where your chapter is on the path toward realizing your potential. Only those chapters who meet all Alpha and Xi level criteria (applicable to their chapter/campus situation) will be considered for the fraternity's highest award – Xi Achievement!

The Fraternity expects nothing but your best!

Evaluation

There are no points or percentages involved in the Annual Progress Report. Your chapter's "results" will simply reflect how many standards you met in each area at each level and which areas you need continued work. There will be no "losing points" or percentage deductions. It's not about what you're <u>not</u> doing – it's about what you <u>are</u> doing and what you could be doing better!

The results will tell the National Fraternity what assistance you might need, and they will help us work together to set goals for the next academic year. Once your results are received, you will be expected to look at those standards you did not meet and endeavor to improve on them next year, all the while capitalizing on those things you have already mastered!

It should be noted, however, that if your chapter is unable to meet any Alpha level criteria, the Fraternity will take that very seriously. These are the basics, and if your chapter can't complete them, then we need to take swift action.

Because every chapter is unique, it is possible that not all chapters have the opportunity to meet all criteria. Some may not be applicable to your chapter based on how your campus or Panhellenic community is set up – and that's okay! For example, if your chapter doesn't have a house, then you only have 23 Alpha level criteria to meet instead of 24.

On the other hand, your chapter should look at every item and do your best to meet it – especially those Delta level items. There is no penalty for not meeting Delta level criteria, especially if your chapter or campus situation does not provide you the opportunity to do so. But, why not go for it if you can? Set your sights high and truly live our vision!

Realize Your Potential!

Instructions

To begin, your chapter should review the criteria outlined under each purpose. Get an idea of where you think you stand. Spend time in at least one Executive Committee meeting a month going through the criteria line-by-line. Did you complete all the Alpha standards? What about Xi? How many Deltas will you be able to brag about?

Following each Purpose, you will find pages that need to be completed to document your progress. Many require you to fill in the blanks. Others ask that you attach documents or other supporting exhibits. Still others will be automatic based on paperwork or other information your chapter submits to Fraternity Headquarters throughout the year. Assign appropriate officers in your chapter to complete their parts.

Take a look at the last page in the packet – it's called the Bonus Round! This page is your opportunity to share your accomplishments with the National Fraternity. The Fraternity asks about a lot of things in this packet, but that doesn't mean we've covered it all. If there are things that you weren't asked about in the packet that you want the Fraternity to know about, feel free to share them here!*

You will need the assistance of your local alumnae association, building corporation and Greek advisor to fill out this packet completely. Recognize that these people are not simply sitting around waiting for you to ask them for help! They have other things to do, so please be sure to ask for the documentation or signatures you need with plenty of time for them to accommodate your requests – preferably by April 1. You cannot use them as an excuse to submit a late or incomplete packet!

Be sure the information you submit is complete. Check and double check that the supporting documents are all there before you put the packet in the mail. The certification page must be included in your chapter's submission. Packets will not be accepted without it.

What should your packet look like when you send it in? As Alpha Xi Deltas, we always take pride in the work we do and put our best foot forward. But, that doesn't mean that a submission with a fancy cover and color pictures on scented pink-rose paper spiral bound at Kinko's is going to receive any more attention or recognition than any other packet. Your packet must be neat, well-organized and complete – that's all we ask!

You will see that many of the criteria can and should be completed long before May 1. Your chapter should create its own filing system to keep track of what you have done. Some chapters have even created a specific office in charge of the Annual Progress Report (formerly the College Chapter Accreditation). Please do not wait until April to begin gathering documentation of things your chapter did in October!

Packets in their entirety must be postmarked by May 1, 2008!

Your chapter is a part of a National organization and is therefore accountable to the National Fraternity for your progress during the year. Failure to submit a complete packet in a timely manner may result in disciplinary action.

^{*}Note: Information on the Bonus Round page is just that: a bonus. Your chapter won't earn any extra points or be considered for any additional awards based on what you put on this page. It is not required – it's just a fun way to share your success with the National Fraternity.

Certification

Alpha Xi Deltas are women of integrity.

In keeping with the vows of Initiation and the Ritual of Alpha Xi Delta, the following signatures are authentic and certify that all information provided in this packet is accurate.

Chapter President:
Chapter Life Vice President:
Financial Vice President:
Membership Vice President:
Programs Vice President:
Public Relations Vice President:
Recording Secretary:
Panhellenic Delegate:
Chapter Advisor:
Annual Progress Report Chair:
(if applicable)

Alpha	
	The chapter initiates more members than it loses through graduation and suspension.
	The chapter maintains its relative recruitment strength.
	The chapter executes the pledging, pre-Initiation and Initiation ceremonies correctly for
	all new member classes.
	The chapter meets the bare minimum occupancy for their chapter facility to meet
	operating expenses.
	The chapter communicates with alumnae at least once per year.
Xi	
Al	The chapter pledges its recruitment target.
	The chapter hosts an event for alumnae at least once per year.
	The chapter does a post-Initiation review for all new member classes.
	The chapter house is filled
	Chapter members participate in house cornoration affairs
	The chanter holds at least one sisterhood event ner semester
	The chapter hosts an event for alumnae at least once per year. The chapter does a post-Initiation review for all new member classes. The chapter house is filled. Chapter members participate in house corporation affairs. The chapter holds at least one sisterhood event per semester. The chapter members publicly demonstrate their pride in Alpha Xi Delta once per week.
Delta	
Dena	The number of women the chapter pledges in a term exceeds the recruitment target.
	The chapter improves its relative recruitment strength.
	The chapter hosts a program for all members about the importance and meaning of the
	Ritual at least once per semester (in addition to the post-Initiation review for new
	initiates).
	The chapter's seniors participate in the Bridges program.
	Updates are made to the chapter property annually to ensure competitiveness with other
	campus groups.
	The chapter has an established relationship with a local alumnae association.
	The chapter maintains a database of their alumnae.

Chapter Growth

The chapter pledged a total of	new members during the 2007-2008 school year.
Fall '07:	Target (as established by the National Fraternity):
Winter '08:	Target (as established by the National Fraternity):
Spring '08:	Target (as established by the National Fraternity):
By the end of the year, a total of	sisters will have graduated or transferred schools.
A total of sisters were suspensions).	suspended (consider both voluntary and involuntary

Ritual

The chapter had(#) new member classes d	uring the 2007-2008 school year. The
pertinent data for those classes is as follows:	
Number of new members pledged:	_
Date pledging ceremony was held:	Location:
Number of members Initiated:	Number released:
Date Pre-Initiation Ceremony was held:	Location:
Date Initiation Ceremony was held:	Location:
Number of new members pledged:	
Date pledging ceremony was held:	Location:
Number of members Initiated:	Number released:
Date Pre-Initiation Ceremony was held:	Location:
Date Initiation Ceremony was held:	Location:
Normhan af navy mambana mladaad.	
Number of new members pledged:	τ
Date pledging ceremony was held:	Location:
Number of members Initiated:	Number released:
Date Pre-Initiation Ceremony was held:	Location:
Date Initiation Ceremony was held:	Location:
Number of new members pledged:	
Date pledging ceremony was held:	Location:
Number of members Initiated:	Number released:
Date Pre-Initiation Ceremony was held:	Location:
Date Initiation Ceremony was held:	Location:
The pledging, Pre-Initiation and Initiation Ceremonies was Book of Ceremonies without addition or deletion using t	
Yes No	
If "No" was circled, please explain:	

Alumnae Relations

The chapter hosted one of the following events specifically for alumnae during the 2007-2008 school year (check all that apply):

Homecoming event (mixer, luncheon, tea, etc.) Date: # of alumnae in attendance:	
Founders Day event Date: # of alumnae in attendance:	
Other (please describe): Date: # of alumnae in attendance:	
The chapter maintains a relationship with the following alumnae association(s):	
The seniors of the chapter participated in <i>Bridges</i> this year: Yes	No
Date the program was held:	_
Number of Seniors Present:	
Name of Alumna Facilitator:	
Does your chapter maintain its own database of alumnae contact information?	
Yes No	

Alpha Xi Delta Pride

Once per week, the chapter does the following to publicly demonstrate pride in Alpha Xi Delta (check all that apply): _____ All members wear letters on the same day _____ All members wear badges on the same day _____ All members gather for a meal in a public place (dining hall, student center, etc.) _____ Chapter sets up at table or display in a central location on campus _____ The chapter does not have a weekly "pride" event. _____ Other. Please describe: Please describe all sisterhood events held by the chapter during the year (continue on the back of this page if necessary): Location: # of sisters present: Description of activity: Location: # of sisters present: Description of activity: Location: ____ # of sisters present: Description of activity:

Facility Management

The chapter has a (circle one):				
House	Suite	Residence Hall Floor	Lodge	No Facility
If "No Facilit	y" was circled,	please leave the rest of this p	oage blank.	
Maximum cap	pacity of the ho	use/hall:		
Number of res Xi Delta hall:		I for corporation to "break even"	en" or for the h	all to remain an Alpha
Number of res	sidents: Fall	Winter	Spring	
Please list the	names and title	es of your building corporation	n officers:	

Sisterhood – Attachments

Cc	ise	attach the following documents.
		A copy of communication that went to alumnae in the 2007-2008 school year (newsletter e-mail, Evite, invitation to an event, etc.)
		A letter or note from the alumnae association with which your chapter maintains a relationship outlining the activities you did together this year
		The agenda and supporting materials used during the Post-Initiation review for each new member class.
		The agenda and supporting materials used during the Ritual education program(s) presented to all members (in addition to the Post-Initiation review)
		A copy of the building corporation annual report, if applicable

Alpha	
	The chapter submits both the fall and spring semi-annual reports.
	The chapter is current with pledging and Initiation paperwork.
	The chapter has bylaws, a code of conduct and a merit system in their chapter files.
	The chapter uses Omega financial to manage their finances.
	The chapter submits monthly financial reports.
	The chapter attends Panhellenic meetings.
	standing.
Xi	
	The chapter earns 75% of available reporting promptness points.
	The chapter updates their governing documents annually.
	The chapter logs on to Omega regularly and deals with open issues in a timely manner.
	The chapter scores at least a 7 on monthly financial reports.
	The chapter has a budget that is created annually.
	The chapter actively pays down debt to the National Fraternity and/or the chapter's debt
	to the National Fraternity is zero.
	The chapter holds and publicizes events open to non-members at least once per term.
	The chapter maintains an accurate, up-to-date and positive internet presence through a
	chapter website, FaceBook page or MySpace page.
Delta	
	The chapter is eligible for Order of the Quill.
	The chapter scores at least a 12 on monthly financial reports.
	At least one member holds Panhellenic office.
	The chapter has either an article or advertisement published in the campus or local
	newspaper or other media outlet at least once during the school year.
	The chapter publicly commemorates Founders Day through campus-wide public
	relations efforts.
	The chapter has a written public relations plan that includes goals, strategies and tactics
	for the academic year.
	Chapter members take advantage of leadership training opportunities provided by their
	campus.

Chapter Operations

This section does not require your chapter to submit additional information. The National Fraternity already has records regarding your reporting promptness, membership paperwork, and chapter standing.

Financial Management

This section does not require your chapter to submit additional information. The National Fraternity already has records regarding your use of Omega Financial, your financial reporting and your debt to the Fraternity.

Panhellenic Presence

This page should be completed by the campus professional who advises the Panhellenic Council.* Panhellenic meetings are held: Weekly Bi-Weekly Monthly Semesterly/Quarterly Alpha Xi Delta's attendance at Panhellenic meetings during the 2007-2008 year was: Perfect – 100% Good – The chapter was at most (75% or more) of the meetings Poor – The chapter was at only about half of the meetings. Non-existent – Alpha Xi Delta does not maintain a presence in Panhellenic. The Panhellenic officers are selected on the basis of: Election Chapter Rotation Does any member of Alpha Xi Delta hold a leadership position within the Panhellenic Council (committee chair, director, vice president, executive office, etc.)? No If "yes," please list the member(s) and her office(s): The campus provides the following leadership development and/or officer training opportunities for Panhellenic leaders throughout the year (continue on the back if necessary): # of AΞΔ's in attendance: # of AΞΔ's in attendance: _____ Program: # of $A \Xi \Delta$'s in attendance: Additional Comments Regarding $A \Xi \Delta$'s Panhellenic Presence:

Panhellenic Advisor's Signature:

^{*}If there is no Panhellenic Council on campus, please consider instead Alpha Xi Delta's presence within Greek Council or whatever body governs your campus Greek organizations.

Public Relations

What events did the chapter hold during the school year that were open to non-members? What did the chapter due to publicize those events? Continue including events on the back of this page, if necessary.

Event:	
Date Held:	Number of non-members in attendance:
Event purpose and description:	
How was the event publicized?	
Event:	
Date Held:	Number of non-members in attendance:
Event:	
Date Held:	Number of non-members in attendance:
Event purpose and description:	
How was the event publicized?	

Public Relations – Continued

How did the chapter publicly announmight include (check all that apply):	nce and/or celebrate Founders Day? Some examples of this
Hosted a special everand members of the	ent, reception or program on April 17 open to non-members campus/Greek community de the chapter house or somewhere on campus campus newspaper
What is the address of the chapter's	website, MySpace page or FaceBook page?
How often is the site updated?	
Weekly Monthly	Annually Other:
What is the date of the last update?	
Does a chapter member maintain the	e site or does the chapter use an outside person to do that?
Chapter Member	Outside Person or Company
Name of the person who maintains t	he site:

Leadership – Attachments

Please attach the following documents:
☐ The chapter bylaws
☐ The chapter Code of Conduct
☐ The Chapter Merit System
☐ The chapter budget for the 2008-2009 school year
☐ Publicity materials for events open to non-members (see page 16)
☐ An article or advertisement about the chapter published in the campus or local newspaper or other media outlet
☐ Screen shots of the chapter's webpage, FaceBook page or MySpace page
☐ The chapter's written public relations plan, including PR goals, strategies and tactics

Alpha	
	The chapter does not haze their new members
-	The chapter initiates 75% of the new members they pledge.
	The chapter participates in at least one educational program each year (regardless of the content/sponsor).
-	The chapter is represented at the Fraternity's national meeting.
-	The chapter cumulative GPA is at least a 2.5.
-	Each new member class cumulative GPA is at least a 2.5.
	All members who fall below a 2.5 cumulative GPA are placed on probation.
Xi	
	The chapter executes a 5-8 week new member program that includes an all-chapter
	retreat (unless otherwise approved by their Area Facilitator).
	The chapter retains 85% of the new members they pledge.
	The chapter does at least one program from the Realize Your Potential manual per term.
-	The chapter GPA exceeds the all-Panhellenic or all-women's average.
	Less than 10% of the chapter is on academic probation.
Delta	
	The chapter retains 100% of the new members they pledge.
	The chapter cumulative GPA ranks #1 among all Panhellenic groups on campus.
	The chapter has a written academic achievement program that includes academic
	support and incentives for success.
	The chapter attends area-wide training.
	The chapter sends at least one member to the Workout.

New Member Orientation

Spring 2007 New Member C	class GPA:	_		
Fall 2007 New Member Class	es Statistics:			
# pledged:	# initiated:	Length	of program:	_ weeks
Date of All Chapter Retreat:			-	
Number of members in atten	dance: New Members		Initiated	
Cumulative new member cla	ss GPA:			
Winter 2008 New Member C	Class Statistics (only if your ch	apter has	s a winter NM class):	
# pledged:	# initiated:	Length	of program:	_ weeks
Date of All Chapter Retreat:			-	
Number of members in atten	dance: New Members		Initiated	
Cumulative new member cla	ss GPA:	<u> </u>		
Spring 2008 New Member C	Class Statistics:			
# pledged:	# initiated:	Length	of program:	_weeks
Date of All Chapter Retreat:				
Number of members in atten	dance: New Members		Initiated	
Note: The National Fraternia your spring 2008 class until	ty knows that your chapter wo after May 1!	n't have	a new member class (GPA for

Member Development

Please list the following information for all the educational programs the chapter participated in this year. Continue on the back of this page or print a second copy of this page, if necessary:

Program Title:	
Presenter:	
	Number of Alpha Xi Deltas in attendance:
Was this a program done just for the attended?	e chapter or was it a campus program that chapter members
Chapter Program	Campus Program
Was this program from the Realize	Your Potential manual? Yes No
Program Title:	
Presenter:	
Date of Program:	Number of Alpha Xi Deltas in attendance:
	e chapter or was it a campus program that chapter members
Chapter Program	Campus Program
Was this program from the Realize	Your Potential manual? Yes No
Program Title:	
Presenter:	
Date of Program:	Number of Alpha Xi Deltas in attendance:
Was this a program done just for the attended?	e chapter or was it a campus program that chapter members
Chapter Program	Campus Program
Was this program from the <i>Realize</i>	Your Potential manual? Yes No

$Member\ Development-Continued$

Did of	ficers from yo	ur chapter attend an Area-Wide Tra	ining?		
	Yes	No			
If "yes	s," please list th	ne following information:			
	Date of Train	ing:			
	Location:				
	Officers in at	tendance (name, office):			
Did yo	our chapter sen	d a representative to <i>The Workout 2</i>	2007? Y	es	No

Academic Achievement

Spring 2007 Academic Statistics:		
Chapter Cumulative GPA:		
All-Panhellenic GPA:	AΞΔ Rank:	of
All-Women's GPA:		
All-Undergraduate GPA:		
# of sisters with below a 2.5 cumulative GPA as a result Were all of these sisters placed on academic probation?	1 0 0 -	of
Fall 2007 Academic Statistics:		
Chapter Cumulative GPA:		
All-Panhellenic GPA:	AΞΔ Rank:	of
All-Women's GPA:		
All-Undergraduate GPA:		
# of sisters with below a 2.5 cumulative GPA as a result Were all of these sisters placed on academic probation?	of fall term grades: Yes No	of
Winter 2008 Academic Statistics (only if your chapter ha	as a winter term/quarter	·):
Chapter Cumulative GPA:		
All-Panhellenic GPA:	AΞΔ Rank:	of
All-Women's GPA:		
All-Undergraduate GPA:		
# of sisters with below a 2.5 cumulative GPA as a result Were all of these sisters placed on academic probation?	of winter term grades: Yes No	of

Knowledge – Attachments

Please	attached the following documents:
	Agenda used for each all-chapter retreat
	Copies of academic probation contracts for each sister on academic probation each term
	The chapter's written academic achievement program including a plan for academic support and incentives for success

Alpha	
	The chapter donates money, other goods or time to a social service organization at least once per year.
	The chapter, as a whole, participates in campus activities.
ī	The chapter has at least one advisor.
	All chapter members are involved in at least one activity independent of Alpha Xi Delta.
Xi	
	The chapter hosts a fundraiser and/or participates in a service event with an Alpha Xi
	Delta philanthropic partner at least once per year.
	The chapter donates to the Alpha Xi Delta Foundation at least once per year.
	The chapter participates in the Foundation Senior Challenge.
	The chapter participates in service projects or philanthropy events sponsored by other
	campus/Greek organizations.
Delta	
	At least 10% of the members of the chapter hold a leadership position in another
	campus organization.
	The chapter has multiple advisors.
	The chapter's advisors participate in training opportunities when available.
	The chapter co-sponsors a service project or campus program with Panhellenic or other
	student organization.
	The chapter hosts a Build-A-Bear party February 17-23.

Community Service and Philanthropy

Most of this section is described in your chapter's Philanthropy Service Report. Information will be taken from that report to evaluate your chapter's progress in this area.

Alpha Xi Delta Foundation	Giving by the chapter (no	ot by individual members) in 2007-2008:					
Amount donated:	Date:						
Amount donated:							
Amount donated:							
Amount donated:							
Amount donated:							
		he Foundation Senior Challenge?					
How much did they donate, in total? \$							
Party during the week of Fe	ebruary 17-23? Yes	sociation or nearby chapter) a Build-A-Bear No					
If "yes," please provide the	following details:						
Date:	Location	n:					
What philanthropy or service other Greek organizations?		er participate in that were sponsored by his page, if necessary:					
Event/Project:		Date:					
	rity:						
Event/Project:		Date:					
Sponsoring Fraternity/Soro	rity:						
Description of event:							

Contribution to the Host Institution

What campus activities did your chapter participate in as a whole? Check all that apply:
Homecoming Greek Week Parents Weekend Athletic Events Other. Please describe:
Did your chapter co-sponsor a service project or campus program with another campus group during the 2007-2008 school year? Simply participating or attending does not count – your chapter needs to have taken a leadership role in putting the event together to be considered a co-sponsor.
Yes No
If "yes," please provide the following information for each event. Continue on the back of this page if necessary:
Event Title:
Co-Sponsor:
Benefiting (agency, specific population, etc.):
Description of Event:
Event Title:
Co-Sponsor:
Benefiting (agency, specific population, etc.):
Description of Event:
r

Volunteer Service and Support

How many ad	visors does your chapter have?
For which area	as? Check all that apply:
	Membership Financial New Member Academic/Faculty Public Relations Chapter Life Member Development/Programs Other. Please describe:
What does you members?	ur chapter do to actively recruit new advisors and/or building corporation
apply:	Attended National Convention Attended Area-Wide Training Met with ELC and/or AED while she was on campus Met with or received training from Area Facilitator Participated in campus-sponsored advisor training Met as a board to set goals and review chapter progress

Service – Attachments

Please	attach the following documents:
	Chapter roster as of May 1. Next to each sister's name, please have her list her activities outside Alpha Xi Delta.
	List of sisters who hold a leadership position in another campus organization (chair, director, vice president, executive board, etc) including the name of the organization and her leadership role.

Bonus Round!

This packet has asked for a lot of information, but that doesn't make it the sum total of your chapter's accomplishments. What do you want to share that the packet didn't ask you about already? Did you win campus awards? Do you have a great chapter tradition to share? What are you most proud of?

You would like, take the time to brag about your chapter in the space below						