



SIGMA ALPHA EPSILON

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PROVINCE ARCHON REPORT

to be completed following a Province Convention

Fraternity Laws Section 43.A.5 states that Province Archons should “Submit a report to the Supreme Council within one (1) month following the Province Convention on a form prescribed by the Supreme Council covering the state of the Province at the time of the Province Convention.”

This form has been provided as a template of the information a Province Archon report can include.

Report Instructions

Each Province Archon, or other designated officer, should complete the following information. Please type in the available fields.

Fields with red outlines are required, and the application is best completed on a PC using Adobe Acrobat Reader 9[®]. If you do not have that version, you can go online to www.adobe.com and download it for free. We discourage you from using a Mac to complete this form, as the functions not work properly on its platform.

At any point during the process, Acrobat[®] will allow you to save the application and come back to it at another time. When you are finished, click on the “Submit” button at the very end of the document and follow the prompts. Your file will be saved on your local system or attached to an e-mail if you use Microsoft Outlook[®]. If the file saves to your system, simply attach the document to an e-mail and send it to reports@sae.net. In addition, we encourage you to send this report to the Eminent Supreme Recorder and any other persons you deem necessary.

NOTE: The report begins on next page.

Date of Report

Province Name

GENERAL INFORMATION

Full Name

Chapter

Graduation Year

Address

City

State

Zip

Home Phone

Work Phone

Cell Phone

E-Mail

PROVINCE COUNCIL

Province Archon

Province Deputy Archon

Province Treasurer

Province Recorder

Province Alumni Secretary

Other Province Officers

Province Website

NOTE: The report begins on next page.

EVENTS

Date of last Province Convention

Date of the last Province Leadership School

Date of next Province Convention or meeting

Date of next Province Leadership School

Other Province Events

PROVINCE HIGHLIGHTS

Note any Province highlights, special visits by dignitaries, Province Conventions, Province Leadership Schools or participation in Fraternity sponsored events. Please note any major projects the Province has undertaken during the past biennium.

HOUSE CORPORATION COMMENTS

List any comments you'd like to make about the house corporations in your province. Please note the status and operation of each house corporation and identify successes and potential opportunities for improvement

NOTE: The report continues on next page.

EXPANSION OPPORTUNITIES

List the name of universities or colleges that the province would like the Fraternity to consider for expansion. Please provide names of any potential contacts.

FUTURE PROVINCE GOALS/OPPORTUNITIES

Highlight projects that the Province Council would like to complete.

GENERAL COMMENTS

Please use this section as an open form for other discussion about the province.

NOTE: The report continues on next page.

CHAPTER/COLONY VISITATION SUMMARIES AND HIGHLIGHTS

Please fill out the information below as much as possible. Use as many lines on the table as you need, depending on your number of groups. Then, you may use the space beginning on the next page to detail additional comments about your visit. You will find the "Submit" button at the end of the next page.

Chapter Name	School	Chapter Adviser?	House corporation?	Good standing?	Visitation Dates
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NOTE: The report continues on next page.

YOUR NOTES ABOUT EACH VISIT

Use this space to detail as many details about each of your visits as you'd like.