

SELF EVALUATION FORM FOR YEARBOOK DIRECTORIES

This self evaluation form may be completed by your chapter to ensure that all required elements are included in your chapter yearbook directory. This self evaluation should not be submitted to the National Yearbook Directory Chair. It is provided for your chapters own internal use and guidance.

Instructions: Those elements required for inclusion in your chapter yearbook directory are listed below. Place a check by each element as you include it in your book to ensure you have captured all required elements.

Note: The elements below are required for all chapters represented via your yearbook directory. For example, if you are creating a joint book between your local collegiate and alumnae chapters, your book should include a calendar of events and a members profile for *both* the collegiate and alumnae chapters represented. Also, be sure to double check that there are not any questionable items that the NEB specifically does not wish to be included in yearbook directories and spellcheck!

FRONT COVER

- _____ Complete name of fraternity (correct name: Sigma Alpha Iota International Music Fraternity)
- _____ Region number
- _____ Name of province
- _____ Name of chapter
- _____ Name of school (for collegiate chapters)
- _____ Name of city
- _____ Name of state
- _____ Year span for which the book is in effect (example: 2011-2012)

BODY OF YEARBOOK DIRECTORY

Yearbook Directory Point of Contact:

- _____ Name, mailing address and email address of the chapter yearbook directory editor or point of contact

Organizational information (not required, but very good to include):

- _____ Table of Contents
- _____ Page numbers on each page

National, regional and province information:

- _____ National Headquarters' address
- _____ National Headquarters' email address
- _____ National Headquarters' website address
- _____ National Headquarters' phone and fax numbers
- _____ National Headquarters' hours of operation
- _____ Regional Officer name and address
- _____ Regional Officer email or website
- _____ Regional Officer phone and fax (with area code)
- _____ Province Officer email or website
- _____ Province Officer phone and fax (with area code)
- _____ National Objectives (be sure they are the current 2009-2012 Objectives)

Chapter leadership information:

- _____ List of chapter officers
- _____ List of chapter committee chairpersons
- _____ List of members of the Chapter Advisory Committee (for college chapters)
- _____ Chapter Advisory Committee Members' address, email or website
- _____ Chapter Advisory Committee Members' phone and fax (with area code)
- _____ Awards – Chapter, Province or Individual awards (if there are none, indicate as such)

Member profile (include for each member of the chapter):

- _____ Name
- _____ Home address
- _____ School address (for college chapters)
- _____ Best telephone number(s)
- _____ Email, if available
- _____ Field of performance
- _____ Year in school or year of graduation (for college chapters)

Patronesses and Distinguished Members information:

- _____ Name
- _____ Address
- _____ Email
- _____ Telephone number (with area code)
- _____ Indicate if there are no initiated Patroness or Distinguished Members at this time.

Calendar of Events/Schedule:

- _____ Regular meeting/program dates
- _____ Regular meeting/program times
- _____ Regular meeting/program locations
- _____ Program performers/presenters
- _____ Formal Members in Training event dates (for college chapter)
- _____ Formal Members in Training event times (for college chapter)
- _____ Formal Members in Training event locations (for college chapter)
- _____ Initiation/Affiliation dates
- _____ Initiation/Affiliation times
- _____ Initiation/Affiliation locations
- _____ Observance of Founders' Day or Incorporation date
- _____ Dates of joint events with other chapters
- _____ Dates of other traditional chapter events

History:

- _____ History of chapter

Other chapters in province:

- _____ List of other chapters in province (both alumnae and collegiate)
- _____ Names of each chapter president
- _____ Phone numbers of each chapter presidents
- _____ Email of each chapter president