



# VICE PRESIDENT'S REPORT FORM

## FOR THE CHAPTER FIELD REPRESENTATIVE VISIT



Vice President's Name: \_\_\_\_\_ Chapter: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ School: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Officer Term Began: \_\_\_\_\_  
 Date: \_\_\_\_\_ Officer Term Ends: \_\_\_\_\_

**Instructions:** Please complete this form and return it to the Chapter President before the CFR arrives on campus. Answer the questions as they pertain to your view of the chapter. If a question does not apply to your chapter, cross it out. If you are not the Membership Educator, have that person fill out the Membership Education section.

**We will take time to review your chapter's membership education program. If you do not have a documented program, please begin working on it and we will work further on it when I arrive.**

Rating Key: SA = Strongly Agree, A = Agree, D = Disagree, SD = Strongly Disagree

### Chapter Leadership and Structure

- Chapter Constitution is known by the chapter and kept up to date .....Yes / No
- The chapter has a written Code of Conduct.....Yes / No
- Chapter consistently follows the rules in the chapter constitution.....SA A D SD
- Meetings are effective and efficient.....SA A D SD
- The Executive Council is effective in working with the chapter .....SA A D SD
- Officer expectations and duties are clear and balanced .....SA A D SD
- The chapter has discussed and approved clear goals for itself .....SA A D SD
- When the chapter makes decisions, everyone has a chance to be involved .....SA A D SD
- Overall: The chapter's structure is designed to make it effective.....SA A D SD**

### Brotherhood and Motivation

- The chapter holds brotherhood-building activities regularly.....SA A D SD
- Attendance and participation of members in chapter events is very good .....SA A D SD
- Morale is strong.....SA A D SD
- The brothers work well together as a team .....SA A D SD
- The chapter has a strong brotherhood .....SA A D SD**

### Sponsor/Director of Bands

- Chapter's Sponsor is the Director of Bands.....Yes / No
- Sponsor/Director of Bands are invited to chapter functions.....SA A D SD
- Relations with Director of Bands are good .....SA A D SD**
- Relations with Sponsor are good .....SA A D SD**

### University and Department Relations

- The Chapter is a registered student group on campus.....Yes / No
- Chapter applies for funding from the College/University .....Yes / No
- Chapter members are involved in other campus organizations .....SA A D SD
- Chapter has a good image in the School/Department of Music.....SA A D SD**

### Band Program and Musicality

Participation in a band class is required each: .....	Term	/	Year	/	Never
Chapter has specific activities to appreciate music and build musicianship.....	SA	A	D	SD	
The chapter upholds high standards of musicianship.....	SA	A	D	SD	
The chapter's image among band members is strong.....	SA	A	D	SD	
<b>The chapter is made up of and recruits the best band members .....</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	
<b>The chapter is an integral part of the band program.....</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	

### District and National Involvement

Chapter attends most district functions.....	SA	A	D	SD	
Chapter regularly invites other chapters to events .....	SA	A	D	SD	
Chapter regularly attends other chapters' events .....	SA	A	D	SD	
District Officers and Governor(s) are helpful to the chapter .....	SA	A	D	SD	
<b>Overall, the chapter's participation in the district is strong .....</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	
Communication with the National Council is good .....	SA	A	D	SD	
Chapter's attitude toward the National Council is good .....	SA	A	D	SD	
<b>Overall, the chapter is connected to the national level.....</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	

### Joint Relations

Please circle the organizations that exist on your campus: .....	TBS, ΦΜΑ, ΣΑΙ, ΜΦΕ, ΔΟ, ___				
Regular joint events and projects are held with the other groups .....	SA	A	D	SD	
<b>Relations with other musical organizations are strong .....</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	

### Risk Management

Chapter educates members on the Policy on Hazing each year.....	Yes	/	No		
Chapter educates members on the Policy on Controlled Substances each year .....	Yes	/	No		
Chapter educates members on the Policy on Discrimination each year .....	Yes	/	No		
<b>Chapter has a strong understanding and commitment to these policies.....</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	

### Membership Education – Recruitment

Chapter has a written Recruitment Program .....	Yes	/	No		
Chapter has discussed and approved the qualities of an ideal brother .....	Yes	/	No		
Chapter's recruiting reflects the Fraternity's ideals .....	SA	A	D	SD	
The chapter actively recruits instead of waiting for band members to ask .....	SA	A	D	SD	
<b>The chapter has a strong recruiting program.....</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	

### Membership Education – Teaching and Continuing Membership Education

Membership Educator understands the National Policies.....	Yes	/	No	
Membership Educator understands that they are to contact National Headquarters for any interpretation questions regarding the policies .....	Yes	/	No	
Chapter is in compliance with National Policies on Hazing, Non-Discrimination and Controlled Substances .....	Yes	/	No	
Teaching Program is on paper, well-documented, and approved by chapter .....	Yes	/	No	
There are chapter specific rituals/ceremonies used.....	Yes	/	No	
Prospective members come to chapter meetings regularly .....	Yes	/	No	

Teaching Program is more than memorization of facts and history.....	SA	A	D	SD
Teaching Program prepares prospective members to become leaders .....	SA	A	D	SD
Amount of local dues/fees new members are required to pay .....	_____			
Prospective members able to use candidate class fundraisers to pay the above .....	Yes / No			
Chapter has a continuing membership education program .....	Yes / No			
Active member participation in membership education is strong.....	SA	A	D	SD
<b>Overall quality of Membership Education Program is good.....</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>

**Overall Chapter Assessment**

Chapter is moving in the right direction .....	SA	A	D	SD
Quality of membership is improved over one year ago .....	SA	A	D	SD
Overall, the chapter is meeting its potential and really achieving.....	SA	A	D	SD

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**Please write/type up a summary of the entire process of how an outstanding band member is recognized, recruited, extended a bid, educated, and initiated as a brother.**

**Please keep it broad and under one page typed. Attach that summary to this report.**

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**Please answer the following questions as best as possible – feel free to type or attach another sheet as necessary.**

What is your role as vice president?

What are your goals for your term in office (please list)? What progress have you made on each?

In what ways is the chapter doing well?

In what ways could the chapter improve?

How can the CFR be the most helpful to you or to your chapter?

Describe the most important changes that have occurred in the chapter since you joined.

Describe your chapter's relationship with your band program and music department.

What is the title of the officer in charge of Membership Education? \_\_\_\_\_

What is the purpose of Membership Education?

If you currently have a Membership Education class, when is their anticipated initiation date? \_\_\_\_\_

Who are some future leaders in your chapter?

What is required to be a good active member in your chapter?

What is required to be a good prospective member in your chapter?

What is required of active members during the Membership Education Process? To be a big brother?

How many votes occur during the Prospective Member process? When do they occur?

Do you have any concerns regarding practices that might be construed as hazing? If so, the CFR can help to clarify and to help you develop the activities in a positive way.

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*Thank you for taking the time to fill out this form before my arrival.  
Please return it to your Chapter President prior to my arrival on campus.  
For our meeting, please bring your officer notebook, a copy of the Membership  
Education Program and all documents pertaining to your office.*

Chapter Vice President's Report for CFR Visit