



President Report Form

Name: _____ Chapter: _____
Phone Number: _____ School: _____
Email Address: _____ Officer Term Began: _____
Date: _____ Officer Term Ends: _____

Instructions: Please complete this form and provide it to the CFR two weeks prior to your chapter's scheduled visit.

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

Online Membership Reporting System (OMRS)

I am aware the Chapter Personnel Report, including signatures and fees, must be submitted by September 30th (October 15th for Quarter-System schools)? ☐ YES ☐ NO

I am aware Chapter Personnel Updates, including signatures and appropriate fees, must be submitted by September 30th (October 15th for Quarter-System schools)? * ☐ YES ☐ NO

**Chapter Personnel Updates are considered late, with a late fee being assessed, if the form submitted has Inactive or Alumni members updating their status to an Active, Conditional, or Associate status. The form will reflect a zero balance if the member(s) updating their statuses have already paid national dues.*

I am aware the Fall Activity Report must be submitted by December 1st? ☐ YES ☐ NO

I am aware the Chapter Summary Report must be submitted by June 1st? ☐ YES ☐ NO

I am aware Officer Update & Chapter Update forms should be submitted as soon as possible after elections? ☐ YES ☐ NO

I have reviewed the Online Membership Reporting System Guidebook? ☐ YES ☐ NO

Chapter Officers and Meetings

Chapter meetings are held on a regular basis and at a regular time? ☐ Weekly ☐ Bi-Weekly ☐ NO

Approximate average meeting length _____

How often do the officers meet as a group? _____

Chapter meetings are effective and efficient. ☐ SA ☐ A ☐ D ☐ SD

Meeting agendas are utilized and provided to the chapter. ☐ SA ☐ A ☐ D ☐ SD

Chapter officers work well together. ☐ SA ☐ A ☐ D ☐ SD

Chapter officers work well with the chapter. ☐ SA ☐ A ☐ D ☐ SD

Officers have updated notebooks/materials (physical or electronic). ☐ SA ☐ A ☐ D ☐ SD

Effective officer transition meetings are held after elections. ☐ SA ☐ A ☐ D ☐ SD

The chapter's structure is designed to make it effective. ☐ SA ☐ A ☐ D ☐ SD

Chapter Operations

Chapter has a minimum GPA to remain active? ☐ YES _____ ☐ NO

Chapter is registered as a student organization on campus? ☐ YES ☐ NO

Chapter applies for funding from their College or University? ☐ YES ☐ NO

Chapter constitution is known by the chapter and kept up to date. ☐ SA ☐ A ☐ D ☐ SD

The chapter has discussed and set clear goals for itself. ☐ SA ☐ A ☐ D ☐ SD

The chapter regularly assesses chapter operations. ☐ SA ☐ A ☐ D ☐ SD

Chapter holds activities/discussions to improve musicianship. ☐ SA ☐ A ☐ D ☐ SD

Chapter holds activities/discussions to improve leadership. ☐ SA ☐ A ☐ D ☐ SD

What is the primary platform for communication within the chapter? _____

What other platforms does the chapter use? _____

Service

Level of service for the Marching Band: ☐ STRONG ☐ MEDIUM ☐ WEAK

Level of service for the Concert Ensembles: ☐ STRONG ☐ MEDIUM ☐ WEAK

Level of Service for the Jazz Bands: ☐ STRONG ☐ MEDIUM ☐ WEAK

Level of service for the band department: ☐ STRONG ☐ MEDIUM ☐ WEAK

Level of service for the Department of Music: ☐ STRONG ☐ MEDIUM ☐ WEAK
Chapter's service projects are well planned and successful? ☐ SA ☐ A ☐ D ☐ SD

Director of Bands & Sponsor

Chapter's Sponsor is the Director of Bands? ☐ YES ☐ NO
Director of Bands is invited to chapter functions? ☐ YES ☐ NO
Sponsor is invited to chapter functions? ☐ YES ☐ NO
President meets regularly with Director of Bands? ☐ YES ☐ NO
President meets regularly with Sponsor? ☐ YES ☐ NO
Relations with the Director of Bands are good. ☐ SA ☐ A ☐ D ☐ SD
Relations with the Sponsor are good. ☐ SA ☐ A ☐ D ☐ SD

Band Department

Participation in a band class is required each: ☐ TERM ☐ YEAR ☐ NEVER
Chapter has a good image in the band program. ☐ SA ☐ A ☐ D ☐ SD
Chapter is an integral part of the band program. ☐ SA ☐ A ☐ D ☐ SD
Chapter has a good image within the Department of Music. ☐ SA ☐ A ☐ D ☐ SD

District Involvement

Percent of chapter that attended the most recent district convention: _____ %
Chapter regularly attends district functions. ☐ SA ☐ A ☐ D ☐ SD
Chapter regularly invites other chapters to their events. ☐ SA ☐ A ☐ D ☐ SD
Chapter regularly attends other chapter's events. ☐ SA ☐ A ☐ D ☐ SD
District Officers and Governors are helpful to the chapter. ☐ SA ☐ A ☐ D ☐ SD
Chapter receives adequate communication from District Leadership. ☐ SA ☐ A ☐ D ☐ SD

Relations with National Fraternity

Percent of chapter that attended the most recent National Convention: _____ %
Chapter receives adequate communication from National Headquarters. ☐ SA ☐ A ☐ D ☐ SD

Chapter receives adequate communication from the National Council. ☐ SA ☐ A ☐ D ☐ SD

Chapter has strong knowledge of national awards/grants. ☐ SA ☐ A ☐ D ☐ SD

Chapter applies for national awards/grants? ☐ YES ☐ NO

Joint Relations

Please mark the organizations that exist on your campus: ☐ TBΣ ☐ ΦMA ☐ ΣAI ☐ MΦE ☐ ΔO ☐ Other _____

The chapter works well with these other organizations. ☐ SA ☐ A ☐ D ☐ SD

Risk Management

How often does the chapter review the Policy on Hazing? _____

How often does the chapter review the Policy on Controlled Substances? _____

How often does the chapter review the Policy on Discrimination? _____

How often does the chapter review the Policy on Sexual Misconduct? _____

Instructions: *Please answer the following questions to the best of your ability. Feel free to attach a separate page for longer answers.*

Describe the expectations and responsibilities for your office:

What are your goals for your term in office? What progress have you made on these goals so far?

Where do you feel the chapter needs the most improvement? What have you done to improve in these areas?

Describe your chapter's relationship with the Director of Bands and Sponsor:

Describe your chapter's relationship with the band department:

How are officer transition meetings carried out?

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

How can the National Headquarters Staff serve your chapter better? How can the National Council and Governors serve your chapter better?

Are there any other topics you wish to discuss with the CFR?