DATE: August 8, 2016

RE: CONVENTIONAL ANNUAL CHAPTER REPORT

1. As Associate Editor, it is your duty to file an annual Chapter Report and any Alumni News for publication on the Chi Epsilon website. The deadline for filing is dependent upon whether your chapter number is even or odd, as follows:

“ODD” Numbered chapters - Submit by December 1st of the current year

Your chapter annual report (SPRING) should include information for the period of December 15th of the previous year to December 1st of the current year.

“EVEN” Numbered chapters - Submit by May 1st of the current year

Your chapter annual report (FALL) should include information for the period of May 15th of the previous year to May 1st of the current year.

2. After reading the Style Requirements, separate document, prepare your chapter report using your chapter activity record for the appropriate time period. Examples of items to include are:

   a. Initiations, Chapter Honor Member elevations and special meetings.
   b. Special guests and visits by National Councillors.
   c. Outstanding achievements and awards by chapter members.
   d. Names of new officers and outgoing officers.
   e. Special activities and projects of your chapter, both in the university and off-campus.
   f. Good group photographs. Remember: Scholarship, Character, Practicality and Sociability. Don’t forget to photographically chronicle service learning projects.

3. Your chapter report should be in Microsoft Word (.doc(x)) format. You should compose your report with a heading as follows:

   CHAPTER REPORT
   University of _______________ Chapter
   For
   (SPRING) or (FALL)

   At the close of your report, include your name, address, phone number and e-mail address. Also, include the name of your faculty advisor and send him or her a copy of the report.
4. As you edit your work, check all spelling, particularly the names, and grammar. Remember, once the article has been submitted, the national office is not responsible for verifying spelling. Attach the report to an e-mail message to the Editor at asst.editor@chi-epsilon.org. In the SUBJECT line, include the name of your chapter and reference to the fall or spring 2xxx. For Example: “TAMU Chapter Report Fall 15.” This helps the national office keep track of which chapters have submitted the required reports.

Be sure to print out a copy of your report and place it in your chapter files. Remember, this report is part of the HISTORY of your chapter. Future members of your chapter might enjoy reading about the experiences, activities and honors which form the fabric of your history. Eventually, some enterprising Chi Epsilon member will have to rely on the chapter reports for the data needed to prepare a definitive chapter history. Please don’t leave them short on material.

5. Photos of people and activities greatly enhance your report. Attach digital images as either TIFF (Tagged Image File Format) or JPEG (Joint Photographic Experts Group). Please send files that are at least 1 Mb in size. Do not crop original photos. We will crop here in the national office if necessary. Take good photos. You don’t have to be a professional photographer, but be sure to let the photo tell the story. Be sure to caption your photos. By all means, include your chapter name in all this. It is very distressing to have good photos and then have no clue as to who submitted them.

STEP 2: Please throw caution to the wind! Dare to dream BIG! Focus on showing your members, your future members and other chapters what your chapter has done in the preceding year.