



ALPHA DELTA PHI FRATERNITY ANNUAL REPORT

2016
2017
EDITION

PREPARATION WORKBOOK

Dear Brother President,

Throughout the year as I travel to our chapters, one thing has become clear - our chapters are crying out for a set of unified and clear standard/expectations. While it seems like each year the International asks for different things and has an evolving list of requirements and programs, it is my hope with this new online Annual Report format we can equally compare different elements of your chapter's operations. Many of our chapters are required (or strongly encouraged) to prepare a similar document for their college/university IFC or Greek Life Office. We hope that you will take that same information and provide it to our office as well so we can get a clear picture of how to better serve your chapter in the future.

The goal of this report is simple - to see what are chapters do and what they don't do. **We will not take disciplinary action in any way based on information that is (or isn't) included in this report.** The results of this report allow us to set clear standards, assist the Chapter Service Consultants develop meaningful and useful leadership programming based on chapters strengths and opportunities and give our Awards Committee a list of qualified chapters for our annual awards.

I hope that you will take this report seriously and help us build a historic record of your chapter's positive accomplishments. This workbook outlines exactly what the online form will look like when it's release on April 1, 2017. By reviewing this workbook now, you can prepare and gather the documents and information you'll need to complete the form. If you have any questions, please do not hesitate to contact our headquarters at office@alphadeltaphi.org. Xaipe!

Stephen W. Starnes, HAM 1980 | President, Alpha Delta Phi Fraternity

ONLINE SUBMISSION FORM DUE NO LATER THAN JUNE 1, 2017

NOTE: As you proceed through the questions, there will be documentation you will be required to submit to support you answers. This documentation will be archived in the chapter's account in Xaipe Connect. Chapters that do not complete the report will NOT be eligible for annual awards including but not limited to EO Blackman Award for Chapter Excellence (Best Chapter Award).

It will best to complete the online submission form at one time. Saving your work through multiple sessions may not be possible depending on your browser. We strongly encourage you to set aside enough time to complete this process in one sitting.

1. CHAPTER INFORMATION

Basic housing, university, and chapter contact information for the International to ensure our records are up to date

*** 1. Chapter Name**

*** 2. Contact Information (of person completing report)**

First Name

Last Name

Graduation Year

Position/Title

Email Address

Phone

*** 3. Chapter Mailing Address**

Address

City

State/Prov.

Postal Code

4. Provide the most recent version of your Chapter Bylaws

Choose File

No file chosen

*** 5. Does your college/university formally recognize fraternities?**

☐ Yes

☐ No

*** 6. Is your chapter affiliated with IFC on campus?**

☐ Yes

☐ No

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2. ACADEMICS

Alpha Delta Phi expects its chapters to maintain a competitive GPA on their respective campuses. In order to contribute to its members scholastic success, chapters should have GPA standards implemented which dictate the appropriate course of action a chapter should take if a member's GPA falls below the minimum average. We understand that some colleges and universities may not disclose individual's academic information. In such cases, the chapter should record the GPA of its members in a self-reported spreadsheet.

*** 7. Does your chapter have an Academic Chairman?**

☐ Yes

☐ No

*** 8. Provide a copy of the Spring 2016 GPA report.**

Report must be the version provided by the college/university that includes chapter GPA and ranking among all IFC groups on campus. If your college/university does provide GPA information, please submit self-reported GPA data.

Choose File

No file chosen

*** 9. Provide a copy of the Fall 2016 GPA report.**

Report must be the version provided by the college/university that includes chapter GPA and ranking among all IFC groups on campus. If your college/university does provide GPA information, please submit self-reported GPA data.

Choose File

No file chosen

10. What are your GPA Standards (as per your Bylaws)?

GPA required to
affiliate as an
Associate Member

GPA required to be a
chapter officer

GPA required to
remain in good
standing with the
chapter

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2. ACADEMICS

- * 11. Does your chapter have Academic Performance Policies that address substandard academic performance, which may include study hours, tutoring, etc.**

- ☐ Yes
☐ No

- 12. If yes, please provide a copy of your Academic Performance Policy.**

Choose File

No file chosen

- * 13. Does your chapter have a scholarship program for incoming students?**

- ☐ Yes
☐ No

- 14. If yes, please provide a copy of your scholarship application.**

Choose File

No file chosen

3. COMMUNITY INVOLVEMENT

Alpha Delta Phi expects its chapters to maintain a healthy level of involvement in their surrounding communities. Chapters should do their best to ensure that every member logs at least 5 hours of community service per semester.

Download the Service Hour Log in the Xaipe Connect Resource Center.

*** 15. Does your chapter have a Philanthropy Chairman?**

☐ Yes

☐ No

*** 16. Provide the Fall 2016 Service Hour Log**

Each members is required to complete a minimum of five service hours per semester. Service hour templates are available at www.alphadeltaphi.org/resources

Choose File

No file chosen

*** 17. Provide the Spring 2017 Service Hour Log**

Each members is required to complete a minimum of five service hours per semester. Service hour templates are available at www.alphadeltaphi.org/resources

Choose File

No file chosen

*** 18. Did your chapter participate in any philanthropy events outside of the chapter sponsored events?**

☐ Yes

☐ No

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4. COMMUNITY INVOLVEMENT: EXTERNAL EVENTS

Alpha Delta Phi expects its chapters to build relationships with other organizations by participating in their events. Please provide the required information below.

19. Event #1

Title of Event	<input type="text"/>
Date(s) of Event	<input type="text"/>
Host/Beneficiary Organization	<input type="text"/>
Total \$ Raised (if applicable)	<input type="text"/>
Volunteer Hours	<input type="text"/>

20. Event #2

Title of Event	<input type="text"/>
Date(s) of Event	<input type="text"/>
Host/Beneficiary Organization	<input type="text"/>
Total \$ Raised (if applicable)	<input type="text"/>
Volunteer Hours	<input type="text"/>

NOTE: You will not see these questions if you answered “No” to Question 18.

5. CHAPTER PROGRAMING

Alpha Delta Phi expects its chapters to host events throughout the year that highlight the values and ideals of the fraternity. To honor our Literary Tradition, Chapters were encouraged to host a Literary event on our inaugural National Literary Day, which was October 26th. Chapters are also expected to strengthen our partnership with It's On Us, by hosting an event which brings attention to the Sexual Assault Prevention Movement. Lastly, chapters are expected to produce a Chapter Newsletter every semester, that outlines the news and events of the chapter.

*** 23. Did your chapter participate in Literary Day?**

☐ Yes

☐ No

24. Please provide detail of your chapter's participation in the Literary Day.

Event Title

Event Location

Beneficiary Organization (if applicable)

Volunteer Hours (if applicable)

Total \$ Raised (if applicable)

25. Please provide a brief description of your Literary Day event:

*** 26. Does your chapter participate in literary events outside of Literary Day?**

☐ Yes

☐ No

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5. CHAPTER PROGRAMING**27. Please provide detail of your chapter's participation in other literary events**

Event Title	<input type="text"/>
Event Location	<input type="text"/>
Beneficiary Organization (if applicable)	<input type="text"/>
Volunteer Hours (if applicable)	<input type="text"/>
Total \$ Raised (if applicable)	<input type="text"/>

28. Please provide a brief description:*** 29. Did your chapter participate or host any events for It's On Us?**

- ☐ Yes
- ☐ No

About It's on Us text goes here...

30. Please provide a brief description of your It's on Us event:

5. CHAPTER PROGRAMING

31. Please provide detail of your chapter's participation in the It's on Us movement

Event Title	<input type="text"/>
Event Location	<input type="text"/>
Partner Organization(s) (if applicable)	<input type="text"/>
Volunteer Hours (if applicable)	<input type="text"/>
Total \$ Raised (if applicable)	<input type="text"/>
Total Pledges Signed	<input type="text"/>

32. Please provide a copy of the chapter Fall 2016 newsletter

No file chosen

33. Please provide a copy of the chapter Spring 2017 newsletter

No file chosen

* 34. Did your chapter host at least two co-sponsored events with other student organizations?

☐ Yes
☐ No

* 35. Was at least one of the co-sponsored events alcohol free?

☐ Yes
☐ No

36. Co-Sponsored Event #1

Event Title	<input type="text"/>
Event Location	<input type="text"/>
Partner Organization(s) (if applicable)	<input type="text"/>
Volunteer Hours (if applicable)	<input type="text"/>
Total \$ Raised (if applicable)	<input type="text"/>

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6. RECRUITMENT

Alpha Delta Phi expects its chapters to engage in year-round, proactive recruitment. Chapter should have a detailed plan for their recruitment strategy for the year that outlines goals and plans for recruitment events. Chapters should require members to attend a recruitment training workshop at least once a year.

38. Recruitment by the Numbers: Fall 2016

Total number of bids
granted

Total number of bids
accepted

Total number of initiates

39. Recruitment by the Numbers: Spring 2017

Total number of bids
granted

Total number of bids
accepted

Total number of initiates

* 40. Did your chapter conduct a recruitment training workshop/event?

☐ Yes

☐ No

41. Check all that apply regarding the recruitment workshop/event:

- ☐ Facilitated by chapter members
- ☐ Facilitated by chapter alumni
- ☐ Facilitated by college/university staff or faculty
- ☐ Facilitated by International HQ staff
- ☐ Facilitated by outside professional company/firm

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6. RECRUITMENT

42. Please provide a brief description of the recruitment workshop/event:

43. Please provide a copy of your chapter's recruitment plan/strategy

Alpha Delta Phi believes that all chapters should be proactive when it comes to recruitment.....

Choose File

No file chosen

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7. MEMBERSHIP DEVELOPMENT

Alpha Delta Phi expects its chapters to participate in the International sponsored leadership training events such as the Annual Convention and the Regional Leadership Conferences. Chapters should also provide internal programming aimed at boosting member engagement and retention, such as Annual Retreats, communal meals and parents weekends.

*** 44. Did your chapter send a delegate to the 184th International Convention in Washington DC?**

☐ Yes

☐ No

45. Name of the chapter delegate

*** 46. Did your chapter send a representative to a regional leadership conference?**

☐ Yes

☐ No

*** 47. Did your chapter host an annual retreat?**

☐ Yes

☐ No

48. Date of the chapter's annual retreat

Date / Time

MM	DD	YYYY
	/	
	/	

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7. MEMBERSHIP DEVELOPMENT

49. Check all that apply regarding the annual retreat:

- ☐ Sessions facilitated by chapter members
- ☐ Sessions facilitated by chapter alumni
- ☐ Sessions facilitated by college/university staff or faculty
- ☐ Sessions facilitated by International HQ staff
- ☐ Sessions facilitated by outside professional company/firm

50. Please provide detail of your chapter's annual retreat:

Event Location

Number of chapter
members who participated

51. Please provide a copy of your annual chapter retreat agenda:

Choose File

No file chosen

Definition

Communal Meals - the majority of the chapter has a meal together once per week.

52. How often does your chapter have communal meals?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Chapter does not eat together

* 53. Does your chapter have a parents program or special events for parents?

- ☐ Yes
- ☐ No

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8. NEW MEMBER EDUCATION

Alpha Delta Phi expects its chapters to provide appropriate and quality education on the fraternity to its new members. The chapter should provide the schedule of events planned for the new member class. New Member Events should never violate fraternity/university/state/provincial law regarding hazing.

The updated and approved New Member Education Manual is available for download on the Resource Center in Xaipe Connect.

*** 54. Does your chapter use the International new member education manual?**

☐ Yes

☐ No

*** 55. Please provide a copy of the new member education schedule/calendar**

Schedules or calendars should include any meetings, workshops, events, study hours that are part of the chapter's new member education program.

Choose File

No file chosen

56. Date of Fall 2016 Initiation

Date / Time

MM	DD	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

57. Date of Spring 2017 Initiation

Date / Time

MM	DD	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Alpha Delta Phi requires that chapters work with their new members to facilitate literary presentations during each new member meeting to highlight the heritage of the fraternity.

*** 58. Does your chapter participate in the literary events as described above?**

☐ Yes

☐ No

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9. FINANCIAL

Alpha Delta Phi expects its chapters to exercise healthy financial practices such as maintaining an accurate budget, paying International fees, and having policies in place to deal with members who fail to meet their financial obligations.

*** 59. Please provide a copy of your chapter budget:**

No file chosen

*** 60. How much are chapter dues per semester?**

The Alpha Delta Phi Fraternity operates its international office on a very limited budget while providing a wide range of services to its constituents. While much of the fraternity's work is done by volunteers, there are certain expenses that do require the outlay of cash by the fraternity. It is important that chapters are aware of their financial obligations to the fraternity.

*** 61. What are the chapter's International Fee obligations?**

How much is the annual organization fee?

How much is the annual membership fee per person?

How much is the initiation (new member) fee per person?

How much is the liability insurance cost per person?

*** 62. The chapter has text within its Bylaws explaining the collections and bad debt policies ie when brother's bills are due, what happens if they are late (ex. financial and/or social probation, etc.)**

☐ Yes

☐ No

*** 63. Does your chapter budget for the Annual Convention delegate registration fee?**

☐ Yes

☐ No

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10. RISK MANAGEMENT

Alpha Delta Phi expects its chapters to act in accordance with fraternity/university/state/provincial law and policy regarding drugs and alcohol. The chapter should have an elected or appointed Risk Management Chair who ensures the chapter adheres to Risk management procedures. The chapter should also require members to attend a mandatory Risk Management workshop, facilitated by or with the help of Alumni, college/university staff/ International/ an Outside Company/firm.

*** 64. Does your chapter have a Risk Management Chairman?**

☐ Yes

☐ No

*** 65. Does your chapter have a risk management policy?**

☐ Yes

☐ No

66. Please provide a copy of your chapter's risk management policy:

Choose File

No file chosen

Alpha Delta Phi strongly suggests that chapters host a risk management workshop in the fall semester to prepare for the upcoming school year. The chapter must have at least 50% in attendance with a combination of current and new members attending.

*** 67. Did your chapter conduct or attend a risk management training workshop?**

☐ Yes

☐ No

68. Date of the risk management workshop

Date / Time

MM	DD	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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10. RISK MANAGEMENT

69. Check all that apply regarding the risk management workshop:

- ☐ Facilitated by chapter members
- ☐ Facilitated by chapter alumni
- ☐ Facilitated by college/university staff or faculty
- ☐ Facilitated by International HQ staff
- ☐ Facilitated by outside professional company/firm

70. Please provide detail of your chapter's risk management workshop:

Event Location

Number of chapter
members who participated

Number of new members
who participated

11. ALUMNI RELATIONS

Chapters are expected to maintain a healthy working relationship with their Alumni membership. In order to do so, chapters are expected to maintain accurate contact information, communicate regularly, and host in-person meetings with their alumni association.

*** 71. Does your chapter have an Alumni Relations Chairman?**

☐ Yes

☐ No

*** 72. Does your chapter keep and maintain a list of local alumni members?**

☐ Yes

☐ No

73. Alumni Officer Contact Information

Alumni President Name

Alumni President Email

Alumni President Phone

Housing Corp.
President/Chairman Name

Housing Corp.
President/Chairman Email

Housing Corp.
President/Chairman Phone

Foundation
President/Chairman Name

Foundation
President/Chairman Email

Foundation
President/Chairman Phone

11. ALUMNI RELATIONS

74. Advisor Information

Chapter Advisor Name	<input type="text"/>
Chapter Advisor Email	<input type="text"/>
Chapter Advisor Phone	<input type="text"/>
Faculty Advisor Name	<input type="text"/>
Faculty Advisor Email	<input type="text"/>
Faculty Advisor Phone	<input type="text"/>
Parent Advisor Name	<input type="text"/>
Parent Advisor Email	<input type="text"/>
Parent Advisor Phone	<input type="text"/>

*** 75. How often does your chapter communicate with alumni members?**

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Not at all
- ☐ Chapter doesn't have alumni

*** 76. How often does your chapter have in-person meetings with alumni members?**

- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Not at all
- ☐ Chapter doesn't have alumni

*** 77. Does your chapter host alumni events?**

- ☐ Yes
- ☐ No

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12. ALUMNI RELATIONS: EVENTS

Chapters should host at least one annual event specifically for the purpose of building relationships with their alumni membership. Examples include Homecoming, Networking/Career Events, Anniversary Celebrations, Awards/Scholarship Banquets, etc.

NOTE: You will not see these questions If you answered “No” to Question 77.

* 78. Alumni Event #1 Date

Date / Time

MM	DD	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

* 79. Alumni Event #1

Title of Event	<input type="text"/>
Estimated Alumni Attendance	<input type="text"/>
Estimated Undergraduate Attendance	<input type="text"/>
Estimated New Member Attendance	<input type="text"/>

13. CHAPTER OPERATIONS, ACCOUNTABILITY AND STANDARDS

Alpha Delta Phi expects its chapters to operate under fair and explicit judicial policies that outline minimum membership expectations. Expectations should outline requirements for membership and the judicial procedure to take place if members fail to meet expectations or violate chapter/college/university policy. Requirements may look different from chapter to chapter, but it is suggested they include items like GPA requirements, financial obligations, attendance policy, risk management training, etc.

*** 82. Does your chapter hold weekly chapter meetings?**

- ☐ Yes
☐ No

*** 83. What day are your chapter meetings held?**

- ☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

84. Please provide a sample copy of chapter meeting minutes:

Choose File

No file chosen

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13. CHAPTER OPERATIONS, ACCOUNTABILITY AND STANDARDS

*** 85. Officer Information:**

	Election Term
President	<input type="text"/>
Vice President	<input type="text"/>
Treasurer	<input type="text"/>
Secretary	<input type="text"/>
Recruitment Chairman	<input type="text"/>
New Member Educator	<input type="text"/>
Literary Chairman	<input type="text"/>
Risk Mgmt. Chairman	<input type="text"/>
Alumni Chairman	<input type="text"/>
Social Chairman	<input type="text"/>

*** 86. Does your chapter have established judicial procedures and an elected/appointed Judicial Board to deal with disciplinary matters?**

- ☐ Yes
- ☐ No

*** 87. Does your chapter have minimum member expectations?**

- ☐ Yes
- ☐ No

88. Please upload a copy of your chapter's member expectations

Choose File

No file chosen

100%

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