

FRATERNITY/SORORITY ANNUAL REPORT

Due Date: Monday, April 29, 2024

These reports are to be submitted electronically. When appropriate, information should be presented in chronological order. It is strongly recommended that Summer and Fall 2023 information be compiled in January 2024.

Organization Name:

Academic Year 2023 - 2024

Name and Position of Person Submitting Report:

No. of Active Members [in Cortland] in the Fall:

No. of Active Members [in Cortland] in the Spring:

SUNY Cortland is looking for accurate and complete information for all areas listed below. The required information can be presented in list or paragraph form and can vary between questions. Reports should include activities and information relevant to academic year 2023-2024 plus any Summer 2023 and Winter Break 2024 activities. Make sure to include organizational conventions, conferences, etc. List each activity only once and include it in the most appropriate section. To be clear: Alumni participation information does not typically get included on these reports unless appropriate for Question #9, Alumni Relations. These reports are intended to reflect the actions of the undergraduate members. Exceptions would be APD, ASA, and Nu Sig as they allow chapters to have active graduate student members.

1. **Academic and scholarship activities and achievements** (Organizational and/or individual recognition and when/for what time period)
Examples: Dean's List, President's List, induction into academic honor societies, etc. Don't include Fall 2023 achievements for those who joined in Spring 2024.
2. **Individual and/or chapter special recognition** (Need the specific award title, when received and from whom)
Examples: Chapter and/or National awards, SUNY Cortland awards, induction into Nat'l Society for Leadership & Success, etc.
3. **Community Service:** Include specific volunteer activity, date of activity, participation information, and number of hours.
Example: April 9: Event volunteer, *Polar Plunge*; 7 members for 2 hours each OR 7 members for a total of 14 hours
4. **Philanthropy/Fundraising:** Include amount of money raised for which charities/causes and when.
Example: April 12-14: Sold pinwheels for Prevent Child Abuse America; Raised \$300.25
5. **Financial Management:** Basic information: Are all dues paid, any money owed (National, vendors, etc.), challenges being faced, any major changes in how group conducts financial business and how said changes are or are not working out.

6. **Leadership/Membership Development:** Programs attended, facilitated, etc. Include attendance estimates for chapter/colony members at each event. Also include listing of non-Greek leadership positions held by chapter/colony members.
Example: Regional conferences and workshops, SUNY Cortland sponsored speakers and workshops, non-Greek leadership positions such as club officers, RAs, OAs, team captain, etc. Dates are needed for all programs, conferences, etc.
7. **Recruitment Summary:** Number of people in each semester's class/line, retention numbers, challenges faced, etc.
Also include dates and names of all recruitment specific events and the number of PNMs/guests in attendance.
8. **New Member Education/Intake Process Summary:** Length of process, typical number of times per week met with new members, location of where meetings took place, challenges faced, etc.
9. **Social Activities:** What held on what date and where held; Include estimate of attendance numbers for both active members and non-chapter members present.
10. **Alumni Relations:** Discuss how chapter/colony stays connected with its alumni (Newsletter, programming, advisors, board, etc.). Include any future anticipated changes/improvements. Discuss how alumni participate in chapter/colony events throughout the year.
11. **Public Relations:** Discuss how chapter/colony promotes itself (and its activities) both within the organization and to the public. Discuss any challenges faced and include anticipated future changes being considered.
12. **Relationship with host institution (SUNY Cortland):** Discuss current relationship that exist with SUNY Cortland chapter advisor(s), academic departments, Student Affairs offices, Greek Advisor, etc. Also include any plans for future improvement and/or new partnerships. It is not enough to simply say "Person X is our SUNY Cortland chapter advisor and we meet once every 2 weeks."
13. **Greek Councils:** Discuss how the chapter/colony participates in and/or supports any council to which it belongs.
List members serving as council officers as well as all council events that chapter/colony members attended and/or participated in; Include dates and location for each event as well as the number of chapter/colony members attending/participating.
14. **Miscellaneous:** Anything else worth mentioning that may not fit in elsewhere. Allegations/Sanctioning would go here if applicable.