

Tau Kappa Epsilon Fraternity

## **Annual Report**

**MUST BE SUBMITTED NO LATER THAN  
MAY 15, 2011**



Attention Prytanis:

The Black Book requires that you complete and submit this Annual Report prior to May 15 of the academic year.

**Please contact your Regional Director with questions at 317-872-6533 or [tkeogc@tke.org](mailto:tkeogc@tke.org).**

**A \$50 Late Fee will be assessed to chapters who return the report after May 15; with an additional \$50 Late Fee for each additional 90 days until the report is filed.**

## Chapter Information

1. Chapter Name \_\_\_\_\_
2. College or University \_\_\_\_\_
3. Current Chapter Officers      NAME                      EMAIL                      CELL  
    Prytanis                      \_\_\_\_\_  
    Epiptytanis                      \_\_\_\_\_  
    Grammateus                      \_\_\_\_\_  
    Crysophylos                      \_\_\_\_\_  
    Histor                      \_\_\_\_\_  
    Hypophetes                      \_\_\_\_\_  
    Pylortes                      \_\_\_\_\_  
    Hegemon                      \_\_\_\_\_  
    Rush Chairman                      \_\_\_\_\_
4. Chapter's Web Site \_\_\_\_\_

### Meetings

5. Does the chapter hold meetings at least once a week?                      \_\_\_ YES \_\_\_ NO
6. Does the chapter hold a formal ritual meeting at least once a month?                      \_\_\_ YES \_\_\_ NO
7. Do the chapter officers meet as an Executive Board?                      \_\_\_ YES \_\_\_ NO
8. Did the chapter hold at least one chapter retreat (for planning and goal setting purposes) this academic year?                      \_\_\_ YES \_\_\_ NO
9. Does the chapter have written membership standards?                      \_\_\_ YES \_\_\_ NO
10. Does the chapter have a written continuing education program? (Including Knights of Classic Lore, Order of the Founders & Fraternity for Life and/ or The Blueprint)                      \_\_\_ YES \_\_\_ NO
11. Does the chapter review the risk management guidelines annually with the membership?                      \_\_\_ YES \_\_\_ NO
12. Does the chapter have a written crisis management plan? (Sample provided by the Offices of the Grand Chapter.)                      \_\_\_ YES \_\_\_ NO

### Activities

13. Did the chapter conduct recruitment activities over the Summer?                      \_\_\_ YES \_\_\_ NO
14. Did the campus have a recruitment period (rush week) in the Fall?  
    Did the chapter participate?                      \_\_\_ YES \_\_\_ NO
15. Did the campus have a recruitment period (rush week) in the Spring?  
    Did the chapter participate?                      \_\_\_ YES \_\_\_ NO
16. Did the chapter participate in informal recruitment, after the formal rush weeks?                      \_\_\_ YES \_\_\_ NO
17. Did the chapter participate in Homecoming?                      \_\_\_ YES \_\_\_ NO
18. Did the chapter hold a Red Carnation Ball?                      \_\_\_ YES \_\_\_ NO
19. Did the chapter participate in Greek Week?                      \_\_\_ YES \_\_\_ NO

**Campus**

20. Is your chapter considered in "good standing" with your school? \_\_\_\_\_ YES \_\_\_\_\_ NO
21. What is the full-time male enrollment at your school? \_\_\_\_\_
22. How many other fraternities exist at your school? \_\_\_\_\_  
Of those, how many are "local" fraternities? \_\_\_\_\_
23. Is your campus on a deferred rush system (i.e., unable to recruit freshmen in the Fall semester)? \_\_\_\_\_ YES \_\_\_\_\_ NO
24. Does your campus have grade requirements for new members (i.e., must make grades before initiation)? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If so, what is the grade requirement? \_\_\_\_\_

**Board of Advisors**

25. Board of Advisors Chairman \_\_\_\_\_  
Address of BOA Chairman \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_
26. Does the Board of Advisors...  
Meet at least quarterly? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Approve the chapter budget? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Assist with debt collection? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Manage the finances of the chapter house? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Audit the chapter's records each year? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Maintain a reserve fund? \_\_\_\_\_ YES \_\_\_\_\_ NO  
File the required 990 tax forms with the IRS? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Maintain current corporate status with your state \_\_\_\_\_ YES \_\_\_\_\_ NO

**Chapter Advisor**

27. Name of Chapter Advisor \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_
28. Chapter Advisor attends at least one chapter meeting per month? \_\_\_\_\_ YES \_\_\_\_\_ NO
29. Number of meetings attended by Chapter Advisor this year? \_\_\_\_\_

**Campus or Faculty Advisor**

30. Name of Campus or Faculty Advisor

Address

City, State, Zip

Phone Number

E-Mail

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Greek Advisor**

31. Name of Greek Advisor

Address

City, State, Zip

Phone Number

E-Mail

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

32. Does the chapter meet with the Greek Advisor monthly?

\_\_\_\_ YES \_\_\_\_ NO

**Housing** (If you have no housing skip to question 44.)

33. If the chapter has housing, does it own or rent?

\_\_\_\_ OWN \_\_\_\_ RENT

34. Do you have sprinklers installed in your house?

\_\_\_\_ YES \_\_\_\_ NO

35. What do you charge for rent?

\_\_\_\_\_

36. Do you assess parlor fees to non-tenants (a fee to subsidize the cost of utilities for common areas)?

\_\_\_\_ YES \_\_\_\_ NO

How much are they?

\_\_\_\_\_

37. Do you have general maintenance & up-keep fees?

\_\_\_\_ YES \_\_\_\_ NO

38. What is the house's maximum occupancy?

\_\_\_\_\_

How many men live in the house now?

\_\_\_\_\_

39. Are the members required to live in the chapter house?

\_\_\_\_ YES \_\_\_\_ NO

If yes, for how long?

\_\_\_\_\_

40. Do you offer a meal plan?

\_\_\_\_ YES \_\_\_\_ NO

41. Does your chapter have a designated housing chair?

\_\_\_\_ YES \_\_\_\_ NO

Name

\_\_\_\_\_

E-Mail

\_\_\_\_\_

42. Do you have an incorporated housing board?

\_\_\_\_ YES \_\_\_\_ NO

43. Do you have plans to upgrade your current housing situation?

\_\_\_\_ YES \_\_\_\_ NO

44. Have you started to save for better housing?

\_\_\_\_ YES \_\_\_\_ NO



## Excellence in Recruitment – Chapter Size

According to your Greek Advisor or Interfraternity Council	This School Year (June 2010 – May 2011)
57. Number of Members (Returning Men plus Initiates) in your Chapter	
a. Number of Freshmen	_____
b. Number of Sophomores	_____
c. Number of Juniors	_____
d. Number of Seniors	_____
e. Number of Graduate Students	_____
58. Number of Members (Actives plus Initiates) in the largest Chapter on Campus	
59. Number of Members (Actives plus Initiates) in the smallest Chapter on Campus	

## Excellence in Involvement – Community Service

60. Did your chapter sponsor a campus-based service project? \_\_\_\_\_ YES \_\_\_\_\_ NO

Describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

61. Did your chapter sponsor a community-based service project? \_\_\_\_\_ YES \_\_\_\_\_ NO

Describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

62. How many TOTAL hours were contributed to service projects by members of your chapter?  
 (include all campus-based, all community-based service projects, including planning time)  
 For example: 20 hours x 20 men = 400 hours

\_\_\_\_\_

63. How much money did your chapter donate to the St. Jude Children’s Research Hospital?

\_\_\_\_\_

64. How much money (total) did your chapter donate to other charitable causes?

\_\_\_\_\_

*\*All of this information should be recorded in the Philanthropy Report located on the Membership Maintenance Module – [www.tkefraternity.com/maintenance.html](http://www.tkefraternity.com/maintenance.html)*

## Excellence in Involvement – Alumni Relations

65. Does your chapter publish newsletters for alumni? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 How many times each year? \_\_\_\_\_  
 Do you send the newsletters by Email? \_\_\_\_\_ YES \_\_\_\_\_ NO
66. Does your chapter coordinate events for TKE alumni? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 How many times each academic year? \_\_\_\_\_
67. Has your chapter sent an updated alumni database to the Offices of the Grand Chapter this academic year? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 (If not, please send to tkeogc@tke.org)

## Excellence in Achievement – Academic Success

	Spring 2010	Fall 2011
68. Grade Point Average of Active Members		
69. Grade Point Average of Initiates		
70. All-Men's Grade Point Average on your campus		
71. All-Fraternity Grade Point Average on your campus		
72. Number of Seniors in your chapter that graduated		

## Excellence in Involvement – Extracurricular Activities

73. How many collegiate members from your chapter attended Regional Leadership Conferences in 2011? \_\_\_\_\_
74. How many collegiate members from your chapter attended a Province Educational Conference this academic year? \_\_\_\_\_
75. How many collegiate members from your chapter attended Charles R. Walgreen, Jr. TKE Leadership Academy? \_\_\_\_\_
76. Does your chapter participate in intramural sports? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 How many sports (this academic year)? \_\_\_\_\_  
 Of those, in how many did you place first? \_\_\_\_\_
77. Did your chapter hold any events with sororities this academic year? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Did your chapter hold any events with any cultural groups? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Did your chapter hold any events with a non-Greek organization? \_\_\_\_\_ YES \_\_\_\_\_ NO
78. How many of your members are in leadership positions in...  
 Student Government? \_\_\_\_\_  
 Interfraternity Council? \_\_\_\_\_  
 Other Campus Clubs and Organizations? \_\_\_\_\_

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# **CERTIFICATION**

The Annual Report must be signed by a Chapter Officer who certifies, on his Bond, that the information contained within the Annual Report is correct to the best of his knowledge.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Chapter Office: \_\_\_\_\_

Date: \_\_\_\_\_





