

Tau Kappa Epsilon Fraternity
Annual Report

**MUST BE SUBMITTED NO LATER THAN
MAY 15, 2008**



Attention Prytanis:

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

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, E-mail, Cell Phone)

	<u>NAME</u>	<u>EMAIL</u>	<u>CELL</u>
Prytanis	_____	_____	_____
Epiprytanis	_____	_____	_____
Grammateus	_____	_____	_____
Crysophylos	_____	_____	_____
Histor	_____	_____	_____
Hypophetes	_____	_____	_____
Pylortes	_____	_____	_____
Hegemon	_____	_____	_____

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

Activities

9. Did the chapter conduct recruitment activities over the Summer? _____ YES _____ NO
10. Did the campus have a recruitment period (rush week) in the Fall?
Did the chapter participate? _____ YES _____ NO
11. Did the campus have a recruitment period (rush week) in the Spring?
Did the chapter participate? _____ YES _____ NO
12. Did the chapter participate in Homecoming? _____ YES _____ NO
13. Did the chapter hold a Red Carnation Ball? _____ YES _____ NO
14. Did the chapter participate in Greek Week? _____ YES _____ NO

Campus

15. Is your chapter considered in "good standing" with your school? _____ YES _____ NO
16. What is the full-time male enrollment at your school? _____
17. How many other fraternities exist at your school? _____
Of those, how many are "local" fraternities? _____
18. Is your campus on a deferred rush system (i.e., unable to recruit freshmen in the Fall semester)? _____ YES _____ NO
19. 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

20. Board of Advisors Chairman _____
Address of BOA Chairman _____
City, State, Zip _____
Phone Number _____
E-Mail _____
21. 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

Chapter Advisor

22. Name of Chapter Advisor _____
Address _____
City, State, Zip _____
Phone Number _____
E-Mail _____
23. Chapter Advisor attends at least one chapter meeting per month? _____ YES _____ NO
24. Number of meetings attended by Chapter Advisor this year? _____

Campus or Faculty Advisor

25. Name of Campus or Faculty Advisor

Address

City, State, Zip

Phone Number

E-Mail

Greek Advisor

26. Name of Greek Advisor

Address

City, State, Zip

Phone Number

E-Mail

Housing

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

_____ OWN _____ RENT

28. What is the house's maximum occupancy?

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

_____ YES _____ NO

30. Do you offer a meal plan?

_____ YES _____ NO

Finance

31. What is the total cost for a new man to join your chapter (include the Candidate and Initiation Fees due to the Offices of the Grand Chapter, plus all other local fees)?

32. What is the annual cost for an initiated member of your chapter (exclude room, meals, and other housing-related costs)?

33. How much was your chapter's Accounts Receivable (money owed to your chapter by members) on March 31?

34. How much was your chapter's Accounts Payable (money owed by your chapter to the Fraternity and others) on March 31?

35. Does your chapter (as of today) owe money to the Offices of the Grand Chapter of Tau Kappa Epsilon?

_____ YES _____ NO

If yes, why? _____

36. Has your chapter (as of today) paid its risk management assessment to HRH/Kirklin & Co. in full? _____ YES _____ NO
 If no, why not? _____

37. Has your chapter (as of today) paid its Annual Membership Fees to ACP Resources in full? _____ YES _____ NO
 If no, why not? _____

Excellence in Recruitment – Results

	Fall 2007 (Actual)	Spring 2008 (Expected)
38. How many people were offered bids (invitations to join) your chapter?		
39. Of those offered bids, how many became Candidates?		
40. How many of those Candidates did you initiate?		
41. Have the candidate fees been paid to the Offices of the Grand Chapter for all of these Candidates?		
42. Have the initiation fees been paid to the Offices of the Grand Chapter for all of the men initiated?		

Excellence in Recruitment – Chapter Size

According to your Greek Advisor or Interfraternity Council	This School Year (June 2007 – May 2008)
43. Number of Members (Actives 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	_____
44. Number of Members (Actives plus Initiates) in the largest Chapter on Campus	
45. Number of Members (Actives plus Initiates) in the smallest Chapter on Campus	

Excellence in Involvement – Community Service

46. Did your chapter sponsor a campus-based service project? ___ YES ___ NO

Describe: _____

47. Did your chapter sponsor a community-based service project? ___ YES ___ NO

Describe: _____

48. How many total hours were contributed to service projects by members of your chapter (include all campus-based, all community-based service projects, and other philanthropic activities)? _____

49. How much money did your chapter donate to the Alzheimer's Association? _____

50. How much money (total) did your chapter donate to charitable causes? _____

Excellence in Involvement – Alumni Relations

51. Does your chapter publish newsletters for alumni? ___ YES ___ NO

How many times each year? _____

Do you send the newsletters by Email? _____

52. Does your chapter coordinate events for TKE alumni? ___ YES ___ NO

How many times each academic year? _____

53. Has your chapter sent an updated alumni database to the Offices of the Grand Chapter this academic year? ___ YES ___ NO

Excellence in Achievement – Academic Success

	Spring 2007	Fall 2008
54. Grade Point Average of Active Members		
55. Grade Point Average of Initiates		
56. All-Men's Grade Point Average on your campus		
57. All-Fraternity Grade Point Average on your campus		
58. Number of Seniors in your chapter that graduated		

Excellence in Achievement – Extracurricular Activities

59. How many collegiate members from your chapter attended Regional Leadership Conferences in 2008? _____
60. How many collegiate members from your chapter attended a Province Educational Conference this academic year? _____
61. How many collegiate members from your chapter attended Conclave in Las Vegas, NV (August 2007)? _____
62. Does your chapter participate in intramural sports? _____ YES _____ NO
How many (this academic year)? _____
Of those, in how many did you place first? _____
63. Did your chapter "mix" with sororities this academic year? _____ YES _____ NO
64. How many of your members are in leadership positions in...
Student Government? _____
Interfraternity Council? _____
Other Campus Clubs and Organizations? _____

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: _____

Title: _____

Date: _____

TKE Satisfaction Survey

For the following questions, please answer according to the following scale:

- 5- Superior
- 4- Excellent
- 3- Good
- 2- Fair
- 1- Poor
- NA- Not Applicable or Do Not Know

	5	4	3	2	1	NA
1. The Teke Guide	___	___	___	___	___	___
2. The Hegemon's Manual	___	___	___	___	___	___
3. TKE Nation (flyers, posters, buttons, shirts)	___	___	___	___	___	___
4. Recruitment Website (jointke.org)	___	___	___	___	___	___
5. Website (tke.org)	___	___	___	___	___	___
6. Maintenance Module	___	___	___	___	___	___
7. Teke Speak (tkespeak.org)	___	___	___	___	___	___
8. Chief Executive Officer	___	___	___	___	___	___
9. Regional Director	___	___	___	___	___	___
10. Volunteer staff who visit your chapter	___	___	___	___	___	___
11. Grand Province Advisor	___	___	___	___	___	___
12. Chapter Advisor	___	___	___	___	___	___
13. Board of Advisors Chairman	___	___	___	___	___	___
14. Board of Advisors Members	___	___	___	___	___	___
15. Alumni Association President	___	___	___	___	___	___
16. Alumni Association Members	___	___	___	___	___	___
17. Offices of the Grand Chapter	___	___	___	___	___	___
18. Grand Prytanis	___	___	___	___	___	___
19. Grand Council	___	___	___	___	___	___
20. Overall Health of the Grand Chapter	___	___	___	___	___	___
21. Overall Health of Your Chapter	___	___	___	___	___	___
22. Province Educational Conferences	___	___	___	___	___	___
23. Regional Leadership Conferences	___	___	___	___	___	___
24. TKE Educational Foundation Scholarships/Support	___	___	___	___	___	___
25. Alumni Involvement/Support in your chapter	___	___	___	___	___	___
26. Overall TKE Alumni Involvement/Support	___	___	___	___	___	___
27. Your Chapter Housing	___	___	___	___	___	___