

TKE Chapter Evaluation Form

This form should be completed and submitted to the Grand Chapter at least annually.

Membership and Recruitment

1. The Chapter Membership as reported on their membership roster:
 - a. Reported paid candidates: _____
 - b. Reported unpaid candidates: _____
 - c. Reported Paid Initiates: _____
 - d. Total Members: _____

Member Development

2. The Chapter:
 - a.) Has a written Candidate Education Program:
YES NO
 - b.) Converts at least 80% of candidates into initiates:
YES NO
3. The Chapter:
 - c.) Has a written Continuing Education Program:
YES NO
 - d.) Sent at least 1 member to Conclave:
YES NO
 - e.) Sent 4 or more members to a Regional Leadership Conference:
YES NO
 - f.) Sent 8 or more members to a Province Educational Conference:
YES NO

Academic Achievement

4. The Chapter Grade Point Average is at least 2.5:
YES NO

Alumni and Volunteer Involvement

5. The chapter has a:
 - a.) Chapter Advisor who attends Chapter meetings at least twice a month:
YES NO

b.) Board of Advisors who meet at least once every other month:

YES NO

6. The Chapter:

c.) Has a chartered Alumni Association:

YES NO

d.) The Alumni Association's name is: _____

Extra-curricular Campus Involvement

7. The Chapter has at least 51% of their roster involved in at least one outside organization: YES NO

Community Service and Outreach

8. How many man hours of community service has the chapter completed this academic year: _____

9. In fundraising for philanthropic activities this academic year, the chapter has raised a total of: _____

10. The Chapter raised at least \$500 for the St. Jude Children's Research Hospital:

YES NO

Risk Management

11. The Chapter has written Risk Management Guidelines:

YES NO

12. The Chapter reviews the Risk Management Guidelines at the start of the fall school term with all Chapter Members: YES NO

13. The Chapter reviews the Risk Management Guidelines at the first Candidate Education meeting: YES NO

14. The Chapter had zero risk management incidents in the past year:

YES NO

15. The Chapter has an up to date written Crisis Management Plan:

YES NO

Chapter Organization

16. The Chapter has a:

a.) Written Financial Policy

YES NO

b.) Written budget

YES NO

c.) Zero balance with the International Fraternity

YES NO

17. The Chapter:

d.) Has current and written bylaws

YES NO

e.) Conducts weekly meetings

YES NO

f.) Conducts formal ritual meetings at least once a month

YES NO

18. The Chapter has:

g.) An annual chapter retreat prior to the fall term

YES NO

h.) An annual officer retreat after the election of new officers

YES NO

19. This Evaluation was completed on: _____