

This document is to be used to gather the information necessary to complete the FY 2020 Circle Annual Report.

The only accepted method of submitting the Circle Annual Report is through the Survey Monkey portal.

<https://www.surveymonkey.com/r/odkreportFY20>

1. Introduction

The ΟΔΚ Circle Annual Report is an important information-gathering tool for the organization. The data gathered helps the staff and committees better understand the work of our circles as well as provide crucial insight into programs and services needed by the circles.

Some information in the Circle Annual Report will be used to determine Circle Recognition Awards. The tag [CMS] on items means it is a requirement of the Circle Minimum Standards. This item must be answered and must meet the CMS in order for circles to qualify for Circle Recognition Awards. If a section is tagged, it means every item in that section is required for CMS. To read about Circle Minimum Standards and Circle Recognition, go to <https://odk.org/circle-officers/new-fy2020/>

This survey is 50 items and will take approximately 28 minutes to complete. You can complete the survey in parts. Survey Monkey will allow you to save your entries and come back to it at a later time by clicking the exit link.

The Circle Annual Report is due no later than Thursday, April 30, 2020, at 11:59 p.m. EDT.

2. Annual Report Submitter Information

* 1. Institution

* 2. Submitter First Name

* 3. Submitter Last Name

* 4. Circle Officer Title

Faculty Advisor Circle Coordinator Student President

* 5. Submitter Email

* 6. Submitter Phone

3. Officer Information [CMS]

All circles are required to have five (5) officers (Circle Coordinator, Faculty Advisor, Student President, Student Vice President, and Treasurer. The Circle Coordinator may also serve as the Treasurer but must be listed in that box. If your circle does not have one of the officers, insert "none" in the text box.

Please note, all fields require an answer. If your circle does not have one of these officers or faculty/staff participants, enter the word "none."

ODK Policies and Procedures, Sections 320.

* 7. Name of Circle Coordinator

* 8. Name of Faculty Advisor

* 9. Name of Student President (who will be in office on July 1, 2020)

* 10. Name of Student Vice President (who will be in office on July 1, 2020)

* 11. Name of Treasurer (who will be in office on July 1, 2020)

4. Membership, Recruitment, and Initiation

The section seeks information about membership and recruitment practices. Circles should be recruiting from all class types and from each of the five OΔK Phases.

Circles are also required to have four (4) participating (voting) faculty/staff members. The four faculty/staff members at this time are in addition to the circle coordinator and faculty advisor. All faculty/staff members must be initiates of OΔK.

OΔK Policies and Procedures, Sections 320.

* 12. How are prospective members recruited for your circle? (Select all options that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Open application | <input type="checkbox"/> Invitation based on key leadership positions |
| <input type="checkbox"/> Nominations from members | <input type="checkbox"/> Personal interviews |
| <input type="checkbox"/> Nominations from faculty | <input type="checkbox"/> National Invitation to Membership |
| <input type="checkbox"/> Invitation based on eligible class rank/GPA | |

Other (please specify)

* 13. Which class types did your circle specifically recruit in 2019-20? (Select all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Junior | <input type="checkbox"/> Faculty/Staff |
| <input type="checkbox"/> Senior | <input type="checkbox"/> Alumni |
| <input type="checkbox"/> Graduate/Professional Students | <input type="checkbox"/> Honoris Causa |

14. Please explain why you did or did not choose to recruit specific class types.

* 15. Which OΔK Phases did you target for special recruitment or consideration? (Select all that apply.)

- | | | |
|--------------------------------------|--|-------------------------------|
| <input type="checkbox"/> Scholarship | <input type="checkbox"/> Campus or Community Involvement | <input type="checkbox"/> Arts |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Communications | <input type="checkbox"/> None |

16. Please explain why you did or did not target phases for special recruitment.

* 17. Does your circle require all applicants to complete the online OΔK national membership application?
[CMS]

Yes No Unsure

* 18. What applications or forms do you use in addition to the national application?

- OΔK national membership application only (no additional form used)
- Circle-created online application and OΔK national membership application
- Circle-created paper application and OΔK national membership application

Other (please specify)

* 19. Did the circle do everything possible to have all members pay their National Lifetime Membership Fees to the National Headquarters or the circle prior to initiation? [CMS]

Yes No Unsure

* 20. When does your circle plan to initiate new members during the next academic year?

Fall Spring Fall and Spring

* 21. OΔK requires each circle to have four voting faculty members in addition to the two advisors. Do you have voting faculty/staff members in addition to circle advisors? [CMS]

Yes No

5. Voting Faculty/Staff Members

If your circle does not have all four, enter "none" in the text box for the unfilled position.

* 22. Faculty-Staff Member 1

* 23. Faculty/Staff Member 2

* 24. Faculty/Staff Member 3

* 25. Faculty/Staff Member 4

6. Circle Finances

* 26. How does your circle pay for the annual Institutional Membership Fee? [CMS]

- Institution covers cost
- Paid for through circle funds from local fundraising
- Paid for by local dues
- Combination of more than one option above
- Paid for by donor(s)

* 27. Are you aware that ODK offers individual initiates the option of paying for the national lifetime membership fee online?

- Yes
- No

* 28. Is there an additional circle fee or local dues on top of the national lifetime membership fee? If so, please include that amount. If not, please enter "No." (Example: Yes, \$10)

* 29. Did your circle subsidize the national lifetime membership fee for any initiates this year?

- Yes
- No

30. If you answered yes to Q24, please provide some details about why you subsidize the fees, how you pay for it, and any criteria you use of the subsidy.

* 31. Are you aware that ODK has the Gift of Membership whereby qualified initiates may have their national lifetime membership fee paid through the ODK Opportunity Fund?

- Yes - we have requested gifts in the past
- Yes - but have not requested gifts in the past
- No - we were not aware of this program

32. Does your circle generate revenue or funds other than the collection of the national lifetime membership fee?

- Yes
- No

7. Revenue Generation

33. Please describe the various ways in which you generate revenue.

34. Please explain why you do not generate any additional revenue for your circle.

8. Circle Operations

* 35. How often does your executive team meet? (The executive team would include but not be limited to the student president, student vice president, treasurer, circle coordinator and faculty.) Only consider meetings during your institution's standard term.

- Quarterly or less Weekly Never
 Monthly As needed No Executive Team

* 36. How often does your general membership meet? Select the period closest to when your entire circle meets to conduct elections or other business. Do not include special events or programs unless they are part of a general membership meeting. [CMS]

- Quarterly or less Monthly Weekly As needed Never

* 37. Please list the dates (mm/dd) of your general body meetings. [CMS]

38. What are the principal activities of your general membership meetings? (Select all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Information Sharing | <input type="checkbox"/> Service |
| <input type="checkbox"/> Program and Event Planning | <input type="checkbox"/> Social Gathering |
| <input type="checkbox"/> Speakers or Special Presentations | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Circle Business (Bylaws, policies, financial decisions) | <input type="checkbox"/> We do not have general membership meetings. |

* 39. Please rank the method of communication circle officers use to communicate to the circle with #1 being the most frequently used and #6 being the least frequently used.

Email

Facebook

Twitter

Text Message

Phone Tree

Snapchat

40. Please provide links to your circle social media accounts if you have them.

Facebook

Instagram

Twitter

Linkedin

YouTube

9. Circle Programming

Omicron Delta Kappa encourages circles to plan and implement two signature programs each year in addition to initiation ceremonies. In this section, we ask you to provide a description of a signature leadership program and a signature service project in the appropriate item. If you have additional programs, submit those in the third item in this section.

* 41. Describe your circle signature LEADERSHIP program. Provide a title, 100-200 word description, and an estimated cost of the event. This description may be used on the OΔK website or in publications.

Title	<input type="text"/>
Description	<input type="text"/>
Cost	<input type="text"/>

* 42. Describe your circle signature SERVICE program. Provide a title, 100-200 word description and an estimated cost of the event. This description may be used on the OΔK website or in publications.

Title	<input type="text"/>
Description	<input type="text"/>
Cost	<input type="text"/>

43. Describe additional events or programs.

10. National Leadership Conference

The National Leadership Conference is now an annual event for OΔK. Please answer the following items to help us plan for future conferences.

The 2020 National Leadership Conference is June 4-7, at the University of Kentucky, in Lexington, Kentucky. For all the details go to odk2020.odk.org.

* 44. Is your circle sending members to the 2020 OΔK National Leadership Conference in Lexington, KY?

Yes No Unsure at this time

* 45. Do you intend to send members every year?

Yes Maybe No

* 46. Rank the factors most important to your decision to send members with #1 being most important and #8 being least important.

Registration and House Cost

Travel Cost

Location-Distance (from your campus)

Location-Appeal

Dates

Program/Theme/Featured Speakers

Student Interest

Advisor Interest

47. How does the circle fund student members to attend?

48. How does the circle fund an advisor or faculty/staff member to attend?

11. Additional Comments, Documents, and Submit

49. Please select any areas in which your circle would like assistance from the National Headquarters. (Select all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> Special/Signature events | <input type="checkbox"/> Marketing/Brand Management |
| <input type="checkbox"/> Membership/Volunteer Management | <input type="checkbox"/> Recruitment and Membership Selection |
| <input type="checkbox"/> Officer Development/Training | <input type="checkbox"/> Circle Advising |
| <input type="checkbox"/> Financial Management/Fundraising | |

Other

50. If you would the National Headquarters to maintain a copy of your circle bylaws, upload them here as PDF or DOC, DOCX

No file chosen

51. Do you have any additional information, photographs, or documents to provide? If so, please upload them below.

No file chosen