



Circle Annual Report 2021-22

1. Introduction

The OΔK 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.

This report form 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, June 30, 2022, at 11:59 p.m. EDT.



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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



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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, Q7-11 each require an answer. If your circle does not have one of these officers or faculty/staff participants, enter the word "none."

OΔK 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, 2022)

* 10. Name of Student Vice President (who will be in office on July 1, 2022)

* 11. Name of Treasurer (who will be in office on July 1, 2022)

12. Name of Circle Assistant (if the circle appointed one)

13. Name of Alumni Advisor (if the circle appointed one)



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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 pillars.

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.

* 14. How are prospective members recruited for your circle? (Select all 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)

* 15. Which class types did you target for special recruitment or consideration this academic year? (Select all that apply.)

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

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

* 17. Which OΔK Pillars did you target for special recruitment or consideration this academic year? (Select all that apply.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Academics and Research | <input type="checkbox"/> Service to Campus and Community | <input type="checkbox"/> Creative and Performing Arts |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Communications | <input type="checkbox"/> None |

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

- Fall Spring Fall and Spring

* 20. OΔK has reaffirmed its commitment to diversity, equity, and inclusivity. In what ways has your circle ensured that it is a diverse, equitable, and inclusive organization? Please be as detailed as possible.

* 21. Do you certify that all new members attended an initiation ceremony where they recited the OΔK Oath and Pledge [CMS]?

- Yes
- No
- We did not initiate new members this year.

* 22. Select the type of initiation ceremonies your circle administered.

- In-person only
- Hybrid (in-person and online)
- Online only
- We did not initiate new members this year.



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5. Voting Faculty/Staff Members

The OΔK Policies and Procedures Handbook states: A circle must have "[n]ot less than two (2) and not more than five (5) faculty or staff members of the Society of that institution, inclusive of the faculty advisor and circle coordinator, who shall be elected by the circle for recommended staggered terms of four (4) years each." If your circle does not have all additional voting members, enter "none" in the text box for the unfilled position.

* 23. OΔK requires each circle to have between two and five voting faculty members, including the two advisors. Do you have voting faculty/staff members in addition to circle advisors? [CMS]

- Yes
- No

24. Faculty/Staff Member (Not an advisor)

25. Faculty/Staff Member (Not an advisor)

26. Faculty/Staff Member (Not an advisor)



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6. Circle Finances

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

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

* 28. Are you aware that OΔK offers individual initiates the option of paying for the National Lifetime Membership Fee online?

- Yes
- No

* 29. If there is an additional circle fee or local dues on top of the National Lifetime Membership Fee, please provide that amount. If not, please enter "None."

* 30. OΔK is considering allowing initiates to pay local dues and their National Lifetime Membership Fee to headquarters. The national headquarters would then distribute the local dues to the circles. If offered, would your circle utilize this option instead of collecting dues locally?

- Yes
- No
- Maybe
- We do not collect any local dues.

* 31. Did your circle subsidize the National Lifetime Membership Fee for any initiates this year?

- Yes
- No

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

* 33. Are you aware that OΔK has the Gift of Membership whereby qualified initiates may have their national lifetime membership fee paid through the OΔK 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

* 34. Does your circle generate revenue or funds other than the collection of the National Lifetime Membership Fee or local dues?

- Yes
- No

35. Please describe the various ways in which you generate revenue. If you do not generate revenue, please explain why.



7. Circle Operations

* 36. 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, faculty advisor, and alumni advisor.) Only consider meetings during your institution's standard terms.

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

* 37. 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

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

* 39. 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. |

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

Facebook	<input type="text"/>
Instagram	<input type="text"/>
Twitter	<input type="text"/>
LinkedIn	<input type="text"/>
YouTube	<input type="text"/>



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8. 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's *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

Description

Cost

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

Title

Description

Cost

43. Describe additional events or programs your circle has hosted this year.



9. 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 2022 conference was held in-person June 2-5, 2022 in Lexington, KY. For more information please visit odk2022.org.

* 44. Did you send members to the National Leadership Conference held in person June 2-5, 2022?

Yes No

45. If no, what are the reasons for not sending members to the conference?

46. If yes, do you intend to send members every year?

Yes Maybe No

* 47. Identify the importance of the factors in your decision to send members to the National Leadership Conference. Consider both online and in-person conferences.

	Very Important	Important	Neutral	Unimportant	Very Unimportant
Whether it is online or in-person	<input type="radio"/>				
Registration cost	<input type="radio"/>				
Travel cost	<input type="radio"/>				
Lodging cost	<input type="radio"/>				
Location-distance (from your campus)	<input type="radio"/>				
Location-appeal (city of in-person conference)	<input type="radio"/>				
Dates (Month of conference)	<input type="radio"/>				
Number of days of the conference	<input type="radio"/>				
Program/Theme/Featured Speakers	<input type="radio"/>				
Collegiate member Interest	<input type="radio"/>				
Advisor Interest	<input type="radio"/>				

Other (please specify)

48. How does the circle fund student members and/or advisors to attend? Select all that apply.

- A university department provides funding for registration and travel.
- The circle receives funding from our student government association.
- Student are personally responsible for their own fees.
- Advisors are personally responsible for their own fees.
- The circle hosts fundraising events to support conference costs.
- Costs are covered by donations.
- Other (please specify)



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10. Additional Comments, Documents, and Submit

Beginning in 2022, ODK requires circles to submit their bylaws annually. Please submit your current bylaws. These will be considered the primary document to which updates will be added. Upload them in PDF format only. If you do not have circle bylaws at this time, you will be contacted once the academic year begins to establish a set of bylaws for your circle.

* 49. Do you have Circle Bylaws?

- Yes
- No

50. Upload your Circle Bylaws.

No file chosen

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

No file chosen

52. 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