



## Circle Annual Report 2022-23

### 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.**

**Completion of the Circle Annual Report is required by the OΔK Policies and Procedures Handbook [Sec. 360]. 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 has 50 items and will take approximately 30 minutes to complete. You can complete the survey in parts.**

**Survey Monkey will allow you to save your entries and come back to them at a later time by clicking the exit link, however, you must return to the survey on the same computer and the same IP address from which you started it.**

**The Circle Annual Report is due no later than Friday, June 30, 2023, at 11:59 p.m. EDT.**



## Circle Annual Report 2022-23

### 2. Annual Report Submitter Information

**"A circle advisor shall ensure that an official annual report is submitted to the National Headquarters each year by the established deadline." [Sec. 360] Please make sure that the circle advisors and student officers have reviewed the information being submitted.**

\* 1. Institution/Circle

\* 2. Circle Officer Title

☐

Faculty Advisor

☐

Circle Coordinator

☐

Student President

\* 3. Submitter Contact Information

**Name**

**Email Address**

**Phone Number**



## Circle Annual Report 2022-23

### 3. Officer Information [CMS]

**All circles are required to have five (5) officers (Circle Coordinator, Faculty Advisor, Student President, Student Vice President, and Treasurer) [Sec. 330]. 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 that items Q7-11 each require an answer. If your circle does not have one of these officers or faculty/staff participants, enter the word "none."**

\* 4. Name of Circle Coordinator [CMS]

\* 5. Name of Faculty Advisor [CMS]

\* 6. Name of Student President (who will be in office on July 1, 2023) [CMS]

\* 7. Name of Student Vice President (who will be in office on July 1, 2023) [CMS]

\* 8. Name of Treasurer (who will be in office on July 1, 2023) [CMS]

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

10. 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. The OAK Policies and Procedures Handbook requires circles to meet specific recruitment standards.**

- 1. Circles should recruit from all class types and from the five OAK pillars. [Sec. 221]**
- 2. Circles are also required to have "Not 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" [Sec. 320]**
- 3. "Circle bylaws should include a provision for the circle to establish and maintain a plan for ensuring consideration of diversity, equity, and inclusivity in recruiting and selection practices." [Sec. 351]**

\* 11. 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)

\* 12. 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 |  |

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

\* 14. Which OΔK Pillars did you target for special recruitment or consideration this academic year? (Select all that apply.)

☐ Academics and Research

☐ Service to Campus and  
Community

☐ Creative and Performing Arts

☐ Athletics

☐ Communications

☐ None

\* 15. 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)

\* 16. Do your circle bylaws include a DEI recruitment plan? [Sec. 351 Circle bylaws should include a provision for the circle to establish and maintain a plan for ensuring consideration of diversity, equity, and inclusivity in recruiting and selection practices.]

☐ Yes    ☐ No    ☐ Unsure

\* 17. 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.

\* 18. Select the type(s) of initiation ceremonies your circle administered this year.

☐ 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." [Sec. 320] If your circle does not have all additional voting members, enter "none" in the text box for the unfilled position.**

\* 19. Do you have voting faculty/staff members in addition to circle advisors? [CMS]

☐ Yes    ☐ No

20. Faculty/Staff Member (Not an advisor)

21. Faculty/Staff Member (Not an advisor)

22. Faculty/Staff Member (Not an advisor)



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### 6. Circle Finances

\* 23. How does your circle pay for the annual Institutional Membership Fee? (check all that apply) [CMS]

- ☐ Institution covers cost
- ☐ Paid for by local dues
- ☐ Paid for by donor(s)
- ☐ Paid for through circle funds from local fundraising
- ☐ Other (please specify)

\* 24. Are you aware that OΔK offers individual initiates the option of paying for the National Lifetime Membership Fee online?

- ☐ Yes    ☐ No

\* 25. 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."

\* 26. If offered, would your circle utilize the option of collecting both Lifetime and local dues through a national portal?

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

\* 27. Did your circle subsidize the National Lifetime Membership Fee for any initiates this year?

- ☐ Yes    ☐ No

28. 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.

\* 29. Are you aware that OAK has the Gift of Membership whereby qualified initiates may have their national lifetime membership fee paid through the OAK 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

\* 30. Does your circle generate revenue or funds other than the collection of the National Lifetime Membership Fee or local dues?

- ☐ Yes    ☐ No

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





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### 7. Circle Meetings and Operations

**"Circles are required to meet at least twice between August 1 and December 15 and twice between January 1 and June 15 each year, not including initiation ceremonies." [Sec. 352]**

**"Circles are expected to have an executive committee or board comprised of the student president, student vice president, student treasurer, circle coordinator, faculty advisor, and any other officers according to the circle bylaws." [Sec. 353]**

**For Item 32, please list the dates (mm/dd) of at least two of the required general body meetings for each semester which were not initiation ceremonies. If you did not meet for one of the required times, enter "No Meeting." [CMS]**

\* 32. Required Circle Meeting Dates [CMS]

Aug. - Dec. Meeting 1	<input type="text"/>
Aug. - Dec. Meeting 2	<input type="text"/>
Jan. - Jun. Meeting 1	<input type="text"/>
Jan. - Jun. Meeting 2	<input type="text"/>

\* 33. How often does your executive committee meet?

- |   |                                 |   |
|---|---------------------------------|---|
| <input type="radio"/> Quarterly or less | <input type="radio"/> Weekly    | <input type="radio"/> Never             |
| <input type="radio"/> Monthly           | <input type="radio"/> As needed | <input type="radio"/> No Executive Team |

\* 34. 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. |

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

Facebook

Instagram

Twitter

LinkedIn

YouTube



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### 8. Circle Programming

**Omicron Delta Kappa requires circles to plan and implement two signature programs each year in addition to initiation ceremonies. [Sec. 900]**

\* 36. Did your circle complete a Signature LEADERSHIP Program?

☐ Yes ☐ No ☐ Unsure

\* 37. Did you complete a Program Report for the Signature Leadership Program?

☐ Yes ☐ No ☐ Unsure

\* 38. Did your circle complete a Signature SERVICE Project?

☐ Yes ☐ No ☐ Unsure

\* 39. Did you complete a Program Report for the Signature Service Project?

☐ Yes ☐ No ☐ Unsure

40. If your circle did not complete either or both of the required programs, please provide a brief explanation as to why the circle was unable to do so this academic year.



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### 9. National Leadership Conference

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

41. Does your circle intend to send members to the NLC in Atlanta, GA, Nov. 17-19, 2023?

☐ Yes ☐ No ☐ Unsure

\* 42. Does your circle support the concept of holding the NLC in Atlanta, GA, in mid-November for 2024 and 2025?

☐ Yes ☐ No ☐ Unsure

\* 43. Please rate the importance of Cost.

	Very Important	Important	Neutral	Unimportant	Very Unimportant
Registration cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lodging cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 44. Please rate the importance of Location/Timing.

	Very Important	Important	Neutral	Unimportant	Very Unimportant
Location-distance (from your campus)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location-appeal (city of conference)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dates (month of conference)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of days of the conference	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 45. Please rate the importance of Program elements.

	Very Important	Important	Neutral	Unimportant	Very Unimportant
Program Theme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Featured Speakers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Educational Sessions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collegiate member Interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advisor Interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

46. 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, OΔK requires circles to submit their bylaws annually [Sec.351]. 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 before the academic year begins to establish a set of bylaws for your circle.**

\* 47. Do you have Circle Bylaws?

☐ Yes ☐ No ☐ Unsure

48. Upload your Circle Bylaws.

Choose File

Choose File

No file chosen

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

Choose File

Choose File

No file chosen

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

☐ Special/Signature events

☐ Marketing/Brand Management

☐ Membership/Volunteer Management

☐ Recruitment and Membership Selection

☐ Officer Development/Training

☐ Circle Advising

☐ Financial Management/Fundraising

☐ Initiation Ceremony Planning

Other