Circle Annual Report 2023-24

1. Introduction

11%

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 and provides crucial insight into the programs and services they need.

The OΔK Policies and Procedures Handbook [Sec. 360] requires the completion of the Circle Annual Report. Some information in the Circle Annual Report will be used to determine qualifications for the Circle Recognition Awards. The tag [CMS] on items means they are a requirement of the Circle Minimum Standards. This item must be answered and meet the CMS 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 43 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 Sunday, June 30, 2024 at 11:59 p.m. Eastern.

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2. Annual Report Submitter Information

22%

"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	

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3. Officer Information [CMS]

33%

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 Q4-8 each require an answer. If your circle does not have one of these officers, 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, 2024) [CMS]

* 7. Name of Student Vice President (who will be in office on July 1, 2024) [CMS]

[text input box]

* 8. Name of Treasurer (who will be in office on July 1, 2024) [CMS]

[text input box]

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

[text input box]

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

[text input box]

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4. Membership, Recruitment, and Initiation

44%

The section seeks information about membership and recruitment practices. The OΔK Policies and Procedures Handbook requires circles to meet specific recruitment standards.

- Circles should recruit from all class types and from the five OΔK pillars. [Sec. 221]
- "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.)

☐ Open application   ☐ Invitation based on eligible class rank/GPA

☐ Nominations from members   ☐ Invitation based on key leadership positions

☐ Nominations from faculty   ☐ Personal interviews

Other (please specify)

☐

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

☐ Sophomore   ☐ Faculty/Staff

☐ Junior   ☐ Alumni

☐ Senior   ☐ Honorary

☐ 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
- [ ] Athletics
- [ ] Service to Campus and Community
- [ ] Communications
- [ ] Creative and Performing Arts
- [ ] 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. Active Faculty/Staff Members

56%

* 19. Do you have faculty/staff members, in addition to circle advisors, who regularly attend circle activities and vote on circle matters? If so, list them below.

◯ Yes   ◯ No

20. Faculty/Staff Members (Not an advisor)

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6. Circle Finances

67%

* 21. 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)

[   ]

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

○ Yes   ○ No

* 23. 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."

[   ]

* 24. With the introduction of the MyODK membership portal soon, circles will have the option to collect both Lifetime and local dues through the national payment portal. The national headquarters would send the circle a check for the local dues collected.

Will your circle utilize this option next academic year?

○ Yes   ○ Maybe

○ No   ○ We do not collect any local dues.

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

○ Yes   ○ No

26. If you answered yes to the previous item, please provide some details about why you subsidize the fees, how you pay for it, how many members' fees the circle is subsidizing, and any criteria you use for the subsidy.

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* 27. Are you aware that OΔK has the Gift of Membership whereby qualified initiates may have their initiation fee paid through the OΔK Singer Grants or Key Fund?

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

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

○ Yes   ○ No

29. Please describe the various ways in which the circle generates revenue, and how much revenue the circle is generating each year. If the circle does not generate revenue, please explain why.

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30. What type of financial accounts does the circle have? Select all that apply.

☐ We have a bank account with an off-campus bank.

☐ We have a student organization account through the university.

☐ Our circle is included in the budget for a university department.

☐ We do not have any type of financial accounts.

☐ Unsure

☐ Other (please specify)

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7. Circle Meetings and Operations

78%

"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]

* 31. Required Circle Meeting Dates [CMS]

Aug. - Dec. Meeting 1

Aug. - Dec. Meeting 2

Jan. - Jun. Meeting 1

Jan. - Jun. Meeting 2

* 32. How often does your executive committee meet?

○ Quarterly or less   ○ Weekly   ○ Never

○ Monthly   ○ As needed   ○ No Executive Team

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

☐ Information Sharing
☐ Social Gathering

☐ Program and Event Planning
☐ Leadership Development Activities

☐ Speakers or Special Presentations
☐ None of the above

☐ Circle Business (Bylaws, policies, financial decisions)
☐ We do not have general membership meetings.

☐ Service

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

Facebook _____

Instagram _____

LinkedIn _____

YouTube _____

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![OΔK 1914 logo]

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8. Circle Programming

89%

Omicron Delta Kappa requires circles to plan and implement two signature programs each year in addition to initiation ceremonies. [Sec. 900] A program report for each event must be submitted by June 30, 2024, in order for the circle to receive credit towards its Circle Minimum Standards. [CMS]

* 35. Did your circle complete a *Signature LEADERSHIP Program*?

○ Yes   ○ No   ○ Unsure

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

○ Yes   ○ No   ○ Unsure

* 37. Did your circle complete a *Signature SERVICE Project*?

○ Yes   ○ No   ○ Unsure

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

○ Yes   ○ No   ○ Unsure

39. 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. Additional Comments, Documents, and Submit

[_____] 100%

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.

* 40. Do you have Circle Bylaws?

○ Yes   ○ No   ○ Unsure

41. Upload your Circle Bylaws.

[Choose File]   No file chosen

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

[Choose File]   No file chosen

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

☐ Circle Advising   ☐ Membership/Volunteer Management

☐ Financial Management/Fundraising   ☐ Officer Development/Training

☐ Initiation Ceremony Planning   ☐ Recruitment and Membership Selection

☐ Leadership Development Activities   ☐ Special/Signature Events

☐ Marketing/Brand Management

Other

[_____]

[Prev]   [Submit]

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