

# CIRCLE ANNUAL REPORT 2019 – EXAMPLE FORM

## Circle Annual Report Form

The Circle Annual Report is due by 11:59 p.m. on Sunday, June 30, 2019. Submission of the Circle Annual Report is required to be eligible for the 2019 Circle Recognition Awards.

### Instructions

The Circle Annual Report is an important form of communication and data gathering for Omicron Delta Kappa. Submission of the 2018-2019 Circle Annual Report is required to be eligible for Circle Recognition Awards.

Before you complete the 2018-2019 form, you may want to review the .pdf version to ensure you have all the information you need to complete the form.

The Circle Annual Report is due no later than 11:59 p.m. EDT, Sunday, June 30, 2019.

### Section I. Annual Report Submitter Information

**Institution/Circle \***

**Name of Person Submitting the Annual Report \***

**Circle Officer Title \***

**Submitter Email \***

**Submitter Phone \***

### Section II. Member Selection

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

- Open application
- Nominations from members
- Nominations from faculty
- Invitation based on eligible class rank/GPA
- Invitation based on key leadership positions
- Personal interviews

**Does your circle use a circle-created application in addition to the online ODK national membership application? \***

- ODK online application only (no additional form used)    Circle-created online application    Circle-created paper application

**Which phases of campus life did your circle initiate members from this year? Select all that apply. \***

- Scholarship
- Athletics
- Campus or Community Service, Social and Religious Activities, and Campus Government
- Journalism, Speech and Mass Media
- Creative and Performing Arts

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

- Fall    Spring    Fall & Spring

**Describe any changes your circle is planning in its recruitment process. \***

For example, is your circle targeting specific phases of campus life in recruitment? If there are no changes anticipated, write "N/A."

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## Section III. Circle Operations

### How does your circle pay for the annual Affiliation Fee? \*

- 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

### Is there an additional circle fee on top of the national lifetime membership fee? If so, please include that amount. If not, please enter "No." \*

(Example: Yes, \$10)

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

- Yes    No

### Are you aware that OΔK offers individual initiates the option of paying the national lifetime membership fee online?

- Yes    No

### 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    Monthly    Weekly    As needed    Never    No Executive Team

### 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 program unless they are part of a general membership meeting.

- Quarterly or less    Monthly    Weekly    As needed    Never

### Assistance from the National Headquarters

Please select any areas in which your circle would like assistance from National Headquarters in circle operations.

- Recruitment & Membership Selection Process
- Financial management
- Brand Management
- Circle Advising
- Other (provide details in next item "Comments")

### Comments

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## Section IV. Circle Programming

Describe your circle and its events, campus traditions, and leadership programs in a 50-75 word promotional statement. This description may be used on the OΔK website or publications. \*

Describe up to two (non-recruitment) programs produced by your circle this year. If your circle has not yet produced any programs, please enter "N/A" in the box below. \*

### Assistance from the National Headquarters

Please select any areas in which your circle would like assistance from National Headquarters in circle programming.

- Special/signature events
- Membership/Volunteer Management
- Leadership Development/Training Programming
- Other (provide details in next item "Comments")

### Comments

## Section V. Additional Documents and Submit

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

Browse ...

### Additional files

Browse ...