



Circle Annual Report 2024-2025

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 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 [CS] on items means they are a requirement of the Circle Standards. To qualify for Circle Recognition Awards, this item must be answered and meet the CS for circles. If a section is tagged, every item in that section is required for CS.

This report form has 42 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 return to them later 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 Monday, June 30, 2025 at 11:59 p.m. Eastern.



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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



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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) [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 these officers, enter the word "none."

Please note that items Q4-8 each require an answer.

* 4. Name of Circle Coordinator [CS]

* 5. Name of Faculty Advisor [CS]

* 6. Name of Student President (who will be in office on July 1, 2025) [CS]

* 7. Name of Student Vice President (who will be in office on July 1, 2025) [CS]

* 8. Name of Treasurer (who will be in office on July 1, 2025) [CS]

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.

- **Circles should recruit from all class types and from the five OAK 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.)

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

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"/> Honorary |
| <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?

- Yes No Unsure

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

- 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.



* 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

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

- 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 Initiation Fee online via MyODK?

Yes No

* 23. If the circle collects local dues on top of the National Initiation Fee, please provide that amount. If not, please enter "None."

* 24. Did your circle subsidize the National Initiation Fee for any initiates this year?

Yes No

25. 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.

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

* 27. Does your circle generate revenue or funds other than the collection of local dues?

- Yes No

28. 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.

* 29. 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)



"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." [CS]

* 30. Required Circle Meeting Dates [CS]

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"/>

* 31. 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 |

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

- | | |
|--|--|
| <input type="checkbox"/> Information Sharing | <input type="checkbox"/> Social Gathering |
| <input type="checkbox"/> Program and Event Planning | <input type="checkbox"/> Leadership Development Activities |
| <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. |
| <input type="checkbox"/> Service | |

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

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



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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] A program report for each event must be submitted by June 30, 2025, in order for the circle to receive credit towards its Circle Standards. [CS]

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

Yes No Unsure

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

Yes No Unsure

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

Yes No Unsure

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

Yes No Unsure

38. 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

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.

* 39. Do you have Circle Bylaws?

- Yes No Unsure

40. Upload your Circle Bylaws.

Choose File

Choose File

No file chosen

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

Choose File

Choose File

No file chosen

42. 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"/> Leadership Development Activities | <input type="checkbox"/> Recruitment and Membership Selection |
| <input type="checkbox"/> Membership/Volunteer Management | <input type="checkbox"/> Circle Advising |
| <input type="checkbox"/> Officer Development/Training | <input type="checkbox"/> Initiation Ceremony Planning |
| <input type="checkbox"/> Financial Management/Fundraising | |

Other