

# ALUMNI CHAPTER ANNUAL PRESIDENT'S REPORT CHECK LIST

Serves as a reminder when planning and executing programs for the year and is a valuable guide when preparing the Annual Report which is due June 15<sup>th</sup>.

## I. Required for the Chapter to Be Eligible for Any Awards

- Annual Report** from the PRESIDENT MUST BE POSTMARKED no later than June 15, and submitted to each of: International Alumni Advisor (3<sup>rd</sup> VP), International President and District Director
- Bylaws** amended to conform to 2017 International Bylaws Revisions, are approved by the International eligibility Advisor and on file with his office.
- Dues** PAID TO IEO by October 1<sup>st</sup>. New affiliate dues may be paid at any time.
- One copy of **Officer List** submitted to IEO, International President, District Director and Alumni Advisor by June 15<sup>th</sup> (even if officers remain the same). Form is available online at [www.muphiepsilon.org](http://www.muphiepsilon.org)
- Six Chapter Programs** (2 public) scheduled.

## II. Additional Goals – Points awarded for each goal

- |   |       |
|---|-------|
| <input type="checkbox"/> Newsworthy articles/features/items sent to <b>The Triangle</b> Editor  | 15*   |
| <input type="checkbox"/> Doepke Creative Programming Award materials sent with Annual Report  | 25    |
| <input type="checkbox"/> North American composers used on programs  | 5     |
| <input type="checkbox"/> Mu Phi Epsilon Composers used on programs  | 10    |
| <input type="checkbox"/> Multicultural program presented  | 5     |
| <input type="checkbox"/> Music project of service to the community, whole chapter   | 25    |
| ▪ Describe on form located in the back of the manual  |       |
| <input type="checkbox"/> Chapter participated in Service, Education, Resource, Volunteer (SERV)   | 25    |
| ▪ List individual Chapter members participating   |       |
| <input type="checkbox"/> Copy of SERV form sent to Alumni Advisor with Alumni Chapter President Report postmarked by June 15 <sup>th</sup> deadline | 10    |
| <input type="checkbox"/> Newsletters sent to chapter members  | 25    |
| <input type="checkbox"/> Newsletters sent to Int'l President, Triangle Editor, Alumni Advisor, IEO, DD,   | 25*   |
| ▪ District chapter presidents, both alumni and collegiate   |       |
| <input type="checkbox"/> Founder's Day Observance held  | 20    |
| <input type="checkbox"/> Non-financial assistance given to collegiates or community music school  | 10-25 |
| ▪ Describe what was done on a separate sheet  |       |
| <input type="checkbox"/> Chapter yearbook sent to chapter   | 10    |
| <input type="checkbox"/> Chapter yearbook sent to all 8 Int'l Officers and DD   | 10    |
| <input type="checkbox"/> Helped organize a collegiate chapter installed this year   | 25-50 |
| <input type="checkbox"/> Helped reactivate a collegiate chapter this year   | 25-50 |
| ▪ (applies to a previously installed chapter with zero members)   |       |
| <input type="checkbox"/> Helped revitalize a collegiate chapter this year   | 25    |
| ▪ (applies to a previously installed chapter with fewer than 5 members before Alumni Chapter efforts)   |       |
| Other noteworthy projects done by Chapter   | 10-25 |
| ▪ Describe what was done on a separate sheet  |       |
| <input type="checkbox"/> Sponsored a Mu Phi Epsilon Int'l Artist Concert  | 30    |
| <input type="checkbox"/> Co-sponsored a Mu Phi Epsilon Int'l Artist Concert   | 15    |
| <input type="checkbox"/> Chapter engaged in a special "Reach Out" member-recruitment effort   | 25-50 |
| ▪ Describe what was done on a separate sheet  |       |

- Points awarded for growth in membership numbers, verified by IEO records per member 20
- Points awarded for newly initiated alumni members, verified by IEO per person 20
- Points awarded per person for recent collegiates becoming members 20

### III. MONETARY CONTRIBUTIONS

- Donated to the Fraternity\* 50
- Donated to Mu Phi Epsilon Foundation\* 15
- Held a fund-raising event and donated the proceeds to the Fraternity 50
  - Describe your fund-raising project on a separate sheet
- Donations were made to local musical organizations 10
- Scholarships/Prizes were given to collegiate members 25
- Scholarships/Prizes were given to non-member collegians in applied music 25
- Financial assistance was given to Alumni Chapter Members 25
- Chapter made an additional contribution toward costs of the 2020 convention 25
  - Contribution may be in the form of cash or “gift in lieu of cash”

\*Points to be awarded by Alumni Advisor upon verification from appropriate chairman/officer

**Note:** *in order for a chapter to receive recognition as a province winner, the chapter must earn a minimum of 100 points from the above list*