

Omega Psi Phi Fraternity, Inc. State of Georgia Reporting Policy

Statement of Policy

It is the policy of the State of Georgia Organization to accurately evaluate the administrative functions of all local chapters. Performance evaluation is intended to serve as a positive motivator for local chapters to improve overall effectiveness and productivity through candid appraisal and feedback. Additionally, it is important that the State of Georgia Organization adequately recognizes the accomplishments and activities of its local chapters through merit awards.

Reason for Policy

The purpose of this document is to guide and inform the local chapters of the procedures for submission, administration, and evaluation of annual reports. This document reflects a redesign in the performance evaluation process used at the Georgia State Workshop. The State of Georgia Organization is committed to maintaining rigorous performance and achievement standards for evaluating and reporting the activities of the local chapters. These guidelines will provide a fair process for the selection of awards that is understandable to the local chapters and relevant for improvement purposes by:

- Defining the flow of information
- Assigning responsibility for administering reports once received from local chapter
- Explaining how awards will be scored and reported back to the local chapter
- Ensuring reporting standards are consistent at all levels in the fraternity
- Providing clear and timely communication of the status of reports
- Providing fair representation of a chapter's performance and opportunity for review of results

Who Should Know This Policy

1. Georgia State Council Members & Committee Chairs, and Chapter Advisors
2. State of Georgia Undergraduate & Graduate Chapters Leadership

GEORGIA STATE REPORTING PROCEDURES

I. Chapter Responsibility

The local graduate and undergraduate chapters **must send their reports (2 reports) to the Regional Representatives.** In both packages, **each committee report must be separated and under a separate cover page (GA Reports Form 1).** A **self addressed stamped envelope and the itemized checklist (GA Reports Form 1A) signed by the Basileus and Chapter Advisor must be included in each package.** The chapter **must** also mail a copy of the checklist to the 1st Vice State Representative as a means of check & balance.

The Undergraduate chapters are to send their reports to the Regional Representatives with the exception of the Talent Hunt program by the end of the school year. They will be responsible for sending their Talent Hunt report once they return to school and will report on the same time line as the Graduate Chapters.

II. Regional Representatives' Responsibility

The Regional Representative verifies the contents of the package and **must** mail a copy to the 1st Vice State Representative and chapter. Once the Region Representative and his committee have completed their task, reports are sent to the respective State Committee Chairs with a checklist (**GA Reports Form 2**) verifying the contents of the package. A copy of **GA Reports Form 2** **must** be sent to the 1st Vice State Representative.

The Regional Representatives will keep the second report for their records and will bring it to the State Workshop and to returned the respected chapter for their archives

III. State Committee Chairs' Responsibility

Upon receiving package from Region Representatives, the State Committee Chair **must** send a copy of **GA Reports Form 3** to the Region Representative and the 1st Vice State Representative. The Chairman shall form a committee of at least four brothers within his region to score and evaluate the individual committee reports. The State Committee Chair will decide the exact date, time, and by what means the committee will meet to review and evaluate the reports. **The State Committee Chair must submit the names of the winners and the tabulation sheets signed by each committee member to the 1st Vice State Representative.** The committee chair **must** bring all reports received to the State Workshop. Winning reports are turned over to the 1st Vice State Representative and non-winning reports to the Region Representative for distribution back to chapters. Non-winning Chapters should pickup reports by the close of the State Meeting from their respective Region Representative.

IV. 1st Vice State Representatives' Responsibility

The 1st Vice State Representative shall serve as the clearinghouse for all State Award Winning Reports and shall have copies of all report evaluations from State Committee Chairs for chapter review at the State Workshop.

The 1st Vice State Representative **must** mail to the State Keeper of Records and Seal a copy of all the award results.

At the conclusion of the Georgia State Workshop, State Winners may update reports by means of addendums to include only those activities done between the original reporting deadline and the conclusion of the Georgia State Workshop. All addendums should be in the office of the 1st Vice State Representative within 10 days after the close of the State Workshop. The 1st Vice State Representative will submit a package of all State Award Winners' name and supporting documents to the 7th District 1st Vice Representative for District Award considerations at the 7th District Meeting.

V. State Representatives' Responsibility

The Georgia State Representative **must** send copies of Forms 37, 50 and 53 to the 7th District Representative and 7th District Keeper of Records and Seal along with the State of Georgia Annual Report which includes all reports other than those where awards were presented at the State Meeting. The State of Georgia Annual Report will be distributed to all Georgia chapters by the office of the Georgia State Representative.

Who Generates The New Georgia Reports Forms?

The new forms should be copied and are generated by the following:

- Ga. Reports Form 1A - Chapter and **must** be signed by the Basileus and/or Advisor. (Undergraduate chapters **must** have both signatures.)
- Ga. Reports Form 1 - Chapters **must** use as a cover page for each report submitted in package to Region Representative.
- Ga. Reports Form 2 - Regional Representative to Committee Chair
- Ga. Reports Form 3 - Committee Chair to 1st Vice State Representative along with evaluation sheets and winning reports.

Timeline - 01 NOV to 31 OCT-REPORTING PERIOD

****Note****

All reports not received by the posted dates below will **NOT** be considered for awards on the State level and will not be eligible to move forward to the District or National level, however the reports will be included in the States report.

Aug. 4 - the Region should receive Chapter reports for State Award considerations Representative.

Aug 11 - Region Reps. mail individual reports to State Committee Chairs along with a summation of their Region Report for inclusion in the State Meeting Booklet to the 1st Vice State Rep..

Aug 18 - Committee Chairs mail winners name, documentation, and tabulation sheets to State 1st Vice State Representative and send a summation of their committee report to the 1st Vice State Representative. Committee Chairs will return the non-winning reports to the respective Region Rep. at the State Meeting.

Aug 25- 1st Vice State Rep. secure all awards for the State Meeting.

Sep 12 - All Talent Hunt Applications for each chapter should be submitted to Bro. James Brown. Note** If chapter is having Talent Hunt after the September 12th date please coordinate receipt of your chapter Talent Hunt application with Bro. James Brown.

***Bro. James Brown
3676 Chavers Place
Stone Mountain, GA 30083
H. 404.508.0991
C. 404.403.4117
Email: jrbrown148@comcast.net***

Oct. 16 -State Award Winning Chapters' updated reports MUST be in the hands of The 1st Vice State Representative on this date. This is NOT the mail out date from the chapter.

****TBA - 1st Vice State Representative bulk mail all State Award Winners' reports to the 7th District. ** Date set by 7th District***