

(Office Use Only) Date Received: _____

Educational Program Reporting Form

Standard 3.2

Organization Name: _____

Name of Person Submitting Form: _____

The house should have at least one educational or developmental program for its members per semester. The subject of which is to be determined by the individual house. A summary of the program and attendance must be submitted to the Patterson Court Advisor to receive credit. A minimum of 60% of the organization must be in attendance at this event to receive full points.

Form MUST be typed.

Please provide the following information related to the educational program.

Name of Program:

Name of Presenter:

Date of Event:

Location of Event:

Time and Duration of Event:

Description of Program Content:

(Office Use Only) Date Received: _____

House Cleaning System Reporting Form

Standard 4.3

Organization Name: _____

Name of Person Submitting Form: _____

The house should have a written system for assuring that the building is maintained in a safe, and healthy condition on a daily basis, and submit this system to the Patterson Court Advisor.

This system must be updated annually and submitted to the Patterson Court Advisor by the first Friday of each academic year.

Please describe below the house clean-up system. Please remember that having new members (even if they are sophomores, but are the newest members of the house) only cleaning the house is a hazing violation. Your plan should distinctly incorporate all house members into the cleaning process.

(Office Use Only) Date Received: _____

**New Member Education Program
Reporting Form
Standard 5.1**

The house should have a written new member education program detailing the activities in which new members are expected to participate and explaining the purpose of such activities. This document is to be reviewed by the house advisors and submitted to the Patterson Court Advisor as well as given to every single one of the house's new members. Note: This education program needs to take the form of or at least include dates in a calendar type format.

Please provide the basic information in the format provided below. Also, please attach the calendar that is given to new members as well as any other programming information that will be used by the house.

Date Activity Purpose

(Office Use Only) Date Received: _____

Service Projects Reporting Form Standard 6.2

Organization Name: _____

Name of Person Submitting Form: _____

The house should complete and submit a written summary of service projects undertaken each semester, including number of members involved, number of hours volunteered and amount of money donated. This summary will indicate to the community the organization's role in community service. Copies of each house's service summary will be kept on file by the Patterson Court Advisor, and be distributed to the house's advisor(s) and inter/national organization (if applicable).

Event Title:

Date of Event:

Time of Event:

Location of Event:

Event Coordinator(s):

Description of Event:

Number of Members in Attendance:

Number of Guests:

Philanthropy – Source and Amount of Operating Funds:

Philanthropy – Amount of Money Raised:

Philanthropy – Funds Donated To:

Annual Report Reporting Form Standard 6.5

Organization Name: _____

Name of Person Submitting Form: _____

The house must submit material satisfactorily for the annual report to the community. This annual report will be compiled and released by the PCC Public Relations Chair and the Patterson Court Advisor.

Chapter President Monthly Report

- I. Chapter statistics (may be in list form)
 - a. number of meetings (chapter, executive committees, etc.)
 - b. number of educational programs and types
 - c. number of service hours
 - d. number of fundraising hours and amount raised
 - e. number and type of other chapter events
- II. Accomplishments
 - a. specific accomplishments during the month (chapter as a whole or individual members)
 - b. review of goals from last month and what was accomplished
- III. Special needs and concerns
 - a. problem areas that are hindering your organization from being successful
 - b. areas that need to be addressed by the administration
- IV. Goals for the upcoming month
 - a. what are major points, programs, events you would like your house would like to complete in the next month
- V. Review of semester goals
 - a. what goals for the semester, as outlined by your house were accomplished or addressed this month
- VI. Reflection
 - a. personal thoughts and feedback from the last month concerning your leadership experience with Patterson Court

This is to be turned in at your first weekly meeting each month. Information from this form will be used to create the yearly report to the college community as is required through the Standards Program.

