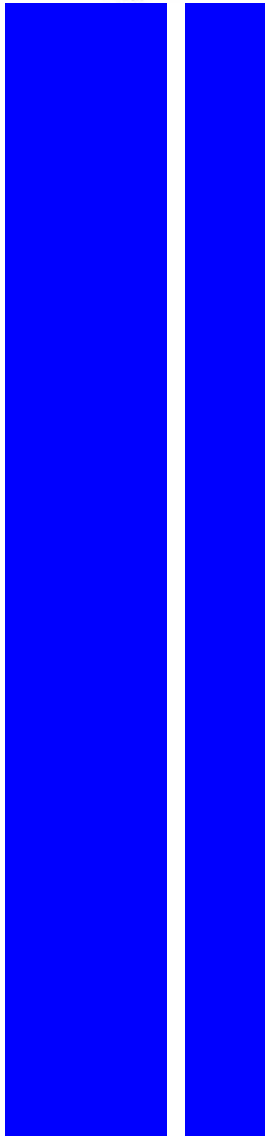


Alpha Phi Omega

National Service Fraternity

CHAPTER PROGRAM PLANNING CONFERENCE



CONFERENCE AGENDA

<u>SECTION</u>	<u>TIME IN MINUTES</u>	<u>ASSIGNED TO:</u>
INTRODUCTION	5	_____
PERSONAL INTEREST SURVEY and HOW DOES YOUR CHAPTER RATE	5	_____
COMMUNICATION	60	_____
-BREAK	10	_____
LEADERSHIP*	60	_____
FRIENDSHIP*	60	_____
SERVICE*	60	_____
COMMITTEE REPORTS	30	_____
-BREAK	10	_____
H. ROE BARTLE AWARDS FORM (To be completed with the CPPC, if CPPC done early in the fall semester)	45	_____
CLOSING	15	_____

*If entire chapter participates in each of these sessions, a ten minute break should be added between each one. (See text, Page 10)

Other Assignments:

- Attendance Promotion _____
- Duplication of Materials _____
- Physical Arrangements _____

This Chapter Program Planning Conference guide is the property of your chapter. It is your responsibility as Chapter President to see that this guide is given to your successor immediately after the election so that the new team can begin its preparation for a planning conference.

CONFERENCE DETAILS

TIME REQUIRED FOR CPPC	3-1/4 to 6 hours
WHO IS INVOLVED?	The entire chapter
HOW OFTEN SHOULD IT BE CONDUCTED?	At least annually
WHEN?	Near the end of the school year.
WHO SHOULD GIVE LEADERSHIP TO THE CPPC?	The Chapter President and Executive Committee, its Advisory Chair and Advisors
IS THERE ANYONE ELSE THE CHAPTER CAN CALL ON FOR ASSISTANCE?	Yes. Contact your Sectional Chair and/or Regional Director
CONFERENCE OBJECTIVES:	<ol style="list-style-type: none">1. To review current chapter operations.2. To evaluate how well the chapter has met its goals.3. To set new goals for the upcoming year.4. To formulate these goals into a chapter program.5. To help unify the chapter.6. To motivate the Brothers to get the job done.

MAKE GOOD THINGS HAPPEN GOOD PLANNING MAKES GOOD THINGS HAPPEN

WHAT IS IT?

The Chapter Program Planning Conference is a tool to involve the entire chapter in goal setting and planning. If used properly it will make your chapter more effective.

Leaders are selected to serve Alpha Phi Omega. They must determine the needs of the chapter and develop a plan, which will cause those needs to be met. The Leader's responsibility is to motivate and guide the chapter in the development of these goals.

The Chapter Program Planning Conference is an opportunity for the entire membership to review chapter operations for the preceding year and to set goals for the upcoming year. It will enable the chapter to formulate a chapter program, which represents the desires of the chapter. This guide will assist you in preparing and conducting the conference, but you must be prepared fully in order to get the most out of the sessions.

During the CPPC, you will concentrate upon the three cardinal principles: Leadership, Friendship and Service. Under "Leadership", you will be concerned primarily with the membership and pledge programs, since those directly involve the development and retention of the Brotherhood. You will map out your rush, pledging and general membership programs. Under "Friendship" and "Service", you will plan the upcoming year's social and service programs. Also, since communication is the basis for all actions involving more than one person, you will spend some time examining your chapter's style of communicating and methods of improving that style.

The CPPC is a long meeting; it will be even longer if you are not fully prepared. It is the responsibility of the Executive Committee to:

- Thoroughly review this guide, well before the date of the CPPC;
- Decide exactly how your chapter will conduct the meeting;
- Prepare all materials you will need, and bring them to the meeting;
- Determine the best way to motivate everyone to attend.

With good preparation, the meeting will run smoothly. It will be a positive experience for all brothers, and is potentially the most useful and important meeting your chapter will hold.

The sessions are meant to be as specific as possible, but it is not necessary to have every detail of the year planned by the end of the CPPC. If you, at least, have your major projects and events on the calendar, you will have accomplished a great deal. You also have the option of reserving time for an as-yet-unplanned project by writing it on the calendar, or you could specify a spread of time during which a particular project will be scheduled. The idea is to go into the semester with more than: "Oh, pledging will be some weekend in October; let's have a major project every month.

WHO SHOULD ATTEND?

The CPPC is a meeting for the entire chapter. This includes all brothers, pledges (if you still have any) and advisors. This is the perfect time to take advantage of the expertise your advisors have to offer.

If you have been wondering what to do with your Advisors or if they have been wondering what to do with you, make every effort you can to get them to attend your Chapter Program Planning Conference. Once they are involved in helping you plan the activities for the upcoming year, they will probably be interested in following up on how you are doing. You may actually hear from them several times during the year! (If you do have trouble involving your advisors, don't stop here: call or write your Sectional Chair and Regional Director and ask them to send you everything they have on the care and feeding of chapter advisors. All you need to say is "Help".)

WHEN SHOULD IT BE HELD?

The CPPC should be held near the end of the school year, after new officers have been elected and Pledges have become Brothers.

If your chapter holds elections for your major offices twice a year, you might want to consider holding a CPPC at the end of each semester. Remember that you will be planning from conference to conference, so if you feel comfortable planning for officers who have not yet been elected, you can hold the conference once a year. This is up to your chapter. There are advantages to each option. If you are a chapter with semi-annual elections, you should discuss the pros and cons of each choice at one of your chapter meetings, and decide what you feel is best for your chapter. Whether you decide to hold the CPPC once or twice a year, you will follow the same procedure.

NO OTHER chapter business should be conducted at the CPPC.

WHAT MATERIALS ARE NEEDED?

- ◆ The CPPC guide
- ◆ Your prepared outline of the meeting as you will be running it
- ◆ A calendar upon which has been marked:
 - The academic schedule, including registration, vacations, midterms, and finals (it might be helpful to start with an official school calendar);
 - National, Regional, and Sectional Conferences;
 - National Service Week (the first full week in November);
 - Annual service projects for which the dates are already known.
- ◆ Several copies of that calendar, each on a large piece of newsprint, to be used as scrap copies and filled in as the meeting progresses. You will be needing as many scrap calendars as groups you will be forming (more on this later)
- ◆ A calendar for the year just ending with the actual events held, and other chapter accomplishments recorded
- ◆ two sets of GOALS/REVIEW forms (copies of these forms, and explanations for their use can be found later in this guide);
 - the set from the previous CPPC during which you should have filled out the GOALS side and left the REVIEW side blank — you will fill in the REVIEW side during this conference;
 - a blank set - you will fill in the GOALS side during this conference, and leave the REVIEW side blank until your next CPPC;

(If this is your first Chapter Program Planning Conference, you will still need two sets of GOALS/REVIEW forms -cross out the GOALS side of one set, and fill in the REVIEW side during the meeting; fill in GOALS side of the second set, leaving the REVIEW side blank until your next CPPC.)

- ◆ The recently completed H. Roe Bartle Award/Review form or a blank one if you have not yet completed it
- ◆ Enough copies of HOW DOES YOUR CHAPTER RATE for each member to have one
- ◆ Enough copies of the PERSONAL INTEREST SURVEY for each member to have one
- ◆ Enough pencils or pens for everyone, and several wide-tipped markers
- ◆ Extra newsprint
- ◆ Meeting rooms
 - * small chapters will need one large room
 - * large chapters will need one large room with three smaller rooms available close by

THE STRUCTURE OF THE MEETING

The structure of the Chapter Program Planning Conference should be more like that of a committee meeting than a chapter meeting. You will not need the formal structure of motions, amendments, etc. A method you might find useful at this type of meeting is brainstorm, critique, decide then review.

- ◆ **Brainstorm:** This process involved NO evaluation (that comes later). The group generates a list of ideas to be discussed – everything that is suggested is written down by one person on a large piece of newsprint (you may need several pieces).
- ◆ **Critique:** This is where you discuss the ideas that have been generated. What will work? What won't? Which would you like to pursue? Star your newsprint by the ideas you like. Cross out those you don't...
- ◆ **Decide:** Consider your discussion, and make positive statements about what you will do.
- ◆ **Review:** Read back your final decision as it stands, so that it is clear what has been accomplished.

The purpose of the conference is for the entire chapter to give input to chapter programming. For the conference to be successful, each participant should leave feeling that he had the opportunity to do exactly that. The chair should make sure that each person has the chance to contribute his ideas, and that one or two people do not monopolize the discussion. To do this, you may have to set limits on how many times you give someone the floor.

Be careful that you do not allow the discussion to deteriorate into a squabble, since that can generate hard feelings, cause a split in the chapter (at least during that meeting), or turn off those Brothers not involved in the argument.

There must be a time limit on your discussions, since there is so much to be done. The time limit depends upon how much time you have allowed for the conference. The times given in this guide to each of the sections of the conference are the minimum times you should allow. This conference will take at least an entire afternoon. You may decide to take more time. Perhaps you want to make it an all-day affair, and share a lunch with each other. Some chapters may decide that a weekend retreat is called for, and include some fellowship activities as well. Still others may choose to do it over two or more evenings, with each evening devoted to one or two of the sections. (This is not recommended; it breaks the continuity of the conference and lessens the value of it if this is the only possible way your chapter can organize a planning conference, its better than not doing it all.) If you have a tight time limit, remind the participants to refrain from repeating themselves. You may have to give a few gentle reminders ("I see you agree with what Sue said, we'll keep that in mind. Is there anything you want to add to her idea?").

BEFORE THE MEETING

Distribute a copy of the “PERSONAL INTEREST SURVEY” and “HOW DOES YOUR CHAPTER RATE?” to every brother and advisor. Ask them to complete each of these forms prior to the CPPC and to bring the completed forms with them when they come. (If they are unable to participate in the CPPC.) This will help everyone focus on the chapter’s condition and programs, as well as start them thinking about their hopes for the chapter.

RUNNING THE MEETING

- I. The Chapter President calls the meeting to order, and reminds the chapter of the purpose of the conference. For example:

We are here to review our chapter’s program for this past year, and to plan our program for next year. Now is the time for the Brothers to tell our officers for next year what they want them to do for us. Everyone will get a chance to participate.

- II. THE PERSONAL INTEREST SURVEY and HOW DOES YOUR CHAPTER RATE? Forms are collected. The Executive Committee should review these forms at its next meeting and use them in identifying personal resources and any problems not covered during the CPPC that need to be addressed by the chapter.

- III. COMMUNICATION (1 hour)

The Secretary reads the GOALS for Communications from the last CPPC.” The President leads the chapter in a review of the chapter’s communication style of the past year in view of the GOALS the chapter had set. The chapter considers the following questions: (one at a time)

- ◆ What was done well?
- ◆ In which areas do we need improvement?
- ◆ What goals were fulfilled?
- ◆ What goals were not fulfilled?
- ◆ Were our goals realistic? Why or why not?

** If this is your first CPPC, see the Addendum on Page 14.

The secretary takes notes, summarizes the discussion for the chapter, and writes the summary on the REVIEW side of the form. (30 minutes)

The President explains that the membership will now set goals for communication for the upcoming year. You will form five small discussion groups (the president and all other officers or advisors should be part of these groups) each of which will examine how the chapter can improve communications in one of the following areas:

- ◆ Internal communication
 - Strengthening communication between Brothers and Pledges
 - Use of bulletin boards, newsletters, phone committee, etc.
 - Use of the Executive Committee
- ◆ External communication
 - Campus community (newspapers, publicity, etc.)
 - Surrounding community
 - School administration

- ◆ Advisors
 - Do they know what's happening in the chapter?
 - How do we get them involved?
- ◆ Section and Region
 - Contact with Regional Director/Sectional Chair.
 - Participation in Sectional and Regional Conferences.
- ◆ National Fraternity
 - Distribute Torch and Trefoil (T&T) to all Brothers.
 - Sharing of Chapter Bulletins with everyone.
 - Contributing news about the chapter to T&T.
 - Communicating problems to the National Executive Director and to the National Board of Directors.

** If yours is a small chapter then combine some of the areas or prioritize them.

Each group will answer the following questions:

- ◆ What are we doing now?
- ◆ What do we want to improve?
- ◆ What are specific ways that we can improve?

One-member of each group will be chosen as recorder and will take notes.

The entire membership will reconvene when each group has finished and each recorder should take about three minutes to report the group's discussion to the whole body. After each recorder has reported, the President should ask if there is general agreement with Goals established. If there is any disagreement, the President should make a note of this. These items should either be resolved at this time or at a later date, depending on how much time is available. Recorders should give their notes to the Secretary who will record them on the GOALS side of a new form. This should be done before the end of the CPPC.

10 minute break.

NOTE: Depending on the size of your chapter, you will either be addressing the following sections one after the other, or splitting into smaller groups to address each area individually. If you expect to have more than ten or twelve people at your meeting, you should probably plan to split into groups, since trying to work with everyone at once will take too much time and be unwieldy. Whatever the size of your chapter, it is your decision to form smaller groups or work together. Obviously, more time will be required for the CPPC if the entire chapter works on each of these sections. It is probably not a good idea to form groups if there will be less than four brothers in each group.

If you form groups, each group must have the appropriate GOALS/REVIEW forms, a scrap calendar for the year, extra newsprint and markers.

If you do not break into groups, take a ten-minute break between sessions.

IV. LEADERSHIP

The current Membership VP should chair this session. The incoming Membership VP should act as secretary. If your chapter has a separate Pledgemaster, then that officer (and the incoming Pledgemaster) should take the place of the Membership VP when Rush and Pledging are discussed.

The current Membership VP should read the Membership GOALS from the last CPPC. The group should address the following questions:

- ◆ What was done right?
- ◆ What could have been improved?
- ◆ What goals were fulfilled?
- ◆ What goals were not fulfilled?
- ◆ Were the goals realistic? Why or why not?

The incoming VP should take notes, summarize for the group, and fill in the REVIEW side of the form.

The current VP should remind the group of the current Membership policy for the chapter. Group should then discuss:

- ◆ Proposed improvements in the policy.
- ◆ Specific goals for the membership to strive for including retention.
- ◆ Membership program and dates (put on calendar).

The incoming VP should summarize and fill in the GOALS side of a new form.

The Pledgemaster should read the Rush and Pledging Goals from the last CPPC. The group should address the following questions:

- ◆ What was done right?
- ◆ What could have been improved?
- ◆ What goals were fulfilled?
- ◆ What goals were not fulfilled?
- ◆ Were the goals realistic? Why or why not?

The incoming Pledgemaster should take notes, summarize for the group and fill in the REVIEW side of the form.

The current Pledgemaster should remind the group of standing policy for rush and pledging. The group should discuss:

- ◆ Proposed improvements in policy.
- ◆ Specific goals for rush and pledging including the number of pledges and initiates for the next two semesters.
- ◆ Outline program and dates (put on calendar).

The incoming Pledgemaster should summarize and fill in the GOALS side of a new form.

V. FRIENDSHIP (1 Hour)

The current Fellowship VP (Social) should chair this session. (Social) should act as secretary.

The incoming Fellowship VP

The current VP should read the Friendship GOALS from the last CPPC. The group should address the following questions:

- ◆ What was done right?
- ◆ What could have been improved?
- ◆ What goals were fulfilled?
- ◆ What goals were not fulfilled?
- ◆ Were the goals realistic? Why or why not?

The incoming VP should take notes, summarize the discussion, and fill in the REVIEW side of the form.

The current VP should remind the group of the chapter's standing social policy. The group should discuss:

- ◆ Proposed improvements in the policy.
- ◆ Specific goals for Friendship.
- ◆ Social program and dates (put on calendar).

The incoming VP should summarize and fill in the GOALS side of a new form.

VI. SERVICE (1 Hour)

The current Service VP should chair this session. The incoming Service VP should act as secretary.

The current VP should read the Service GOALS from the last CPPC. The group should address the following questions:

- ◆ What was done right?
- ◆ What could have been improved?
- ◆ What goals were fulfilled?
- ◆ What goals were not fulfilled?
- ◆ Were the goals realistic? Why or why not?

The incoming VP should take notes, summarize for the group and fill in the REVIEW side of the form.

The current VP should remind the group of the chapter's standing Service policy. The group should discuss:

- ◆ Proposed improvements in policy.
- ◆ Specific goals for the year.
- ◆ Service program and dates (put on calendar).

The incoming VP should summarize for the group and fill in the GOALS side of a new form.

VII. REPORTS (30 Minutes)

The entire membership reconvenes under the chairmanship of the President. The acting secretaries from each group briefly reports to the membership the proceedings of the separate meetings. The membership should specifically endorse each group's goals before they become the chapter's goals.

10 minute break.

VIII. H. ROE BARTLE AWARD/REVIEW (45 Minutes)

The membership splits into four groups. Each group takes one section of the H. Roe Bartle Award form, selects a chair to lead discussion and a secretary to fill in the form as the group decides.

The membership reconvenes. The President reads each completed section to the chapter. Any disagreements are resolved or are referred to the Executive Committee if time requires. The President then keeps the completed sections for finalization by the Executive Committee and submission to the National Office as required.

IX. THE NEXT CHAPTER PROGRAM PLANNING CONFERENCE

The membership sets a date for the next Chapter Program Planning Conference and it is recorded on the calendar.

X. CLOSING

Each participant should complete a CPPC “INDIVIDUAL EVALUATION” form; these should be collected. These forms will be used by the Executive Committee in evaluating the CPPC and in completing the Evaluation Form to be returned to the National Leadership Development Committee (c/o National Office).

The Chapter President should then close the CPPC by noting that everyone has worked very hard to develop a program for the chapter and that everyone must (and should) enthusiastically work to fulfill the goals set.

The Chapter President should then ask everyone to form the Fellowship Circle and make the Fraternity sign (unless pledges are present). Each Brother should then be asked to silently rededicate himself to the principles of Alpha Phi Omega while everyone hums the Toast Song. The Toast Song should then be sung. At the end, the Chapter President should formally adjourn the CPPC by saying: “Alpha Phi Omega, our beloved Fraternity. May _____ Chapter ever stand united. I now declare this Chapter Program Planning Conference duly adjourned for the fulfillment of our goals.”

AFTER THE CHAPTER PROGRAM PLANNING CONFERENCE

The Executive Committee:

- ◆ Collects the “GOALS/REVIEW” forms and stores them in a binder (this will give your chapter an ongoing chapter history).
- ◆ Sends copies of the “GOALS/REVIEW” forms to every chapter Advisor.
- ◆ Resolves any major calendar conflicts and any unresolved questions as to goals and transcribes the information from the separate scrap calendars onto one official calendar.
- ◆ Evaluates the “PERSONAL INTEREST SURVEY” and “HOW DOES YOUR CHAPTER RATE?” forms and decides how the chapter can best use the information contained in them.
- ◆ Follows the goals and calendar set by the CPPC throughout the coming year.
- ◆ Completes a final copy of the H. Roe Bartle Award/Review form and, after it is signed by the Chapter President and Advisory Chairman, sends it to the National Office (to be completed in the Fall).
- ◆ Sends to the Regional Director and Sectional Chair a copy of the “GOALS/REVIEW” forms and a copy of the H. Roe Bartle Award forms.
- ◆ Places a copy of the H. Roe Bartle Award form in the same binder as the “GOALS/REVIEW” forms.
- ◆ **Completes the Evaluation form and sends it along with copies of your goals to the National Leadership Development Committee, c/o the National Office.**

ADDENDUM FOR CHAPTERS USING THE CPPC FOR THE FIRST TIME

The four main sessions of the CPPC (Communication, Leadership, Friendship, Service) all involve a “Review” of the goals set by the chapter at the last CPPC. If this is the first time your chapter is undertaking the CPPC, you will need to modify the procedure slightly.

Before you can review your goals from the last year/semester, you must have them written down. If your chapter had formal written goals use them for this review. If not, you will have to reconstruct your unstated goals by reviewing what you have been doing. You may wish to have each officer complete a partial list in advance to make things run smoother.

Some of the questions to ask are:

- ◆ What have we been doing in this area?
- ◆ What had we been doing before this year?
- ◆ What changes did we make and why?
- ◆ What specific problems did we have before this year that we wanted to solve? How did we attempt to do this?

In this manner, you should attempt to write down the goals your chapter had for the past year. After you have accomplished this, complete a form following the procedure outlined in the CPPC guide. The GOALS side of the form will remain blank forever. You should indicate on the page that this is your first CPPC. The Goals setting portion of each session should be followed as indicated in the guide.

HOW DOES YOUR CHAPTER RATE?

0 = No 1 = Sometimes 2 = Yes

- _____ Do Chapter meetings start and adjourn on time?
- _____ Does the Executive Committee preview major discussion topics and handle routine business?
- _____ Do chapter meetings follow a carefully prepared agenda?
- _____ Are interesting programs offered regularly?
- _____ Does the Executive Committee meet regularly?
- _____ Is an annual budget prepared and used?
- _____ Is a monthly financial statement submitted to the chapter?
- _____ Are appropriate fees paid to the Fraternity on time?
- _____ Does the chapter program include campus, community, Scouting, and National projects?
- _____ Do most members perform at least 10 hours of service a semester?
- _____ Is the pledging program written down and approved by the chapter?
- _____ Is the progress of all pledges reviewed weekly?
- _____ Does the membership committee conduct a year-round recruiting program?
- _____ Does the membership committee follow up on inactive members?
- _____ Is a personal interest survey conducted annually?
- _____ Does the chapter have 25 active members?
- _____ Do your chapter officers attend Sectional, Regional, and National activities?
- _____ Are non-officers encouraged to attend Sectional, Regional, and National activities?
- _____ Does your chapter conduct one inter-chapter activity a year?
- _____ Does the chapter publish a newsletter regularly?
- _____ Are chapter activities properly recognized in the news media?
- _____ Do your chapter officers attend a Chapter Program Workshop?

PERSONAL INTEREST SURVEY

Name _____ Class _____ Major _____

Address next semester _____ Phone _____

Year initiated _____ Life Member? _____

Current Leadership Position in APO _____

Previous Positions _____

Do you have a car? _____ An apartment for social activities? _____

Campus activities or hobbies _____

V. Please indicate your preference for committee assignment

3 = high interest 2 = moderate interest 1 = little 0 = none

_____	Service	Investigates, plans, and conducts campus, community, Scouting, and National projects
_____	Membership	Develops membership recruiting, pledging, and retention programs
_____	Public Relations	Internal (newsletters, scrapbooks...) External (news releases, publicity...)
_____	Fellowship	Chapter, Inter-chapter social activities
_____	Finance	Budget preparation, fund-raising
_____	Program	Programs at chapter meetings and activities

****This form must be revised to reflect the organizational structure of your chapter.

COMMUNICATION: Review

Chapter: _____ Date: _____

What was done well?

Internal

External

Advisors

Sectional/Regional/National

In which areas do we need improvement?

Internal

External

Advisors

Sectional/Regional/National

What goals were fulfilled?

Internal

External

Advisors

Sectional/Regional/National

What goals were not fulfilled?

Internal

External

Advisors

Sectional/Regional/National

Were our goals realistic? Why or why not?

Internal

External

Advisors

Sectional/Regional/National

COMMUNICATION: Goals

Chapter: _____ Date: _____

What are we doing now?

Internal

External

Advisors

Sectional/Regional

National

What do we want to improve?

Internal

External

Advisors

Sectional/Regional

National

What are specific ways that we can improve?

Internal

External

Advisors

Sectional/Regional

National

MEMBERSHIP: Goals

Chapter: _____ Date: _____

Officer: _____

Standing policy:

Proposed improvements in policy:

Specific goals:

1) Retention Goals

2)

3)

4)

Program and dates:

* Should be stated as a percent of active brothers and new initiates who will be active in one year.

MEMBERSHIP: Review

Chapter: _____ Date: _____

What was done right?

What could have been improved?

Goals that were fulfilled:

Goals that were not fulfilled:

Were goals realistic? Why?

RUSHING AND PLEDGING: Goals

Chapter: _____ Date: _____

Officer: _____

Standing policy:

Proposed policy improvements:

Specific goals for rush:

Specific goals for pledging:

- 1) Number of pledges during next 12 months-
- 2) Number of initiates during next 12 months-
- 3)
- 4)

Outline program and dates:

RUSH AND PLEDGING: Review

Chapter: _____ Date: _____

What was done right?

What could have been improved?

Goals that were fulfilled:

Goals that were not fulfilled:

Were goals realistic? Why?

FRIENDSHIP: Goals

Chapter: _____ Date: _____

Officer: _____

Standing policy:

Proposed improvements in policy:

Specific goals:

Program and dates:

FRIENDSHIP: Review

Chapter: _____ Date: _____

What was done right?

What could have been improved?

Goals that were fulfilled:

Goals that were not fulfilled:

Were goals realistic? Why?

SERVICE: Goals

Chapter: _____ Date: _____

Officer: _____

Standing policy:

Proposed improvements in policy:

Specific goals:

Program and dates:

SERVICE: Review

Chapter: _____ Date: _____

What was done right?

What could have been improved?

Goals that were fulfilled:

Goals that were not fulfilled:

Were goals realistic? Why?

INDIVIDUAL EVALUATION
CHAPTER PROGRAM PLANNING CONFERENCE

Please complete and return at the end of the conference.

a) I attended this conference because _____

b) I did or did not get a better overview of the whole chapter (circle one).

c) Which part of the conference lasted longer than necessary (if any)?

d) Which part of the conference should more time be spent on, if any?

e) Are there any additional areas that should have been covered? If yes, what are they?

f) Was the timing of this conference appropriate? _____ Yes _____ No

Should be:

- _____ Before school begins
- _____ After school begins
- _____ On Sunday afternoon
- _____ On _____
- _____ Shorter
- _____ Needs more time

g) Suggestions:

CHAPTER EVALUATION

CHAPTER PROGRAM PLANNING CONFERENCE

This form should be completed by the Executive Committee, based on the individual evaluation forms completed by every participant during the closing of the CPPC. It should be returned along with one copy of your goals, to Alpha Phi Omega, Leadership Development Committee, 14901 East 42nd Street, Independence, Missouri 64055-7347.

Chapter _____ College _____

Total # of active Brothers _____ Total # present _____

Total # of Advisors _____ Total # present _____

Total # of others
(pledges, associates etc.) _____ Total # present _____

Sessions were conducted

- _____ Chapter Officers
- _____ Chapter Advisors
- _____ Sectional Leaders
- _____ Other (please explain)

Which sessions required more time than indicated? Less time?

Additional areas we would suggest be added to the conference are:

Sessions we suggest should be removed from the conference are:

Sessions which were of most value to our chapter:

Sessions which were of least value to our chapter:

Other comments: (please attach additional sheets if necessary. If individuals want to comment please submit these but be sure to indicate that these are individual views.)

NOTE: We are constantly reviewing this CPPC format and, with your input, we can continue to improve it. Thank you for your assistance and for this service to your Fraternity.