



ETA SIGMA GAMMA

Chapter Annual Report

Please return this form to the National Office by June 1.

Email as one .pdf file with all supporting materials to:
ExecutiveDirector@etasigmagamma.org

University:

Chapter:

Person Submitting:

Date:

Chapter Mailing Address:

Chapter Membership Information

Number of total chapter members:	
Number of Initiates:	
Names:	
Distinguished Service Award:	
Names:	
Honor Award:	
Names:	
Honor Key Recipients:	
Names:	
Number of Meetings	
Service Hours:	

Chapter Officers		
	Name (First, Last)	Email
President:		
Vice-President:		
Secretary:		
Treasurer:		
Historian:		
Other:		
Faculty Sponsor:		

Chapter Financial and Activities Information	
Who is responsible for chapter money?	
Where is chapter money kept?	
If chapter money is kept in a bank account, who signs checks?	
Balance at beginning of school year?	
What is the major concern of your chapter?	
What can the National Office do to make your chapter more effective?	
What advocacy activities does your chapter participate in?	
What advocacy priorities would you like to see the National ESG Office pursue?	
Any other comments:	

STANDARDS

Standards for Chapters to follow are found in the ESG website at
<http://etasigmagamma.org/wp-content/uploads/2019/04/StandardsandCriteria.pdf>

Please indicate by typing **Yes** or **No** as to whether your chapter met the following standards:

I. Standards for Chapter Management and Professional Development	Met*
Standard # 1: Development and implementation of chapter goals	
Standard #2: Professional development interpretation and suggested activities	
Standard #3: Successful recruitment and retention of members	
Standard # 4: Avenues for chapter communication	
Standard # 5: Chapter funding	
Standard # 6: Leadership training	
Standard # 7: Plan for the transition of duties and responsibilities from old to new officers	
Standard # 8: One chapter activity shall involve at least 70% of the chapter members	
II. Standards for Health Education and Health Promotion	Met*
Standard # 1: Demonstrate of the use of basic theory & principles of learning behavior and program planning	
Standard # 2: Activities shall have measurable goals and objectives	
Standard # 3: Activities must include content, resources and materials, and methods that specifically address the goals and objectives of the activity and needs and interests of the target group	
Standard # 4: All activities should be evaluated from a process and impact perspective	
III. Standards for Health Education and Health Promotion Research	Met*
Standard #1: Research designs must follow those used by the health education/promotion profession	
Standard #2: Research data shall be analyzed with conclusions and recommendations cited	

*If selected for a chapter or activity award you may be asked to provide additional information

THINGS THE CHAPTER DID THIS YEAR

What were the top activities for your chapter this year?

1.

2.

3.

Looking at this year's events, do you feel your chapter qualifies for an Activity Award?

Teaching - Research - Service - Advocacy

To qualify, your activity must at least meet the following criteria:

- 5 Gammas or more attended
- It included Gamman participation
- It had significant impact on target audience
- You have documentation

Are you applying for an Activity Award? Yes ____ Not this year ____

If yes, please choose **ONE**: Service ____ Research ____ Advocacy ____ Teaching ____

If you have selected to be considered for an Award, please complete all of the relevant sections in the following pages.

Looking at this year's events, do you feel your chapter qualifies for a Chapter Award?

If you would like to be considered for a Chapter Award this year,
please identify the name of the Chapter Award:

Chapter Excellence

- 3 activities
- 1 teaching
- 1 service
- 1 research
- 8 Chapter Mgt. Standards
- 4 Hlth. Ed standards
- 2 Resarch standards

Chapter Achievement

- 3 activities
- 1 teaching
- 1 service
- 1 reseach
- 6 Chapter Mgt. Standards
- 3 Hlth. Ed standards
- 2 Resarch standards

Chapter Recognition

- 2 activities
- teaching, service or research
- 5 Chapter Mgt. Standards
- 3 Hlth. Ed standards
- If research activity must meet 2 Resarch standards

****If you have selected to be considered for an Award, please complete all of the relevant sections in the following pages****

AWARDS INFORMATION

COMPLETE THE FOLLOWING PAGES IF YOU ARE APPLYING FOR AWARDS

SECTION 1: Standards for Health Education and Health Promotion

Activity 1

Title: _____

Type (select one): Teaching ___ Service ___ Advocacy ___ Research ___

(If research you must complete standards for research, Section 3)

Standard # 1: Demonstrate the use of basic theory and principles of learning behavior and program planning

Activity description, needs assessment, timeline/timetable, budget, means of reporting results and/or recommendations to those whom the chapter is accountable, as well as those who may be interested, shall be addressed.

Standard # 2: Activities shall have measurable goals and objectives

Explanation of how goals and objectives reflect identified needs of the target group, list objectives that include measurable outcomes.

Standard # 3: Activities must include content, resources and materials, and methods that specifically address the goals and objectives of the activity and needs and interests of the target group

Selected content/methods/materials that best facilitate achievement of goals/objectives, types of cultural needs/differences considered when selecting content, methods, materials, and resources, learning needs/levels of the target audience that were considered when selecting content, materials, methods, and resources.

Standard # 4: All activities should be evaluated from a process and impact perspective

Applied standards of performance, methods applied to evaluate programs outcomes and process, valid instruments used, evaluation data analysis and interpretation, evaluation report distributed to, evaluation is compatible with code of ethics.

Activity 2 (if applicable)

Title: _____

Type (select one): Teaching ___ Service ___ Advocacy ___ Research ___

(If research you must complete standards for research, Section 3)

Standard # 1: Demonstrate of the use of basic theory & principles of learning behavior and program planning

Activity description, needs assessment, timeline/timetable, budget, means of reporting results and/or recommendations to those whom the chapter is accountable, as well as those who may be interested, shall be addressed.

Standard # 2: Activities shall have measurable goals and objectives

Explanation of how goals and objectives reflect identified needs of the target group, list objectives that include measurable outcomes.

Standard # 3: Activities must include content, resources and materials, and methods that specifically address the goals and objectives of the activity and needs and interests of the target group

Selected content/methods/materials that best facilitate achievement of goals/objectives, types of cultural needs/differences considered when selecting content, methods, materials, and resources, learning needs/levels of the target audience that were considered when selecting content, materials, methods, and resources.

Standard # 4: All activities should be evaluated from a process and impact perspective

Applied standards of performance, methods applied to evaluate programs outcomes and process, valid instruments used, evaluation data analysis and interpretation, evaluation report distributed to, evaluation is compatible with code of ethics.

Activity 3 (if applicable)

Title: _____

Type (select one): Teaching ___ Service ___ Advocacy ___ Research ___

(If research you must complete standards for research, Section 3)

Standard # 1: Demonstrate of the use of basic theory & principles of learning behavior and program planning

Activity description, needs assessment, timeline/timetable, budget, means of reporting results and/or recommendations to those whom the chapter is accountable, as well as those who may be interested, shall be addressed.

Standard # 2: Activities shall have measurable goals and objectives

Explanation of how goals and objectives reflect identified needs of the target group, list objectives that include measurable outcomes.

Standard # 3: Activities must include content, resources and materials, and methods that specifically address the goals and objectives of the activity and needs and interests of the target group

Selected content/methods/materials that best facilitate achievement of goals/objectives, types of cultural needs/differences considered when selecting content, methods, materials, and resources, learning needs/levels of the target audience that were considered when selecting content, materials, methods, and resources.

Standard # 4: All activities should be evaluated from a process and impact perspective

Applied standards of performance, methods applied to evaluate programs outcomes and process, valid instruments used, evaluation data analysis and interpretation, evaluation report distributed to, evaluation is compatible with code of ethics.

SECTION 3: Standards for Research

For Research Activities both standards need to be met. A research activity is required for the Excellence Chapter Award.

Standard #1: Research designs must follow those used by the health education/promotion profession

Clear statement of purpose:

Appropriate review of literature:

Sound methodology:

Standard #2: Research data shall be analyzed with conclusions and recommendations cited

Data analysis/interpretation:

Conclusions and recommendations:

Results and recommendations distributed to:

ADDITIONAL CHAPTER AWARDS INFORMATION

SECTION 4: Standards for Chapter Management & Professional Development

(All chapters applying for a chapter award complete this section)

Standard # 1: Development and implementation of chapter goals

What are your chapter's goals and objectives?

Standard #2: Professional development interpretation and suggested activities

Please describe the two professional development opportunities. Please include an activity description including the credentials of the presenter, any assessment of skill/knowledge gained as a result of the activity, and how this activity supports the chapter goals and/or other activities.

Standard #3: Successful recruitment and retention of members

Retention:

- a. Number of Gammans, excluding those who graduated or did not return to school, as of November 15 this year:
- b. Number of Gammans, excluding those who graduated or did not return to school, as of November 15 last year:
- c. Percent of total members retained:

Recruitment:

- a. Annual recruitment plan has been developed and implemented (insert plan):

Standard # 4: Avenues for chapter communication

a. How many chapter meetings did your chapter have during the past year? _____ (at least 8 required)

Dates:

b. The chapter has established an effective communication system for general information for all chapter members and chapter sponsor. A minimum of three communication methods is required.

<i>Method</i>	<i>Explanation/Address</i>
Email	
Listserv	
Website	
Bulletin boards	
Announcement flyers	
Notices in classrooms	
Phone tree	
Chapter newsletter	
Campus newspaper	
Other	

Standard # 5: Chapter funding

Fundraising activities description:

External funds sought (attach documentation):

Grants/Funds Secured	Source

Standard # 6: Leadership training

What leadership training (if any) was provided to your chapter officers? Please include the presenter's credentials and a description of any training received.

Standard # 7: Plan for the transition of duties and responsibilities from old to new officers

Description of new officer orientation (attach chapter Constitution and Bylaws):

Standard # 8: One chapter activity shall involve at least 70% of the chapter members

Activity title:

Activity description: (50 words or less):

Names of members participating: