

Sigma Xi Chapter Annual Report Preview

To assist you in filling out your annual report, this preview is provided to aid you in gathering requested information. You will not be able to insert answers in the PDF; however you may download and print the file for your reference before submitting the annual report. To begin your report, you will need your member ID and the chapter password. If you did not receive this information via e-mail, contact chapters@sigmaxi.org for assistance.

There are a few things to note about this report:

- The report is broken into several sections. Each section can be accessed through the Annual Report Sections page.
- This form can be completed in a number of sessions. To submit an incomplete report, choose the incomplete button at the bottom of the page and click submit. You can return to complete the form by using the login screen.
- Before beginning the report, we recommend that you gather information about your chapter's activities over the past year so you can fill out the form in less time.

Chapter Profile

The chapter profile is now available with the statistics from the spring of the last three years. Your chapter standing, local support payments, grants or awards received and a list of the currently serving officers will be on this site.

Chapter Tax ID Number

If the chapter does not have a tax ID, you may apply for one through your local IRS office or go online to irs.gov and request an SS4 form. This document does not require a significant amount of time to process and in some states can be done over the telephone.

Chapter Officer Information

You will need to supply the names and member ID numbers of the incoming officers.

You may request a member list at

<http://www.sigmaxi.org/chapters/officer/memList.php>. The member list will be sent to you by e-mail. If you are unable to locate a member ID for your officer please contact chapters@sigmaxi.org for assistance. We will need to know when and where the officer was elected to membership before we can assist you.

You will not be able to adjust the officer address, e-mail or phone information. Each officer must go online to adjust their own member information at

<http://www.sigmaxi.org/member/update/index.shtml>

Designating an Annual Meeting Delegate

To remain in good standing, you must send a delegate to one annual meeting every three years. The first page of this report, under 'Good Standing', indicates whether or not you have fulfilled this requirement.

To designate a delegate for the upcoming meeting, enter the individual's member ID number and name.

Chapter Operations

Does your chapter need assistance with any of the following? (These questions may be answered with a yes, no and/or details)

- a listserv of/for chapter members
- selection of chapter officers
- activity development
- accessing a list of our active and inactive members
- identifying potential new members (nominees)
- sending a letter to head of chapter's host institution (e.g., dean, organizational director, president)
- Would your chapter like visits from Sigma Xi members of other chapters who are traveling in your area, to personally address any of the above?

For each item below, please indicate whether or not your chapter engaged in the activity this year and, if so, please provide some details. Please limit details to 25 words or less.

- Identified new chapter leaders?
- Increased the number of members involved in or attending chapter activities?
- Sent a student to the Sigma Xi Annual Meeting and Student Research Conference?
- Developed or maintained a chapter Web site?
- Sent a paper newsletter or regular communication to chapter members?
- Sent an electronic newsletter or regular communication to chapter members?
- Communicated with inactive chapter members?
- Nominated new faculty, researchers or institutional leaders for Sigma Xi membership?
- Paid initiate fees for new members?
- Paid membership fees for new members?
- Promoted eligible Associate Members to Full Membership?
- Created a new chapter program this year?
- Worked on vitalizing the chapter?
- Worked with another Sigma Xi chapter or international partner?

Activity Section

This section of the annual report is intended to record basic information and noteworthy details about all of your chapter's activities that have not already been addressed in this report. Please enter one activity at a time. The form is the same for each activity. Please provide descriptions as requested, and please be sure to include all of your chapter's activities, programs, services and benefits.

Name or Brief Description of Activity: (25 words or fewer)

About how many people participated (total):

Of the participants enumerated above, what proportion were Sigma Xi members?

Choose one:

- All Sigma Xi members
- Mostly Sigma Xi members
- Some Sigma Xi members
- Mostly non-members

About how much money did this activity cost?

How did your chapter cover the expenses for this activity (please check all that apply)?

- Chapter funds
- Funds from your institution
- Funds from another institution
- Grant money
- Sigma Xi Lectureship money
- Sigma Xi program support
- Individual donor(s)
- Registration fees
- Other sources

For how many years have you done this activity? Choose one:

- This is the first year
- 2-3 years
- 4-5 years
- 5-10 years
- more than 10 years

Please describe the activity: (no limit on words)

Please check the keywords below that could describe this activity (check all that apply):

Promoting Research

Undergraduate research symposium or program

Graduate research symposium or program

High school research symposium or Science Fair

Supported international research

Science Education, Public Understanding of Science

Mentoring for pre-college (K-12) teachers

Mentoring for undergraduate students

Mentoring for graduate students

Resources for local schools

Resources for local community groups

Resources for local media
Science activities for underrepresented groups
Science activities for the general public

Recognition

Award for pre-college (K-12) teaching Award for undergraduate teaching
Award for teaching graduate students
Award to graduate student for teaching
Award for faculty research Award for undergraduate student research
Award for graduate student research
Award for community service or communicating science to public
Arranged for Sigma Xi designation by students' names in graduation program

Lectures, Workshops, Professional Development

Hosted Sigma Xi Distinguished Lecturer
Hosted lectures or workshops at your institution
Hosted lectures or talks by Sigma Xi members on their research
Program on ethics for students or faculty
Program on science education for students or faculty
Applied for Sigma Xi funds to support workshops in education
Hosted site visits
Hosted event to introduce new faculty

Public Policy, Science Advocacy

Interaction with national, state/province or local legislators
Resources for policy makers or elected officials
Debates on local issues rooted in science

**And finally be sure to go back to Sigma Xi Chapter Annual Report Sections
Once you have completed all 5 sections of the Annual Report, you must CLOSE the
report.**

**Click the button ONLY when you have completed the Annual Report.
Once a Report is closed it can not be changed or edited.**

Your feedback is important to us. Please feel free to call 800-243-6534 ext. 217 or e-mail chapters@sigmaxi.org with any comments you wish to make or if you need assistance.