

### CHECKLIST FOR A SUCCESSFUL CIRCLE (Assign 10 points for each “yes” and 0 points for each “no”)

	Yes	No
1. Does your Circle have at least 4 voting faculty/staff members?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are they elected to staggered 4 year terms?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do students comprise at least 60% of the voting membership?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the President and Vice President students?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the Circle have a set of written by-laws that are current?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the Circle nominate a Leader of the Year each year?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the Circle annually give careful consideration to choosing at least one new initiate from each of the 4 different membership categories: student, faculty/staff, honoris causa, and alumni?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the Circle have a set procedure for screening potential new members?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the Circle consider at least one person each year from each of the 5 phases of collegiate activity emphasized by OΔK: scholarship; athletics; campus or community service, social, religious activities, and campus government; journalism, speech and mass media; creative and performing arts?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the Circle make it a practice to actually select at least one new honoris causa member and at least one new alumni member annually?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the Circle have a formal initiation ceremony?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the Circle have a reception and/or banquet for new initiates?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are non-voting and voting faculty/staff members invited to the initiation, reception and/or banquet?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are parents, spouses, or close friends of initiates invited to the initiation, reception and/or banquet?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are local Circle alumni invited to the initiation, reception and/or banquet?	<input type="checkbox"/>	<input type="checkbox"/>
16. Is a photograph taken of the initiates?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is a photograph taken of all members (including initiates and at least voting student and faculty/staff members)?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is a photograph of new initiates and a news release supplied to the campus newspaper?	<input type="checkbox"/>	<input type="checkbox"/>
19. Is a photograph of all Circle members or of voting Circle members and new initiates supplied with an accompanying recitation of the purpose and function of OΔK to the college/university yearbook?	<input type="checkbox"/>	<input type="checkbox"/>
20. Is a photograph of honoris causa and alumni initiates supplied to the alumni office?	<input type="checkbox"/>	<input type="checkbox"/>
21. Is an individual photo of each initiate supplied with an accompanying news release to the initiate’s hometown newspaper?	<input type="checkbox"/>	<input type="checkbox"/>

## OΔK REFERENCES CHECKLIST FOR A SUCCESSFUL CIRCLE

	Yes	No
22. Does the Circle have an orientation program for initiates?	<input type="checkbox"/>	<input type="checkbox"/>
23. Does the Circle engage in a fund raising activity?	<input type="checkbox"/>	<input type="checkbox"/>
24. Do the Circle by-laws require either periodic reports, including a written report at least once annually, from the Treasurer to circle members or an annual audit?	<input type="checkbox"/>	<input type="checkbox"/>
25. Is a requirement for financial reports or audit adhered to, observed, and practiced?	<input type="checkbox"/>	<input type="checkbox"/>
26. Does your Circle of OΔK have regular meetings at least once a month during each quarter or semester?	<input type="checkbox"/>	<input type="checkbox"/>
27. Do you know of something the Circle can do to increase its visibility on your campus?	<input type="checkbox"/>	<input type="checkbox"/>
28. Does your Circle of OΔK have good faculty/student interaction?	<input type="checkbox"/>	<input type="checkbox"/>
29. Does your Circle have some activity in particular that is designed to foster faculty/student interaction?	<input type="checkbox"/>	<input type="checkbox"/>
30. Does your Circle engage in any other activity than that which is related to membership selection, initiation, orientation, and fund raising?	<input type="checkbox"/>	<input type="checkbox"/>
31. Does the Circle have an officer or member assigned responsibility for maintaining contact with Circle alumni?	<input type="checkbox"/>	<input type="checkbox"/>
32. Does the Circle do anything to promote communication with alumni of the Circle?	<input type="checkbox"/>	<input type="checkbox"/>
33. Does your faculty secretary complete and return the annual report form to National Headquarters by May 30?	<input type="checkbox"/>	<input type="checkbox"/>
34. Does your faculty secretary send in membership forms and fees at least 21 days in advance of date set for initiation?	<input type="checkbox"/>	<input type="checkbox"/>
35. Has National Headquarters received a written history of your Circle?	<input type="checkbox"/>	<input type="checkbox"/>
36. Does your Circle send in news reports, articles and/or photos for possible publication in The Circle, the Society's official publication?	<input type="checkbox"/>	<input type="checkbox"/>
37. Does your Circle participate in the Regional conference?	<input type="checkbox"/>	<input type="checkbox"/>
38. Does your Circle participate in the OΔK National Convention?	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL POINTS: \_\_\_\_\_

Does your Circle score 280 or better?  
If so, it is probably a successful circle.

Does your Circle score 220-270?  
If so, it is probably adequate but can do better still.

Does your Circle score less than 220?  
If so, it probably needs improvement to measure up to OΔK expectations.