



The Rho Chi Society

Changes to the Annual Chapter Report Webinar

12/5/2019

Question & Answers

FYI – Annual Chapter Reports are due May 15, 2020

1. Is it critical that the report be submitted **on time** for 2 consecutive years?
Yes, the report must be submitted on time in order to be considered for the Chapter Achievement Award. All chapter reports are required to be submitted each year.
2. Can an Annual Report be submitted after the deadline?
Yes, but the chapter will not be considered for the Chapter Achievement Award or Most Improved Chapter.
3. Will these slides be shared? It would be very helpful for reporting and planning activities.
Yes, the slides are available for download at the top of the page on rhochi.org, click Chapter Resources, Annual Chapter Report.
4. Regarding the Project Proposal, what is the time frame for reporting this? (E.g., if an award was received in the past, report it, or are you looking only for a specific number of years in the past?
TBD. We will discuss specific requirements with Executive Council in January.
5. Thank you for making this electronic; however, it still seems extremely long and time consuming - can the report progress be saved and resumed?
Yes. We are working on it with a web designer to redesign our online forms.
6. Could we be considered for Most Improved if the report wasn't submitted on time last year but will be this year?
Yes, if the Annual Chapter Report is submitted on time this year, then you will be considered for the Chapter Achievement Award and optional Most Improved Chapter if you click yes and submit improvements under Section XII.
7. Can we be considered for the Most Improved Chapter if our chapter hasn't been submitted in past years?
Yes, please complete your Annual Chapter Report, click yes in Section XII Most Improved Chapter and follow instructions to indicate significant improvements your chapter has made in order to be considered.
8. When will the PDF version be available online so that chapters can begin filling it out for this year?
PDF Instructions are available for download at the top of our webpage at rhochi.org, then click Chapter Resources, Annual Chapter Report.

9. Is there a fillable PDF form? (that is available offline)
No, we are working to have an online form available soon. Please reference to the PDF instructions.
10. I thought this was an "annual report", so shouldn't the information only be from the previous year?
We are looking for a recap of the chapters activities for the past year but many have longstanding activities from year to year that tie into the current year.
11. Can the report be saved from the previous year so a chapter can have more continuity year after year (we currently do this with a word doc saved, edited, etc)
We are working with a web designer to redesign our online forms and will keep you informed of the updates.
12. For information that doesn't change regularly (eg, background and history, advisors, chapter name, etc.), can the previous year's report be pre-populated with a new annual submission?
We will consider when designing the new online forms and will keep you informed of the updates.
13. Chapter History/Background - can this section offer pull down menu instead of free text to simplify (e.g., pharmD program type)
This information will be moved to the new member election form. We are working to redesign all online forms along with payment processes.
14. I think scoring feedback is extremely important for chapters to receive even if aggregated.
We agree, and will present this to the Executive Council for discussion.
15. Will we receive feedback on the scoring of our individual report?
We will present this to the Executive Council for discussion.
16. Will there be an option to get a copy of the report that is submitted online? Also, can it be completed by multiple people on different campuses and an ability to save it in progress?
Yes. We are working with a web designer to redesign our online forms. We encourage chapters to work in advance offline with the PDF instructions and copy and paste into the new online form. The National Office will email advisors and chapter presidents when it is ready.
17. Just making sure we can print a pdf. from the online submission
We are working on it with a web designer to redesign our online forms.
18. Can you please give an example of an Intellectual Inquiry Activity?
Example: Rho Chi Organized a school wide poster session of students research projects. (Activities can be Research project based, CEs given, Articles or posters done... this is not a comprehensive list)