

Frequently Asked Questions (FAQs)
for the
Tau Beta Sigma
Forms and Reports



Frequently Asked Questions (FAQs): Chapter Personnel Report

This form is to assist those filling out the Chapter Personnel report of their chapter. The following questions have been asked by past chapter presidents when filling out the report. The responses listed are from any of the following people: National Council, District Counselors, or District Officers. If there are any questions that you feel need to be answered/added to this list, please contact the Southwest District President at swdpres@tbsigma.org.

1. Membership Status Questions

- a. If a member was inactive last semester but is returning this semester to be active, does the chapter have to vote for them to become active or they can automatically just shift their status as long as they pay their dues and have met all the requirements?
 - i. They have to pay the dues AND late fees from when they were inactive in addition to this year's dues.
- b. How is conditional status approved?
 - i. Conditional status must be approved by the chapter sponsor before the Chapter Personnel Report is submitted. It is recommended to schedule a meeting with you (chapter president) and your sponsor and go through the reasoning each sister is requesting conditional status.
- c. What are valid reasons to go Conditional?
 - i. Student teaching, study abroad, interning, death in the immediate family, personal illness, and other extenuating circumstance that the Sponsor and/or DOB approves.
- d. Is it possible for someone to go from inactive to straight conditional? And does that affect the payment any differently?
 - i. A member cannot go straight from inactive to conditional because in order to go conditional, the person must have been an active member of the sorority who was in good standing the semester prior to conditional status. Given that they were inactive, they don't meet those requirements
- e. I was previously told that individuals who are inactive but are still enrolled in school can attend meetings but they can't vote or say anything. Is this true?
 - i. No, Inactive members have no privileges with the organization.

2. Dues

- a. When are dues due?
 - i. By September 1st and they are considered late on September 30th. (Think of it like paying rent, your rent is due on the 1st of the month but is not considered late until the 3rd).
 - ii. The dues must be postmarked before the 30th. If they show up later but still have the postmark of before the 30th, it is still considered on time.

- b. How can I send in dues?
 - i. You can send in dues with a check or money order. You can also pay with a chapter debit card by calling National Headquarters and giving them the information.
 - c. How much are dues?
 - i. \$100
 - d. What is the Chapter Fee?
 - i. The Chapter Fee is a \$75 yearly fee that each chapter pays from chapter funds to maintain their status as a chapter.
 - e. Who do we make checks and money orders out to?
 - i. Tau Beta Sigma
 - f. I have a sister who cannot pay their dues yet, how should we go about making a payment plan?
 - i. Chapters can make a payment plan as long as the deadline to have their dues paid in full is Sept. 30th. This would be helpful in the case of a chapter wanting to send in their fees and signatures in early to ensure that they get to HQ on time. Example: A chapter is wanting to send in their forms and fees on Sept. 20th. One sister can't pay by then, so she is put on a payment plan and must have her dues paid in full to the Chapter by Sept. 30th.
 - g. What do I do if someone does not pay their dues by Sept. 30th and still wants to be Active?
 - i. You would send in the dues and signatures for the rest of your chapter to avoid the late fee. When that sister is ready to pay their dues, open a Chapter Personnel Update on the OMRS. The person will need to pay their dues and the late fee which is 25% of the fee, making their total \$125.
 - h. Who can sign checks?
 - i. That depends on whose name is on the bank account and who your chapter has authorized to sign checks.
3. The Signatures
- a. Who all needs to sign the signature sheet?
 - i. Active, Associates, and Conditional members. Alumni, Honorary, Life, and Inactive do not have to sign.
 - b. Why do the signatures matter?
 - i. These signatures are important because they signify that the Active, Associate, and Conditional members have learned and understand all of the policies of Tau Beta Sigma.
 - c. Do I have to wait for the Sponsor and DOB to approve the form before I get the signatures?
 - i. No, you can print the signature form off of the OMRS as soon as you submit the form to your sponsor. Just be aware that if there are any

corrections that the Sponsor or DOB has for the form, you may need to reprint the form with their corrections and get the signatures again.

- d. How do I send the signature sheet in?
 - i. You can scan the sheet and email it or you can send the physical copy in the mail.
- 4. General Questions
 - a. How can I change the status on the OMRS once I've sent in everything?
 - i. Headquarters will update the OMRS as they receive the forms and dues.

Frequently Asked Questions (FAQs): Fall Activity Report

This form is to assist those filling out the Fall Activity Report for their chapter. The following questions have been asked by past chapter presidents when filling out the report. The responses listed are from any of the following people: National Council, District Counselors, or District Officers. If there are any questions that you feel need to be answered/added to this list, please contact the Southwest District President at swdpres@tbsigma.org.

1. If our chapter does not have a fall membership class, do we have to fill out the membership education syllabus section?
 - a. No, you will include that into the Chapter Summary Report.
2. Can anyone in the chapter edit the Fall Activity Report on the OMRS?
 - a. No, only the person who started the draft can edit it.
3. For the education syllabus portion of the FAR do we just put in activities that we did with the rush class or do we put in every activity we did as a chapter such as chapter fundraisers, and socials?
 - a. You just need to put the education activities your chapter did with the Membership Class.
4. When is it due?
 - a. December 1st
5. What can we put for the National Program part? Where can I find what is and isn't a National Program?
 - a. A lot of the things your chapter is doing for Focus on Five can count for this section!
 - b. If you go to tbsigma.org, you can go to the program tab and it will show you all the National Programs.

Frequently Asked Questions: Graduating Seniors Report

This form is to assist those filling out the Graduating Seniors Report for their chapter. The following questions have been asked by past chapter Presidents and Vice Presidents for Membership when filling out the report. The responses listed are from any of the following people: National Council, District Counselors, or District Officers. If there are any questions that you feel need to be answered/added to this list, please contact the Southwest District President at swdpres@tbsigma.org

1. When is this report due?
 - a. 30 days after graduation
2. If a member is graduating but immediately coming back in the fall for a second bachelor's degree and plan to remain active in the chapter, do I need to add them to the report?
 - a. Yes, because they are graduating. You will just add them back on the Chapter Personnel Report as Active in the Fall.
3. Can I submit this report early?
 - a. Yes, you can submit this report a few weeks to a month early if you are positive that the sister(s) are graduating.
4. Do I fill this report out if a sister graduates over the summer?
 - a. Yes, just as you would in the fall or spring.
5. Do graduating conditional members need to be included in the report?
 - a. Yes.
6. For sister who go Alumni while still in school (been at the school for more than 4 years and choose to go Alumni), will they be included on the graduating senior report when they graduate?
 - a. No, because they are already listed as Alumni in the OMRS.

Frequently Asked Questions: Initiation Registration Form

This form is to assist those filling out the Initiate Registration Form for their chapter. The following questions have been asked by past chapter Presidents and Vice Presidents for Membership when filling out the report. The responses listed are from any of the following people: National Council, District Counselors, or District Officers. If there are any questions that you feel need to be answered/added to this list, please contact the Southwest District President at swdpres@tbsigma.org

1. When is the form due?
 - a. 30 days after the candidates go through Third Degree.
2. If we have already submitted form and it is transaction complete but one of the emails was listed incorrectly, what do we do?
 - a. Contact Aaron Moore at hqacc@kkytbs.org, he will be able to help you change the email.
3. How much are the initiate dues?
 - a. \$110
4. What email should I recommend that the new members use?
 - a. A non school email if your university emails expire after you graduate. They can use their school email, but they will need to update it later on.
5. Who fills out this form?
 - a. Either the President or Vice President for Membership can fill out this form.
6. Can this form be filled out before the MCs cross?
 - a. Yes it can, however, you should wait until you know for use that all of your MCs will complete the process.

Frequently Asked Questions: Chapter Summary Report

This form is to assist those who are filling out the Chapter Summary Report for their chapter. The following questions have been asked by past chapter Presidents and Vice Presidents for Membership when filling out the report. The responses listed are from any of the following people: National Council, District Counselors, or District Officers. If there are any questions that you feel need to be answered/added to this list, please contact the Southwest District President at swdpres@tbsigma.org

1. When is this due?
 - a. 11:59pm, June 1st.
2. What is a good way to keep on top of this report?
 - a. Start it in the Fall.
 - b. Copy the questions from the OMRS and put them into a Google Doc and share that with our other officers.
 - c. Assign the other officers sections of the report and give them a date to have it completed by, like May 1st.
3. What should I do if my DOB or Sponsor is out for vacation after school gets out and isn't checking their emails?
 - a. First, try to send it to them for approval before school gets out.
 - b. If it's too late for that, contact your District Counselors or National Headquarters and explain your situation.
4. How do I get the number of people in the different bands?
 - a. Talk to your Director of Bands or someone in your music office to get these numbers.
5. For chapter demographics, who all is counted in that?
 - a. Actives, Associates, and Conditional members are included.
6. Where can I find what counts as a National Program?
 - a. Tbsigma.org under the Programs tab.
7. Should I include participating in Focus on Five as a National Program?
 - a. No, Focus on Five is a campaign to utilize our National Program, not a program in itself.
 - b. You should include parts of Focus on Five that are National Programs. For example, Coda, Crescendo, and Women in Music.

8. Do we include information that we put in the Fall Activity Report on this report too?
 - a. Yes, but to make it easier, you can copy and paste from projects you did in the fall. Just make sure you add in what you did in the Spring.
 - b. You can also update the projects from the Fall and add in the final results or a reflection of how the projects went.