

**THIS REPORT MUST BE COMPLETED HERE BY THE 10TH OF EACH MONTH. NO ATTACHMENT...**

**\*1. Please enter the name of the person completing this report:**

**\*2. Chapter Name**

- Arizona
- Buckeye
- Central Florida
- Chicago
- Crossroads of America
- Florida Capital
- Georgia Peach
- Greater Oregon
- Greater Pittsburgh
- Houston Gulf Coast
- Kentucky Bluegrass
- Louisiana
- Michigan
- Missouri State Capital
- National Capital
- New England
- North Carolina
- North Texas
- Northern Lights
- Old Dominion
- Pacific Northwest
- Rocket City Alabama
- Rocky Mountain
- Sacramento
- San Antonio Alamo
- San Francisco Bay Area
- Southern California
- Tennessee

Texas Lone Star Capital

Wild West Oklahoma

**\*3. Region Number**

Region 1

Region 2

Region 3

Region 4

Region 5

Region 6

Region 7

I do not know my region number

**\*4. Report Month (the month of the described activities & not the month it is submitted;  
PLEASE BE SURE YOU CORRECTLY IDENTIFY YOUR MCR HERE)**

July 2014

August

September

October

November

December

January

February

March

April

May

June 2015

## MONTHLY EDUCATION PROGRAMMING

### 5. What was the program's topic?

### 6. How many people attended your meeting?

### 7. Eight of your 10 required monthly meetings must pertain to one of our nine core competencies. Which of the core competencies did this program meet?

- Education & Programming
- Facilities & Services
- Logistics
- Financial & Contract Management
- Technology
- Leadership
- Ethics
- Protocol
- Federal, State & Local Travel

If your program was for professional development and not core competency, please specify here

### \*8. Did your chapter receive SGMP approval for providing an official "Contact Hour" to your meeting attendees?

- YES - we used a pre-approved program from the SGMP Chapter Leaders Toolkit
- YES - we requested and received approval for our program via [education@sgmp.org](mailto:education@sgmp.org)
- NO - we either did not request or did not receive CH approval
- NO - this was one of our two professional development programs that does not apply to core competencies
- NO - we did not hold a chapter meeting this month

If your program was for professional development and not core competency, please specify here

**9. Evaluation Forms Summary (select the option here that represented the majority of your replies for each question on SGMP's standard chapter programming evaluation form):**

	Agreed Strongly	Agreed	Neutral	Disagreed	Disagreed Strongly
The skills and topics covered were relevant to my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was provided with new information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Today's session will help me plan better meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I liked the style of the presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presenter gave enough time for questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this program to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**10. You may include any key comments from your evaluation forms here:**

## LEADERSHIP & PRIORITIES

**11. Did your chapter board hold its monthly meeting? (you must meet in all 12 months)**

- Yes
- No

**12. At your monthly chapter board meeting, did your entire board take time to review your latest financial documents? (this is the primary reason the chapter board must meet monthly, even if the overall chapter does not have an event)**

- Yes
- No

**13. At your monthly chapter board meeting, did your entire board take time to review your chapter operations plan and address its priorities? (this is a tool to help keep the chapter board focused on its overall priorities)**

- Yes
- No

**14. At your monthly chapter board meeting, did your entire board take time to discuss its 50/50 ratio status [clearly noted in every MMR] and, if applicable, discuss/assign an immediate action plan? (chapters will always want to ensure they are not placed on the mandatory supplier freeze status)**

- Yes
- No

**15. Did you and your chapter board members encourage, involve and mentor prospective chapter board candidates this month? (leadership succession planning is a year-round task of the board and not just an annual task of the N&E committee)**

- Yes
- No

**16. Did you and your chapter board members continue to share and emphasize realistic expectations with your volunteer chapter leaders this month? (clear expectations and governance transparency are keys to momentum and progress)**

- Yes
- No

## TRENDS & MOMENTUM

**\*17. Do you feel that, for this month, your chapter was more successful, as successful, or less successful than the month before it? (consider discussing this at every board meeting)**

- More Successful
- As Successful
- Less Successful

**\*18. Do you feel that, at this time, your chapter is exceeding expectations, meeting expectations, or not hitting expectations? (consider discussing this at every board meeting)**

- Exceeding Expectations
- Meeting Expectations
- Not Hitting Expectations

## MEMBERSHIP

**19. Did your chapter contact prospect members to invite them to your meeting/event and follow-up with them afterward to encourage membership?**

- Yes
- No
- N/A (we had no meeting/event this month)

**20. Did your chapter contact new members to welcome them to the chapter?**

- Yes
- No
- N/A (we had no new members in our last report)

**21. Did your chapter contact “at-risk” members to encourage their pending renewal?**

- Yes
- No
- N/A (we had no at risk members in our last report)

**22. Did your chapter contact past members to promote your activities and invite them back to SGMP?**

- Yes
- No

## COMMUNICATION

**23. Did you share with your board and/or your chapter, as applicable, the important announcements and upcoming deadlines that were provided to your top three chapter officers this month by SGMP?**

- Yes
- No

**24. Did your chapter leaders review your website this month to ensure that it is up-to-date, thorough, accurate and fully-functional and, if applicable, assign an immediate action plan?**

- Yes
- No

**25. Did your chapter leaders promote SGMP and your chapter by using our benefits language of “education, resources & networking”?**

- Yes
- No

**26. Did you contact SGMP HQ ([headquarters@sgmp.org](mailto:headquarters@sgmp.org)) with any proposed chapter board member change(s) by submitting the appointment eligibility form to initiate the replacement process?**

- Yes
- No
- N/A (no board vacancies)

**27. Did you contact SGMP HQ ([headquarters@sgmp.org](mailto:headquarters@sgmp.org)) to confirm that you completed the chapter board member replacement process so that SGMP records will be updated accordingly? (this is an important final step)**

- Yes
- No
- N/A (no board vacancies)

## DOCUMENTATION & VERIFICATION

**28. Please copy & paste your most recent chapter board meeting agenda here:**

**29. Please copy & paste your chapter board meeting minutes (note as "draft" or "approved") from that same board meeting here:**

**\*30. The chapter president is responsible for this report being submitted here by the 10th of each month (if the 10th falls on a weekend, then by the following Monday). The chapter president is also responsible to ensure that the chapter treasurer submits the chapter's monthly financial documents to SGMP HQ ([anna.marie.stewart@sgmp.org](mailto:anna.marie.stewart@sgmp.org)) by the 10th of each month.**

I have or will ensure that these two responsibilities are met by the 10th of this month.

## THANK YOU & TRACKING

Thank you for providing your Monthly Chapter Report (MCR) to SGMP! Today's date should be the 1st through the 10th and the described activities in this report should relate to the previous calendar month and not the actual month in which it is being submitted.

The "Fiscal Year Status Report By Chapter" document continues to be posted in the Chapter Board Toolkit under "Monthly Reports" shortly after each 10th of the month deadline (this document is only updated once/month). If you have copy/pasted your board meeting agenda and minutes in your report and clicked on "done" by the 10th of the month, you will earn an "X" (completed on time) in that document. Your chapter can also be given a "Z" (incomplete) or an "L" (late).

CLICKING ON "DONE" BELOW RESULTS IN THE SURVEYMONKEY SYSTEM AUTOMATICALLY ACCEPTING YOUR REPORT AS AND WHEN IT WAS SUBMITTED BY YOU. Other than the X/Z/L added to the "Fiscal Year Status Report By Chapter" on a monthly basis, you will not receive any other confirmation of receipt. HOWEVER, IF YOUR REPORT WAS NOT RECEIVED, THE CHAPTER PRESIDENT WILL BE NOTIFIED VIA EMAIL SHORTLY AFTER THE DEADLINE INDICATING THAT NO REPORT WAS RECEIVED.

If you have any questions on the MCR process or any related correspondence, please send them to [headquarters@sgmp.org](mailto:headquarters@sgmp.org) with "MCR Question" in the subject line.