



# OPUS

PREPARING FOR THE  
FALL ACTIVITY  
REPORT

**The Fall Activity Report (FAR)** is required of each chapter and must be approved by your Sponsor & DOB in OPUS no later than December 1 each year.

Though the Chapter President is constitutionally responsible for submitting the Fall Activity Report, completing the FAR is a collaborative effort that may need collection of data from several of your chapter officers as well as members of your university band staff.




# HOW CAN WE PREPARE?

## FALL BAND DEMOGRAPHICS

- You may need to work with your band directors or band secretary to collect the information about the various fall ensembles at your school
- If your school does not allow the collection of gender demographic information, please let us know by setting the slider position to yes as the top of this section

The Band Demographics and Chapter Demographics sections below contain questions about demographic information, **if your school does not allow collection of such information, mark the slider as 'Yes'.**

My school does not allow demographic information to be collected:  No 

### Fall Band Demographics

\* Ensemble Name

\* Ensemble Type

Number of Men in the Ensemble

Number of Women in the Ensemble

Number of Non-Binary in the Ensemble

Total Number of Students in the Ensemble

Number of Music Majors in the Ensemble

Number of Chapter Members in the Ensemble

Remove

Add Another Ensemble



# HOW CAN WE PREPARE?

## CHAPTER FINANCES

- In a change from OMRS, we are no longer collecting your chapter balances on the FAR (our long-term goal is to replace that with a chapter budgeting tool in OPUS)
- You may need to work with your Treasurer or Fundraising Chair to collect information about the fundraisers undertaken by the chapter from May 1 – Nov 1.

### Chapter Finances

Please provide information on any notable fundraisers your chapter has undertaken to promote the purposes of Kappa Kappa Psi during the period between May 1 and November 1.

\* Name of Activity:

\* Date:

\* Location:

\* Description:

\* How does it promote the purposes of Kappa Kappa Psi:

Remove

Add Another



# HOW CAN WE PREPARE?

## ACTIVITIES / OPERATIONS

- Each organization has a section with topics specific to them:
  - Kappa Kappa Psi: Service, Musical Projects, Leadership Projects, District Participation.
  - Tau Beta Sigma: Service, Leadership Projects, Participation in National Programs, Social Events, District Participation.

### Activities/Operations

Describe your chapter's service activities for the period of May 1 and November 1 and how they promote the purposes of Kappa Kappa Psi.

\* Name of Activity:

\* Date:

\* Location:

\* Description:

\* How does it promote the purposes of Kappa Kappa Psi:

Remove



# HOW CAN WE PREPARE?

## CHAPTER GOALS

- Each chapter can set out their short- and long-term goals in this section.
- In future FAR/SAR forms, your existing goals will be listed so an update can be provided, or they can be marked as complete.

### Chapter Goals

Please list any goals your chapter has for the remainder of the school year:

\* Goal

\* Category

Select an Option ▼

Anticipated Completion Date/Timeline

Notes

Remove

Add Chapter Goal





# MEMBERSHIP EDUCATION

Each organization will have questions related to their implementation of the National Curriculum (*Road to Wisdom or Overture*)

Each will also have specific question about Recruitment and Continuing Membership Education

# HOW CAN WE PREPARE?

## RECRUITMENT

- You may need to work with your Vice President for Membership to complete this section.
- Please provide information about each recruitment activity undertaken by the chapter.
  - Feel free to include information about the number of attendees in the description.

Describe your chapter's recruitment events for the period of May 1 through November 1 and how they promote the purposes of Kappa Kappa Psi.

\* Name of Event:

\* Date:

\* Location:

\* Description:

\* How does it promote the purposes of Kappa Kappa Psi:

Remove

Add Another





# HOW CAN WE PREPARE?

## CONTINUING MEMBERSHIP EDUCATION ACTIVITIES

- You may need to work with your Vice President for Membership to complete this section.
- Please provide information about each Continuing Membership Education Activity held by the chapter.
  - Continuing Membership consists of those education activities completed after 3<sup>rd</sup> Degree and may include the entire chapter

Did your chapter host continuing membership education activities between May 1 and November 1?



Describe your chapter's continuing membership education activities for the period of May 1 through November 1 and how they promote the purposes of Kappa Kappa Psi.

\* Name of Event:

\* Date:

\* Location:

\* Description:

\* How does it promote the purposes of Kappa Kappa Psi:

Remove

Add Another

