

PHI MU ALPHA  AMONG MEN
SINFONIA HARMONY

Citation Report Forms

Chapters to be considered for the **CITATION FOR CHAPTER OPERATIONS** must supply the following information in its entirety, endorsed by the chapter president and the faculty advisor, to the province governor no later than May 1 with supporting documentation attached. **NO CONSIDERATION WILL BE GIVEN IF CITATIONS ARE INCOMPLETE, ARE POSTMARKED AFTER MAY 1, OR ARE LACKING DOCUMENTATION, EXCEPT WITH PRIOR APPROVAL FROM THE PROVINCE GOVERNOR.** The criteria designated as minimum standards must be completed in their entirety in order for consideration to be given. Once the minimum standards are met, final discretion in the awarding of citations lies solely with the province governor.

Chapter _____ School _____ Province _____

- *1. Were fall and spring chapter reports filed with the national headquarters on time (completed and paid by October 15 and March 15) this academic year? Yes No
- *2. Are national per capita and national convention taxes paid to date? Yes No
- *3. Were all chapter initiations registered with the national headquarters and paid at least two weeks in advance this academic year? Yes No
- *4. Are meeting minutes for this academic year dated, signed, and properly filed? Yes No (attach several non-consecutive samples from each academic term)
- *5. Are financial records up to date and accurate? Yes No (attach copy of chapter ledger for the current academic year and a copy of current bank statement)
- *6. Were your chapter's activities submitted this academic year for inclusion in a national publication?
Yes No
- 7. Are minutes from all past years properly preserved and filed as a permanent record of your chapter's history? Yes No
- 8. Are financial records preserved and filed covering at least the past six years {IRS Requirement} or since the chapter's installation? Yes No

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Chapters to be considered for the CITATION FOR MEMBERSHIP DEVELOPMENT must supply the following information in its entirety, endorsed by the chapter president and the faculty advisor, to the province governor no later than May 1 with supporting documentation attached. NO CONSIDERATION WILL BE GIVEN IF CITATIONS ARE INCOMPLETE, ARE POSTMARKED AFTER MAY 1, OR ARE LACKING DOCUMENTATION, EXCEPT WITH PRIOR APPROVAL FROM THE PROVINCE GOVERNOR. The criteria designated as minimum standards must be completed in their entirety in order for consideration to be given. Once the minimum standards are met, final discretion in the awarding of citations lies solely with the province governor.

Chapter _____ School _____ Province _____

- *1. Is your chapter's probationary membership program well defined and documented? Yes No
(attach documentation, including all rules and requirements, schedules, additional ceremonies and activities such as color/virtue nights, etc.)
- *2. Does your chapter's probationary membership program have activities that are designed to advance the personal and social development of each probationary member? Yes No (attach documentation, including written descriptions of each activity)
- *3. Does your chapter's probationary membership program have activities that are designed to advance the musicianship of each probationary member? Yes No (attach documentation, including written descriptions of each activity)
- *4. Does your chapter actively promote the education of its active membership in the ideals of Phi Mu Alpha Sinfonia? Yes No (attach documentation, including written descriptions of each activity)
5. Does your chapter make constructive use of membership development materials available through the national headquarters (*Themes for Brotherhood, Guide to Membership Development, etc.*)? Yes No
6. How many members in good standing are now on your chapter's roster? _____
7. How many members in good standing on your chapter's roster are:
- | | |
|--|--|
| a) first year undergraduate students? _____ | e) fifth year or later undergraduate students? _____ |
| b) second year undergraduate students? _____ | f) graduate students? _____ |
| c) third year undergraduate students? _____ | g) other? _____ |
| d) fourth year undergraduate students? _____ | |

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Chapters to be considered for the **CITATION FOR ALUMNI RELATIONS** must supply the following information in its entirety, endorsed by the chapter president and the faculty advisor, to the province governor no later than May 1 with supporting documentation attached. **NO CONSIDERATION WILL BE GIVEN IF CITATIONS ARE INCOMPLETE, ARE POSTMARKED AFTER MAY 1, OR ARE LACKING DOCUMENTATION, EXCEPT WITH PRIOR APPROVAL FROM THE PROVINCE GOVERNOR.** The criteria designated as minimum standards must be completed in their entirety in order for consideration to be given. Once the minimum standards are met, final discretion in the awarding of citations lies solely with the province governor.

Chapter _____ School _____ Province _____

*1. Does your chapter have a current and comprehensive list of its alumni? Yes No

*2. Does your chapter have a current list of alumni in the area regardless of the initiating chapter?
Yes No

*3. Did your chapter produce a newsletter or similar publication for alumni during this academic year?
Yes No (attach a sample)

4. Did your chapter have any written communication with alumni other than a newsletter during this academic year? Yes No (attach a sample)

5. Did your chapter provide opportunities for alumni to participate in the activities of your chapter during this academic year? Yes No
If so, to what extent did they participate? (provide specific examples)

6. Did your chapter sponsor an event specifically for alumni during this academic year? Yes No
If so, explain and provide written documentation of at least one such event.

7. Were area alumni, regardless of initiating chapter, invited to chapter functions (initiations, concerts, etc.) during this academic year? Yes No (attach a copy of invitation)

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Chapters to be considered for the CITATION FOR MUSICAL ACHIEVEMENT must supply the following information in its entirety, endorsed by the chapter president and the faculty advisor, to the province governor no later than May 1 with supporting documentation attached. NO CONSIDERATION WILL BE GIVEN IF CITATIONS ARE INCOMPLETE, ARE POSTMARKED AFTER MAY 1, OR ARE LACKING DOCUMENTATION, EXCEPT WITH PRIOR APPROVAL FROM THE PROVINCE GOVERNOR. The criteria designated as minimum standards must be completed in their entirety in order for consideration to be given. Once the minimum standards are met, final discretion in the awarding of citations lies solely with the province governor.

Chapter _____ School _____ Province _____

*1. Did your chapter present at least one musical program devoted exclusively to the music of American composers during this academic year in accordance with the *National Constitution & Bylaws*, Title III, Article II, Section Six? Yes No (attach program(s))

*2. Did a significant number of chapter meetings include musical performances and/or educational programs (lectures, panels, etc.) dealing with music this academic year? Yes No (attach documentation (programs, minutes, etc.))

*3. Have groups sponsored by your chapter or individuals specifically representing your chapter given public performances this academic year? Yes No (attach program(s))

4. Did your chapter present a musical program or programs during this academic year in addition to the American music program listed above? Yes No (attach program(s))

5. Do members of your chapter comprise a large percentage of a performing ensemble at your academic institution that has performed publicly this academic year? Yes No (attach program(s))

6. Has your chapter sponsored other educational programs or musical projects for any part of the campus community at your academic institution this academic year? Yes No (attach documentation)

7. Has your chapter sponsored community music outreach programs (i.e. *Ossian Everett Mills Music Mission*) this academic year? Yes No (attach documentation)

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Chapters to be considered for the CITATION FOR PROVINCE INTERACTION must supply the following information in its entirety, endorsed by the chapter president and the faculty advisor, to the province governor no later than May 1 with supporting documentation attached. NO CONSIDERATION WILL BE GIVEN IF CITATIONS ARE INCOMPLETE, ARE POSTMARKED AFTER MAY 1, OR ARE LACKING DOCUMENTATION, EXCEPT WITH PRIOR APPROVAL FROM THE PROVINCE GOVERNOR. The criteria designated as minimum standards must be completed in their entirety in order for consideration to be given. Once the minimum standards are met, final discretion in the awarding of citations lies solely with the province governor.

Chapter _____ School _____ Province _____

*1. Was your chapter represented at a minimum of one other chapter's functions during this academic year?

Yes No

*If so, list function(s) and chapter(s).

*2. Did your chapter have a voting delegation at this academic year's official province workshop in accordance with the *National Constitution & Bylaws*, Title II, Article II, Section Four? Yes No

a) How many of your chapter's members and probationary members (combined) attended this academic year's official province workshop? _____

b) How many members and probationary members (combined) did your chapter have at the time?

3. Does your province have a province council? Yes No

*If so, did your chapter participate in every meeting of the council this academic year as defined by your province council bylaws? Yes No (attach a copy of province council minutes)

4. Has your chapter attempted to originate cooperative province activities or programs during this academic year? Yes No (attach documentation)

5. Was there a province-wide event, activity, or project in your province this academic year other than a province workshop or province council meeting? Yes No

If so, did your chapter participate? Yes No

6. Has your chapter attempted to encourage the development of new chapters during this academic year? Yes No (attach documentation)

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Chapters to be considered for the **CITATION FOR SPECIAL PROJECTS** must supply the following information in its entirety, endorsed by the chapter president and the dean or chair of the music department, to the province governor no later than May 1 with supporting documentation attached. **NO CONSIDERATION WILL BE GIVEN IF CITATIONS ARE INCOMPLETE, ARE POSTMARKED AFTER MAY 1, OR ARE LACKING DOCUMENTATION, EXCEPT WITH PRIOR APPROVAL FROM THE PROVINCE GOVERNOR.** The criteria designated as minimum standards must be completed in their entirety in order for consideration to be given. Once the minimum standards are met, final discretion in the awarding of citations lies solely with the province governor.

Chapter _____ School _____ Province _____

*1. Has your chapter advanced the Fraternity's ideals and purposes with financial aid, including scholarships, donations, commissioning of music, sponsoring of clinicians, or similar projects this academic year?

Yes No (attach documentation, including written descriptions)

*2. Has your chapter advanced the Fraternity's ideals and purposes by donating time, labor, talent or services either on campus or in the community this academic year? Yes No (attach documentation, including written descriptions)

3. Has your chapter advanced the Fraternity's ideals and purposes by sponsoring or co-sponsoring activities, including festivals, major musical productions, and similar events this academic year? Yes No (attach documentation, including written descriptions)

4. Has your chapter advanced the Fraternity's ideals and purposes in ways not included in the first three categories this academic year? Yes No (attach documentation, including written descriptions)

5. Did your chapter make a donation to the Sinfonia Educational Foundation during this academic year?

Yes No

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Chapters to be considered for the CITATION FOR FRATERNAL TRADITION must supply the following information in its entirety, endorsed by the chapter president and the faculty advisor, to the province governor no later than May 1 with supporting documentation attached. NO CONSIDERATION WILL BE GIVEN IF CITATIONS ARE INCOMPLETE, ARE POSTMARKED AFTER MAY 1, OR ARE LACKING DOCUMENTATION, EXCEPT WITH PRIOR APPROVAL FROM THE PROVINCE GOVERNOR. The criteria designated as minimum standards must be completed in their entirety in order for consideration to be given. Once the minimum standards are met, final discretion in the awarding of citations lies solely with the province governor.

Chapter _____ School _____ Province _____

*1. Was the Initiation Ritual memorized this academic year in accordance with the *National Constitution & Bylaws*, Title I, Article XVII, Section I? Yes No

*Were appropriate properties and costumes as detailed in the Initiation Ritual used this academic year? Yes No

*2. Were the *Opening & Closing Rituals for Fraternity Meetings* and the *Ceremony for Pledging* memorized in accordance with the *National Constitution & Bylaws*, Title I, Article XVII, Section I and Title III, Article III, Section Three this academic year? Yes No

*3. Was Founder's Day (October 6) recognized and celebrated by your chapter this academic year in accordance with the *National Constitution & Bylaws*, Title III, Article II, Section Five? Yes No

*a) If so, was the Fraternity's official *Founder's Day Ceremony* used? Yes No

b) If the official *Founder's Day Ceremony* was not used, attach a written description of the celebration.

*4. Was Chapter Day recognized and celebrated by your chapter this academic year in accordance with the *National Constitution & Bylaws*, Title III, Article II, Section Five? Yes No

If so, attach a written description of the celebration.

5. Did your chapter regularly perform songs contained within the Fraternity songbook at meetings and other events this academic year? Yes No (attach documentation (minutes, programs))

6. Are fraternal insignia (pins, letters, etc.) worn regularly by a majority of chapter members? Yes No

a) Does your chapter designate specific occasions for the wearing of fraternal insignia? Yes No

b) If so, attach a list of such occasions.

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