

Instructions for Online Submissions of Standards Report - Report #5

(NOVEMBER 2021)

- CHAPTERS SHOULD CONDUCT AN ANNUAL SELF-ASSESSMENT TO ASSIST IN COMPLETING THEIR END-OF THE-YEAR REPORTS. THIS FORM HAS BEEN DEVELOPED FROM CRITERIA TAKEN DIRECTLY FROM THE ALPHA KAPPA ALPHA SORORITY, INCORPORATED BYLAWS[®], MANUAL OF STANDARD PROCEDURES AND OTHER RESOURCE GUIDES AS APPROVED BY THE DIRECTORATE AND SHOULD BE USED BY CHAPTERS IN COMPLETING THE STANDARDS END-OF-THE-YEAR REPORT.

Contents

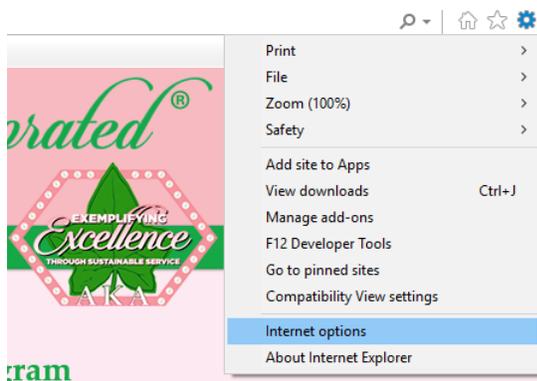
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Requirements

- To access the Standards Report, you must be listed on the current Roster of Officers form *submitted to the corporate office in one of the following positions: Chapter Basileus, Grammateus, Graduate Advisor, or Standards Chair*. The Roster of Officers form can be completed online by the listed Grammateus and Basileus in Members Only section (Resources → Chapter Officers → Officer Management).
- Make sure that any Pop-up Blockers are disabled. The Reporting link may take you to a new site in a new window. If you have Pop-up Blocker turned on, it will not launch the site.
- Make sure that cookies are enabled. The Reporting site uses cookies to track chapter and user data. If your cookies are disabled, you will receive error messages when trying to submit reports.

How to Remove Pop-Up Blockers

These instructions, presented below, for removing pop-up blockers are for Internet Explorer 10+. If you are using another browser, please visit <https://www.wikihow.com/Allow-Pop-ups> or search for instructions on removing your pop-up blocker.

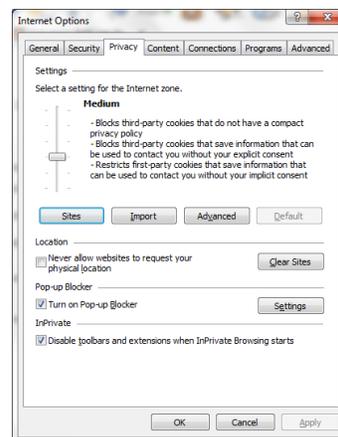


In your browser, access Internet Options and access the Privacy Tab.

Uncheck the “Turn on Pop-up Blocker” or click the Settings button.

If unblocking pop-ups for AKA only, enter “<https://akawebnet.aka1908/eweb>” into the textbox and click Add. Also, enter “*.aka1908.com” and click Add.

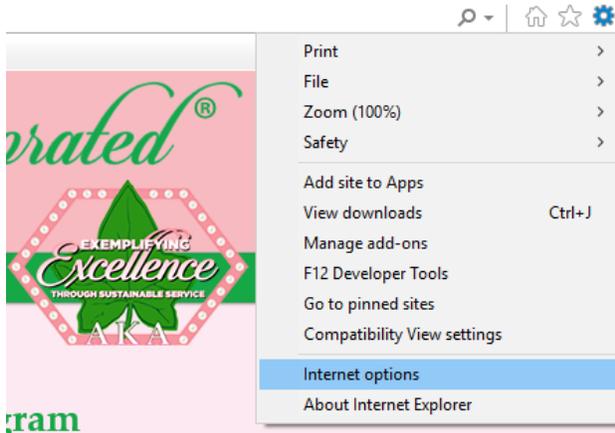
Click Close on the Pop-up Blocker Settings. Click OK on the Internet Options window.



How to Enable Cookies

The instructions presented below for enabling cookies are for Internet Explorer 10+. If you are using another browser, please visit <https://www.wikihow.com/Enable-Cookies-in-Your-Internet-Web-Browser> or search for instructions on how to enable cookies.

In your browser access Internet Options and access the Privacy Tab.

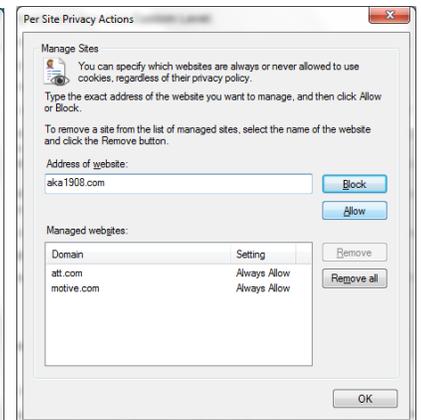
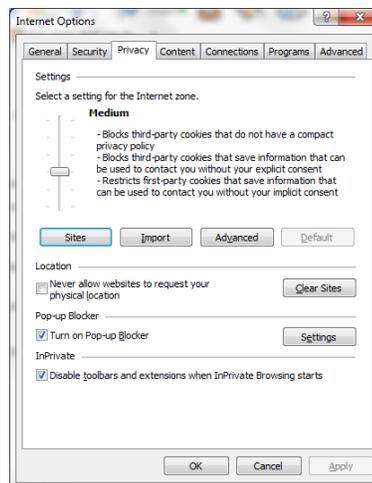


(Slide the Settings slider to Medium or Low or (B) click the Sites button to set cookies options for a particular website.

If setting cookies for the AKA site, add "aka1908.com" into the *Address of Website* box and click Allow.

Once the address has been added to the list of Managed Websites, click OK.

Click OK on the Internet Options window to complete the changes.



If all of the above have been verified and you still cannot access the site, submit your issue to the corporate office using the [Member Assistance Form](#).

Inputting Reports

Accessing Standards Report

Direct Address

Go to <http://reports.aka1908.com/standards>. You will be prompted to login using your Members Only login. If you have problems logging in, please submit a [Member Assistance Form](#) for assistance.

You will reach a page where you must select the chapter for which you are submitting reports. Again, note that a member may have multiple chapter relationships. Click the Add/Edit Reports link in the Link column.

Chapters which you have authorization to enter Standards information are listed below. Click the "Enter" link to access the Standards Reporting form.

Note: If you receive any error messages while using the Standards Reporting Form, please copy and paste the ENTIRE message into an email and send to reports@aka1908.com.

My Chapter Relationships

Chapter	Position	Starts	Ends	Link
Theta Mu Omega	Chapter Basileus	10/20/2020	10/31/2020	Enter

From Members Only

Step 1: Log in to the Members Only section from the Alpha Kappa Alpha Sorority Inc. website. If you have problems logging in, please submit a [Member Assistance Form](#) for assistance.

Step 2: After logging into the Alpha Kappa Alpha Members Only site, click the Resources link on the top menu bar.



You will be directed to the Resources landing page, which will have a submenu.

Step 3: Click the Chapter Reporting link to get to the reporting page.



Step 4: The Chapter Reports page contains the Chapter Report Book, which includes instructions and actual forms for completing the end-of-year reports. The Chapter Report page also includes the links for the reporting sites. Click the Standards Reporting Site link (see below) to proceed with submitting the report.

Chapter Reporting Sites

- **Conference Planning Reporting Site (Hotel Expenditure Form)** - use this site in order to input your hotel expenditures for various chapter events. You must hold position of Chapter Basileus, Chapter Tamiouchos, or Undergraduate Chapter Graduate Advisor to access this reporting site.
- **Finance Reporting Site** - use this site in order to input your finance reports, including your current year's Statement of Chapter Operations and next year's Chapter Budget. You must hold position of Chapter Basileus, Chapter Tamiouchos, or Undergraduate Chapter Graduate Advisor to access this reporting site.
- **Programs Reporting Site** - use this site in order to input your programs related to the administration's program initiatives. You must hold position of Chapter Basileus, Chapter Program Chair, or Undergraduate Chapter Graduate Advisor to access this reporting site.
- **Standards Reporting Site** - use this site in order to input the end-of-year Standards Report. You must hold position of Chapter Basileus, Chapter Standards Chair, Chapter Grammateus, or Undergraduate Chapter Graduate Advisor to access this reporting site.
- **Sorors Graduating During the Year Form (Undergraduates Only)** - use this form to flag any members of the chapter who have graduated during the year. You must hold position of Chapter Basileus or Chapter Graduate Advisor to access this report.
- **Membership Reporting Site** - use this site in order to input the end-of-year Membership Report. You must hold position of Chapter Basileus, Chapter Membership Chair, or Undergraduate Chapter Graduate Advisor to access this reporting site.
- **Report Book Upload Site** - use this site in order to upload the completed PDF Files for all reports not entered into the system via online forms. You must hold position of Chapter Basileus or Undergraduate Chapter Graduate Advisor to access this reporting site.

Step 5: You will reach a page where you must select the chapter for submitting reports. Again, note that a member may have multiple chapter relationships. Click the Report link in the Link column.

Standards Reporting and Resources

Members with the following positions have access to the chapter's Membership Reporting.

- Basileus
- Standards Chair
- Grammateus*
- Graduate Advisor (For Undergraduate Chapters Only)

*Signature Only

Chapters which you have authorization to enter Standards information are listed below. Click the "Enter" link to access the Standards Reporting form.

Note: If you receive any error messages while using the Standards Reporting Form, please copy and paste the ENTIRE message into an email and send to reports@aka1908.com.

My Chapter Relationships

Chapter	Position	Starts	Ends	Link
Chapter Basileus	Chapter Basileus	08/28/2020	11/10/2020	Report Print
Chapter Graduate Advisor	Chapter Graduate Advisor	10/20/2020	01/01/2021	Report

Report Entry

Chapter Basileus, Graduate Advisor, and Standards Chair

The Chapter Basileus, Graduate Advisor, and Chapter Standards Chair can add/edit the Standards Report. However, the Graduate Advisor should only add or edit the report in cases where there are no other chapter officers.

Standards Report - Eweb (Grad)	Standards Report
Chapter Name:	<input type="text"/>
Report Year:	2020 ▾
Chapter Status:	Active ▾
	Required
How Many Active Members Are Currently In The Chapter?	22
	Required
Chapter Has Had Representatives At A Boule Within The Last Six Years.	N/A ▾
	Required
Chapter Files With The Regional Director, For Review And Approval, Two Copies Of Chapter Bylaws.	N/A ▾
	Required
Chapter Files Two Copies Of All Subsequent Changes To Chapter Bylaws With The Regional Director For Review And Approval.	Yes ▾
	Required
Chapter Conducts At Least One Meeting Per Month Except During The	N/A ▾

At the bottom of the report, there are three buttons:

- Cancel: does not save the report and returns officer to the previous page
- Save: saves the report and returns the officer to the previous page. This could be done if all information is not complete and is not ready to be submitted and signed by officers.
- Save & Sign: saves the report and moves the officer to the signature page

Comments/Concerns	<input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save & Sign"/>

Once ready to submit, continue to the signature page.

Chapter Grammateus

The Chapter Grammateus only has access to **view** and sign the Standards Report and **cannot** add a new report or edit to an existing report.

If no report has been added, the grammateus will see a message that a report has not been started.

Standards Report

A report has not yet been submitted. Please contact the Chapter Basileus or Standards Chair to complete the report.

If the basileus, graduate advisor, or standards chair has started the report, the grammateus will be able to view but not update the report.

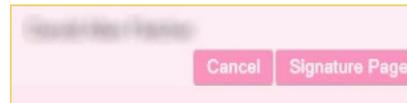
Chapter Name:	Chapter - [Name]
Report Year:	2020
Chapter Status:	Active
How many active members are in the chapter?:	22
Chapter has had representative(s) at a Boule within the last six years.	N/A
Chapter files with the Regional Director, for review and approval, two copies of chapter bylaws.	N/A
Chapter files two copies of all subsequent changes to chapter bylaws with the Regional Director for review and approval.	Yes
Chapter conducts at least one meeting per month except during the summer months (July and August).	N/A
Chapter has consistently met three consecutive months between September and June (face-to-face meeting).	N/A
Chapter sponsors activities which interpret, implement and support the Program of the Sorority.	No
Chapter observes Founders' Day annually (January, February, or March).	No
Chapter attended Founders' Day sponsored by another chapter.	No
Chapter meets minimum requirements for elected officers as required by Alpha Kappa Alpha Sorority, Incorporated® Bylaws.	No
Chapter officers are elected in November and installed in December.	No
Does your chapter have a Strategic Plan?	No
Has chapter established short-term operational goals? Please list.	afdsfadsfasdfads
Does the chapter evaluate its progress in meeting these short-term goals.	No
Has chapter established long-term operational goals? Please List.	asdfsadfadfeavsd
Does the chapter evaluate its progress in meeting these long-term goals.	No
The chapter has performed an internal audit as prescribed in the Fiscal Fitness Guide for Chapter Financial Operations.	No
The chapter has performed an external audit as prescribed in the Fiscal Fitness Guide for Chapter Financial Operations.	No
Graduate Chapters sponsoring an undergraduate chapter elects a Graduate Advisor who meets all certification requirements designated by the Directorate approved Alpha Kappa Alpha Sorority, Inc.® Graduate Advisor Certification Program.	No
Graduate chapters sponsoring an undergraduate chapter has joint meetings (2) with the undergraduate chapter.	No
What type of activities are held during the joint meetings? Constitution and Bylaws, Article III, Section 19, Page 24 describes the joint meetings.	
How many members completed the chapter Self-Assessment?	20
Comments/concerns	
Created by:	Chapter - [Name]

[Cancel](#) [Signature Page](#)

If the basileus or standards chair has signed the report, the grammateus and the graduate advisor will be able to proceed to the signature page. Otherwise, the signature page button will not appear at the bottom of the screen.



Basileus or Standards Chair Not Signed



Basileus or Standards Chair Signed

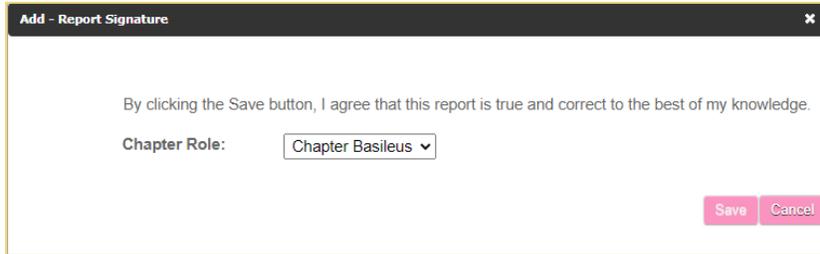
Signing the Report

After the report is complete, it needs to be signed by the Chapter Basileus, Grammateus, Standards Chair, and Graduate Advisor, in the case of undergraduate chapters.

From the Signature Page, click the Sign Standards Report button.



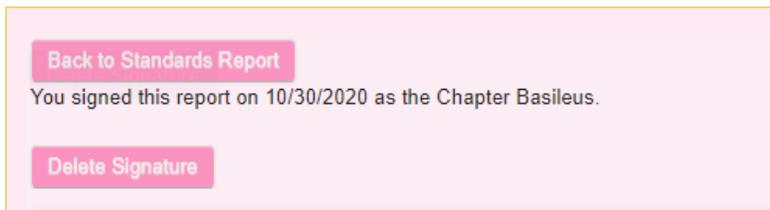
The Add Report Signature box will appear. Select the chapter role in which you are submitting the signature. Note: only chapter roles that you hold in the chapter will appear.



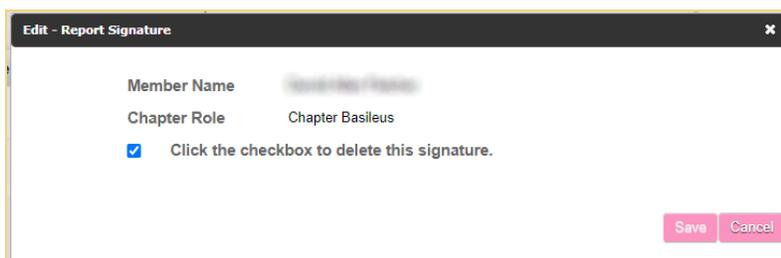
By clicking Save, you acknowledge that the report is true and correct to the best of your knowledge, and you approve the submission of the report.

Once signed, you will see an acknowledgment that you have signed the report. Note: after the first officer has signed, other officers are no longer able to update the report.

You may delete your signature if you later find an issue with the report. All signatures must be deleted to make any updates.



To delete your signature, click the Delete Signature button.



On the Delete Signature box, check the box to confirm the deletion and click save. Please note that the report is not considered complete until all signatures are submitted.

The Chapter Basileus will be able to see all signatures that have been submitted and the officers who have not yet signed. Additionally, she will be able to delete signatures of other users if the report needs to be changed by clicking the Delete Signature link beside their information.

[Back to Standards Report](#)

You signed this report on 11/05/2020 as the Chapter Basileus.

[Delete Signature](#)

Submitted Signatures			
Name	Position	Add Date	Link
[Redacted]	Chapter Basileus	11/05/2020	Delete Signature
[Redacted]	Chapter Grammateus	11/05/2020	Delete Signature

Waiting for Signature				
Name	Position	Starts	Ends	Email Address
[Redacted]	Chapter Standards Chair	01/01/2019	01/01/2021	ljackson1908@gmail.com

Printing the Report

Once a report is created, you can click the print link from the Standards Report landing page.

Note: If you receive any error messages while using the Standards Reporting Form, please copy and paste the ENTIRE message into an email and send to reports@aka1908.com.

My Chapter Relationships					
Chapter	Position	Starts	Ends	Link	
[Redacted]	Chapter Basileus	08/28/2020	11/10/2020	Report	Print
[Redacted]	Chapter Graduate Advisor	10/20/2020	01/01/2021	Report	

A print-friendly version of the report, including signatures, will appear in a new window/tab.

[Print](#)

Standards Report

Chapter Name: Kappa Omega
 Report Year: 2020
 Chapter Status: Active
 How many active members are in the chapter?: 22
 Chapter has had representative(s) at a Boule within the last six years. N/A
 Chapter files with the Regional Director, for review and approval, two copies of chapter bylaws. N/A
 Chapter files two copies of all subsequent changes to chapter bylaws with the Regional Director for review and approval. Yes
 Chapter conducts at least one meeting per month except during the summer months (July and August). N/A

Financial Operations.
 Graduate chapters sponsoring an undergraduate chapter has joint meetings (2) with the undergraduate chapter. No
 What type of activities are held during the joint meetings? Constitution and Bylaws, Article III, Section 19, Page 24 describes the joint meetings.
 How many members completed the chapter Self-Assessment? 20
 Comments/concerns
 Created by: Darold Allan Fletcher

Submitted Signatures		
Name	Position	Add Date
Darold Allan Fletcher	Chapter Basileus	11/09/2020
Betty James	Chapter Standards Chair	11/09/2020

Click the Print button to print as a PDF or to a physical printer.

Other Resources

Copies of the Standards End of Year Report will automatically be updated to the Regional Director portal, and the Standards Committee. There is no reason to email or mail a hard copy of the report to the Regional Director or the Standards Committee.

The PDF file of Report #5 is located at the following locations:

1. Go to www.aka1908.com → Members Only → Chapter Officers → Chapter Reports.
2. Go to www.aka1908.com → Members Only → Forms and Documents → Topic: Chapter Report Book.

If you encounter any error messages, copy and paste the message in an email to reports@aka1908.com.