

## EDUCATIONAL DIRECTOR INFORMATION

The Chapter Educational Director will prepare a Theme Book and a report form for each educational program. The following guidelines are recommended:

- The Theme Book should be a binder **2" or less as measured on the outside spine** of the book, to hold all program reports and materials used to present the program. It is helpful for the Theme Book to be prepared in such a way that monthly reports can be easily inserted. The Theme Book may be decorative or plain. Neatness is important! *Artwork is not judged*
- An outline of the programs planned with dates and the name of the member who will present the program is recommended (if changes are made, be sure to send in an updated copy with your last report)
- It would be a plus, if you as Chapter Educational Director include your "purpose" as it pertains to your educational year. You will need this to complete the entry form for the "Distinguished Athenian" award (see awards section of this Yearbook)
- **The THEME BOOK may be given to the State Educational Director at the Mid-Year Meeting or mailed and received on or before the Mid-Year Meeting date each year**
- Please use the report form that is on the Florida State Website ([www.esaflorida.net](http://www.esaflorida.net)). The new form can be found on the Education tab. You may also obtain report forms from the State Educational Director. Please fill out the report form completely and remember that the judges did not actually attend the educational program and only have the report form for information. The form is also included in this yearbook
- **IC award now requires each member of your group to "judge" each presentation with comments about it. Please consider doing this to enter your book on the IC level**
- Remember that all reports must include a Cover/Title page with the Chapter's Name, Number, City and State, Report Topic, and Educational Directors Name and Theme for the Year. Also, a reference page (bibliography), the report form completed with your comments, and summary of the program given

Monthly reports must be sent to the State Education Director and postmarked by the 10<sup>th</sup> of the month following the presentation of the educational program. EXCEPTIONS: the postmark deadline for the April - August educational programs is extended to September 10th and the March program **MUST BE RECEIVED BY MARCH 31st.**

### Requirements for Gold Link Certificates:

- At least six (6) educational reports, postmarked ON TIME, beginning April 1 and ending March 31 of the current sorority year. The March education **MUST BE** received by March 31<sup>st</sup>
- **The THEME BOOK may be given to the State Educational Director at the Mid-Year Meeting or mailed and received on or before the Mid-Year Meeting date each year**

(rev. 7/2023)

# EDUCATIONAL REPORT FORM

Chapter Name and Number: \_\_\_\_\_ State: \_\_\_\_\_

City: \_\_\_\_\_ Meeting/Presentation Date: \_\_\_\_\_

Yearly Theme: \_\_\_\_\_

Topic of this Program: \_\_\_\_\_

## METHOD OF PRESENTATION (Check all that apply)

- Member's Oral Report (Name): \_\_\_\_\_
- Visual Aid Program (Kind and Type): \_\_\_\_\_
- Guest Speaker (Name): \_\_\_\_\_
- Field Trip (Where To): \_\_\_\_\_
- Bibliography/Works Cited: \_\_\_\_\_
- Other (Explain): \_\_\_\_\_

SUMMARY: (Briefly summarize the program stating all major points emphasized)

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COMMENTS BY THE EDUCATIONAL DIRECTOR and MEMBERS:

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CHAPTER EDUCATIONAL DIRECTOR:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Received: \_\_\_\_\_ Postmarked: \_\_\_\_\_

PLEASE SEND TO:

FSC EDUCATIONAL DIRECTOR

Listed in front of Yearbook

\_\_\_\_\_ On Time \_\_\_\_\_ Late

(rev. 6/2014)