

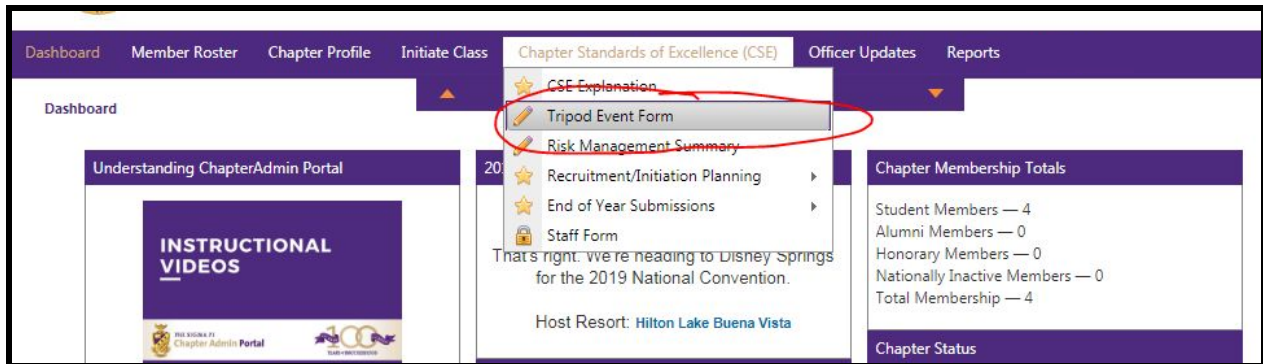
## Instructions for the Tripod Event Form

To view this form's due dates go to: [phisigmapl.org/duedates](http://phisigmapl.org/duedates)

This form has combined the previous individual committee position forms and can be completed as soon as the event/activity has concluded. Please note that semester schools should submit a minimum of 3 event forms per semester, while quarter schools are to submit a minimum of 2 a quarter.

**Log in to: [chapteradmin.phisigmapl.org](http://chapteradmin.phisigmapl.org)**

Select "Chapter Standards of Excellence (CSE)" > "Tripod Events"



Start the 5 Step Process

**Step 1: Read through the Directions and then click "Continue."**

A screenshot of the Tripod Event Form 'Overview' step. The page title is 'Chapter Standards of Excellence (CSE) > Tripod Events > Tripod Event Form'. A progress bar at the top shows five steps: Overview (green), Selection (yellow), Enter Information (yellow), Validation (red), and Receipt (red). The main content area has a purple header 'CES: Tripod Event' and a 'Save' button. Below the header, there is a welcome message and a note: 'Note: This Tripod Form combines (replaces) the individual forms that were once submitted for the Leadership, Scholarship, Fellowship and Fundraising events. On this form, officers/chairs will select which leg of the Tripod the event focuses on. It is possible to have more than one leg of the Tripod marked. Your Chapter's leadership can submit this form as events/activities conclude. Please note that semester schools should submit a minimum of 3 event forms per semester, while quarter schools are to submit a minimum of 2 a quarter.' This is followed by instructions: 'Entering information about your Chapter's Tripod Events is just one step in completing the process. Like every form here in the Chapter Admin Portal, this form is a five step process.' A 'Directions:' section lists five steps: 1. Press "Continue", 2. Check the check box under the word "Select" for the line that has the current Academic Year you are filling out the CSE form for and press "Continue.", 3. Fill out the information about your Tripod Events for the term and press "Continue.", 4. Validate your submission by e-signing your name and the date exactly as it is read below the text box. Press "Continue.", 5. Print your receipt for your Chapter Records. At the bottom right, there is a 'Continue' button with '(Selection)' below it, which is circled in red.

**Step 2: Click the checkbox to select a new form and then click “Continue.”** Because this form is used by all committee chairs, you will be able to see previously submitted forms for that term. To review those submissions simply click “View Note.”

Chapter Standards of Excellence (CSE) > Tripod Events > Tripod Event Form

Overview Selection Enter Information Validation Receipt

Back (Overview) Step: Selection Continue (Enter Information)

CSE: Tripod Event

**Directions:**

Check the check box under the word "Select" for the line that has the Current Academic Year and the status "On Demand" and press "Continue."

Select	Academic Year	Status	Date Submitted	Date Posted	
<input checked="" type="checkbox"/>	2018-2019	On Demand	8/17/2018		
<input type="checkbox"/>	2018-2019/Spring	Submitted by Alexandra Schaffer	8/17/2018	8/17/2018	<a href="#">View Note</a>
<input type="checkbox"/>	2018-2019/Fall	Submitted by Alexandra	8/17/2018	8/17/2018	<a href="#">View Note</a>
<input type="checkbox"/>	2018-2019/Winter	Submitted by Suzanne M. Schaffer	8/16/2018	8/15/2018	<a href="#">View Note</a>

Back (Overview) Step: Selection Continue (Enter Information)

**Step 3: Complete the form and then click “Continue.”**

Chapter Standards of Excellence (CSE) > Tripod Events > Tripod Event Form

Overview Selection Enter Information Validation Receipt

Back (Selection) Step: Enter Information Continue (Enter Information)

CSE: Tripod Event Save

**Directions:**

Choose the term and fill out the information for your TriPod Event. Press "Continue."

Tip: You may save your progress and come back to it at anytime, however until you have completed the validation step, this form will not be marked as 'Complete'

Save & Exit

**Tripod Event Evaluation**

Academic Year: 2018-2019

Academic Term: Fall

\* Should this event be considered for a national award?: Yes

\* Title of the Event: Hoops for Heart

\* What is the Event Type?: Local

If it was a Philanthropy event; what is the name of the local Philanthropic Partner?: Hoops for Heart Charity

\* What was the Purpose of the Event?: Philanthropy Event

\* What was the secondary purpose of the event?: Fundraising Event

*Which legs of the Tripod were met?:*

\* Scholarship: Yes

\* Leadership: Yes

**Step 4: Review the information and then type in your name and date as it appears on the bottom. Click “Continue” when done.**

**PROMOTION**

How was the event advertised? (Press Release, Social Media, Etc.):  
Was there media exposure during the event? (did local TV/newspaper attend?):

social media and word of mouth  
Yes  
[https://lancasteronline.com/sports/golf/highschool/lcigt-helped-to-prepare-golfers-for-upcoming-l-i-section/article\\_2ea946a6-9f70-11e8-981e-136d5e649db2.html](https://lancasteronline.com/sports/golf/highschool/lcigt-helped-to-prepare-golfers-for-upcoming-l-i-section/article_2ea946a6-9f70-11e8-981e-136d5e649db2.html)

If yes, please share links:

**EVALUATION**

\* Who evaluated the event?: All

**CONCLUSION**

Will the event be held in the future?: Yes  
Key Recommendations for future event?: Plan earlier and secure the event location first  
Other comments: More volunteers were needed, but overall it was a great event.

I affirm that the information I am submitting above is accurate and is valid according to the policies of Phi Sigma Pi National Honor Fraternity.  
\*Please enter your name and the date exactly as it appears below the box.

Suzanne	Schaffer	8/17/2018
Suzanne	Schaffer	8/17/2018

Back

(Enter Information)

Step: Validation

Continue

(Receipt)

**Step 5: Print the receipt and confirmation page for your records.**

Chapter Standards of Excellence (CSE) >  
Tripod Events > Tripod Event Form

Overview Selection Enter Information Validation Receipt

Step: Receipt [Go to Task Center](#)

CSE: Tripod Event

**Directions:**  
Print your receipt for your Chapter Records.  
If you have any questions about your submission please contact the National Office at [psoffice@phisigmapi.org](mailto:psoffice@phisigmapi.org) or 717-299-4710.

**Summary**

Title:	Tripod Event Evaluation
Description:	
Batch #:	1808171-000-11
Transaction #:	93768
Date Submitted:	8/17/2018 12:18:47 PM
Submitted By:	SCHAFFER, SUZANNE

Step: Receipt [Go to Task Center](#)

**You are finished.**