



**The Delta Kappa Gamma Society International  
Chi State  
Personal Growth and Services Committee**

Steps to the “**Greener THAT Electronic Reporting Process**”

- P G & S Committee members liaison with Area Program Chairmen
- Area Program Chairmen
  - Inform Chapter THAT designee about:
    - Process for electronic filing of THAT information
    - Deadlines for THAT reporting
    - Location of Chapter THAT reporting form on Chi State website
    - Volunteer activities which qualify for THAT reporting
- Chapter members record THAT volunteer hours throughout the year and report to Chapter designee at appointed due dates
- Chapter designee
  - Download Chapter THAT Reporting Form from Chi State website
  - Collect information from Chapter members and record on the Chapter THAT Reporting Form (electronic)
  - Email completed form to Area Program Chairman
- Area Program Chairman
  - Download Area THAT Reporting Form from Chi State website
  - Receive completed Chapter THAT Reporting Forms
  - Copy and paste Chapter information onto Area Reporting Form
  - Save to Area files
  - Email completed form to P G & S Area liaison
- P G & S Area Liaisons
  - Review Area Reporting Forms for qualifying activities
  - Email final form to Research Committee designee