1. If your goal is premised around “increasing” or “improving” some chapter behavior, please be prepared to explain your chapter’s previous activities in relation to the activities your chapter participated in this semester. This will give the OFSL staff a better idea of whether or not this behavior was “increased” or “improved” so that they can better assess whether you met the goal.

2. When writing your reflections try to answer the following questions that are also in the Expectations of Excellence document:
   - Did the chapter follow the steps outlined in the Action Plan?
   - Did the chapter achieve the overall goal(s)?
   - What were the strengths of the chapter in that particular category?
   - What are the areas of further improvement?

3. When completing your “Overall Reflection”, include any extenuating circumstances that may have preventing your chapter from meeting a goal. You should also discuss how your chapter has benefitted individual member experiences and how they have in turn given back to a greater society. Most importantly, discuss future goals for your chapter.

4. It is suggested to support your reflections with documentation of your events/programs/initiatives with pictures, agendas, flyers, presentations, etc. Although this is not required, we encourage your chapter to determine the extent to which this documentation is necessary to prove that you met your goal.