

## **CHAPTER EXCELLENCE AWARD**

This is not a competition between chapters but an opportunity for each chapter to compare itself to a specific standard of excellence. This also serves as your chapter annual report as required by the Standards Document.

The Silver Excellence Award will be awarded to the chapters that have evidence of all criteria present and excellence of programming in at least 9 of the categories and have been awarded 84% of the possible points. The Gold Excellence Award will go to the chapters that have evidence of all award criteria and excellence of programming in all 12 of the categories and have been awarded 92% of the possible points. Points are given for each category in the evaluation process.

The time frame for this recognition is April 2008 through April 11, 2009.

(Please limit your entry to 7-8 pages! Submission should be typed.)

### **Categories:**

1. Scholastic Achievement/Scholastic Programming (20 points)
2. Secure finances and successful fundraising (if part of programming) (15)
3. Membership development program (20)
4. New Membership Program (20)
5. Officer training program (15)
6. Community involvement (including philanthropies) (20)
7. University involvement/service (of chapter and members) (15)
8. Recruitment program/Intake Process (15)
9. Alumni program (15)
10. Committee system /Chapter Management (15)
11. Risk Management (20)
12. Participation in system and support of Panhellenic/IFC/NPHC/MGC programming (15)

### Additional Information:

1. The report must be typed. We suggest a 7-8 page limit, but a chapter will not be penalized if it exceeds the limit (within reason).
2. It is okay to submit verification of events (thank you letters, flyers, etc.).
3. All officers and committee chairs within the chapter should assist with the compilation of this report. One person should be designated to coordinate the effort.
4. Be honest. If your chapter does not have a scholarship program, say so. Do not fabricate something in order to have a report to submit. Part of the purpose of this exercise is to determine where we need to focus our efforts in the future.

### Categories and examples of the type of information we need:

**Scholastic Achievement/Scholastic Programming:** What was the GPA of the chapter and new members for Spring and Fall Semester 2008? How does this compare to previous years? What percentage of chapter made Dean's List? Is there a minimum grade requirement to be in good standing? What assistance do you provide for members who can not meet standards? How did you do faculty outreach? Efforts which focus on academic success? How do you recognize successful students in chapter?

**Finances/Fundraising:** How do you establish your budget for the year? What are the financial standards for being a member in good standing? What strategies does the chapter employ to encourage members to meet financial obligations? How does the chapter meet its financial obligations to the national office/alumni board/housing corporation? Does the chapter undertake fundraising efforts?

**Membership Development Program:** What are the requirements to be a member in good standing? What activities does the chapter plan to meet the needs of the chapter membership? Are guest speakers invited to chapter meetings or dinner? If so, who and what topic was addressed? Does the chapter make use of the Career Network? Health Peer Educators? Everywoman's Center? Other support services? Did chapter membership attend regional conference/conclave? Was there a chapter retreat? What does the chapter do to help each member be a successful student? How did the chapter meet the requirements of the standards document?

**New Membership Program:** Does the chapter abide by the guidelines established by the national office? How does the chapter address the issue of hazing with new members and active membership? What activities are used to foster integration of the new members with the chapter membership? What expectations are placed upon the active membership (regarding new members)? What is the length of the new member program? When were the new members initiated? What was the academic GPA of the new member class? What percentage of the new member class earned a 2.5 or better?

Examples of the programs/activities employed in the new member program? What are the goals of the new member program?

**Officer Training Program:** What is the transition program for new officers? How do the retiring officers assist the new officers? Are there requirements to be an officer? Does a chapter advisor or alumnus/a assist with officer transition? Is there a retreat for the new officers or the chapter after officers are elected? Do the officers fulfill the requirements of the national organization/alumni/ae board in a timely manner?

**Community Involvement:** What local agencies have the chapter/membership supported? In which local agencies do members participate (churches/synagogues, clubs, service organizations, Habitat for Humanity, etc.)? In what area efforts did the chapter membership participate? Did you do a neighborhood relations effort? What were your Philanthropic/community service activities?

**University Involvement/Service:** Student Government Association? HILLEL? Newman Center? Registered Student Organizations? Homecoming? Intramural Sports? Varsity athletics? Academic honoraries? Special interest organizations? Expectations of membership? Recognition of those who serve the greater community?

**Recruitment Program:** What are your statistics for the fall and spring recruitment efforts? Number pledged versus number initiated (retention effort)? Strategies employed? Did you do a recruitment retreat? When were recruitment efforts? What measures did chapter undertake to ensure recruitment effort did not involve alcohol? What is the recruitment philosophy of the chapter?

**Alumni program:** Newsletter? Web Page? Communication with national office or UMass Alumni Office? Submissions to national publications? Homecoming or special events designed for alumni/ae? Ceremony for graduating seniors? Program for parents?

**Committee system/chapter management:** Committee structure? How does the chapter select committee chairs? What are the expectations of the committees? How are committees evaluated? How are goals established? Who is responsible for overseeing chapter infrastructure? Types of committees? Quality of chapter meeting? Attendance? What business is conducted? Predictable meeting times? Agenda? Use of ritual? New members have opportunity to attend an open meeting?

**Risk Management:** Did chapter participate in system efforts to revise social policy and establish risk management guidelines? How does the chapter educate its members about the national's risk management policies? Did chapter have fire drills? Did chapter pass house inspection on the first attempt? Efforts to address alcohol misuse/abuse? Clearly articulated expectations? Was there interaction with Amherst Police?

**Involvement/Support of IFC/Panhellenic/NPHC/MGC:** Attendance of meetings? Are there members serving as officers or committee chairs on the council? Panhel reps – participation in council activities? Attendance of Panhel/IFC/NPHC sponsored events? Participation in presidents meetings? Interaction with Advisor?

If this outline is not helpful, please contact an advisor in the office. Brief summaries are only required - we do not need a detailed report of every single effort your chapter undertook. Past chapter reports are available in the office. Good luck.