Fraternity and Sorority
Chapter Excellence Assessment Program
& Individual Award Recognition

2016 Submission Guidelines

All documentation is submitted through the OrgSync submission forms by visiting: www.wcupa.edu/greeklife

The deadline for application submission is:
Tuesday, December 15, 2016 at 12:00pm(noon)

The Fraternity & Sorority Excellence Awards Ceremony will be held on Sunday, February 5, 2017 from 2:00pm-4:00pm in Sykes Ballrooms

Chapter Excellence Assessment Program

Introduction

Fraternities and sororities were founded to support the academic mission, vision, and values of the host institution where a chapter is recognized. The Office for Fraternity and Sorority Life conducts a yearly assessment of its chapters in order to determine how the core values of individual fraternities and sororities support West Chester University. It is also the intention of the Office for Fraternity and Sorority Life to evaluate its impact on the co-curricular experience at WCU.

Assessment

The assessment is composed of six different categories in which each chapter is evaluated. Each category has different criteria that are assigned point values. A score of 90 or higher in a specific category means the chapter is achieving the minimum standards set by the Office for Fraternity and Sorority Life. The chapter that receives the highest point value in each of the categories below will get the Overall Excellence chapter award for that category.

The Chapter Excellence Assessment program serves as the University's annual assessment of our Fraternity and Sorority Community at WCU. Therefore, all WCU Fraternity & Sorority chapters must participate.

The core areas to be awarded for chapter standards of excellence are:
1. Academic Excellence
2. Leadership and Community Engagement Excellence
3. Member Development and Education Excellence
4. Community Service Excellence
5. Philanthropic Excellence
6. Chapter Management Excellence

Chapter of the Year: A chapter that has achieved excellent scores in all six categories, a score of 90 or higher, exemplifies an ideal Fraternity or Sorority organization that supports the mission of West Chester University as well as fraternal standards. This overall recognition will be given to *one* fraternity and *one* sorority, regardless of governing council affiliation.

Eligibility
- These awards will recognize the accomplishments of chapters between the dates of January 1, 2016 through December 15, 2016. All materials and reports must reflect this time period.
- Chapters that have had any policy violations (resulting in a judicial board hearing) during the award period are not eligible to win Fraternity or Sorority of the Year, however, must still participate in the assessment process.
- Each step in this packet must be completed to be eligible for the respective awards.
- Only chapters that apply for every Chapter Excellence Award will be eligible for Chapter of the Year.
- Awards submission essays should be formatted in 12 pt. font, double-spaced, saved as PDFs and *labeled with the organization name* then uploaded through the appropriate form category accessible on OrgSync.

Timeline Guidelines
- November 1, 2016: Application Guidelines distributed to chapter presidents
- December 15, 2016: Applications are due no later than 12:00pm noon via Orgsync
- December 14 – 15, 2016: Chapters can stop by Fraternity and Sorority Life to inquire about their submissions to ensure correct procedure was followed.
- February 5, 2017: Chapter Excellence Awards Ceremony

Disqualification Guidelines
- Submissions turned in after 12:00 p.m. on Thursday, December 15, 2016
  - If you miss the deadline, you will not be eligible to win in that category but still must complete each submission.
- Submissions not adhering to ALL eligibility and submission guidelines
- Submissions with false or misleading information

Submission Guidelines
- **All chapters are required to complete submissions in each category, each with a separate form on OrgSync.**
- Each submission must be in one complete PDF document, double spaced in 12 pt. font.
- Supporting documentation is to be included in the PDF document. For example, essay question responses come first with other documents scanned in in the pages that follow. (verification letters, screen shots, photos, etc.)
- The page minimum and maximum ***does not*** include the supporting documentation.

Other Information
- Judges for Chapter Excellence Assessment will be WCU faculty and staff chosen by Fraternity and Sorority Life staff members
- Each category will be reviewed and scored by at least three judges. Their scores will be averaged to achieve the official chapter score
- Each chapter will have the opportunity to review their chapter's scores for each area and consult with their Fraternity and Sorority Life Staff Advisor during individual President's meetings in February.

Area 1: Academic Excellence
https://orgsync.com/34398/forms/228465

☐ Upload an essay of no less than one page and no more than three pages that answers the following questions *(50 points)*:
1. Summarize your chapter's academic success program. (How does your chapter recognize members exhibiting high academic performance and those with improving academic performance)
2. How does your chapter address members who fail to meet academic standards?
3. How does your chapter encourage members to prioritize academics?

    Optional upload: Complete Academic Success Program

The following points are awarded based off spring 2016 and fall 2016 Community Grade Report, compiled by the Office of Fraternity and Sorority Life each semester. (up to 40 points)
☐ Chapter GPA will be weighed heavily in the scoring of this award. *(Points are assigned broken down by the highest to lowest GPA by governing council)*
1. Highest GPA (Top ¼)*(40 points)*
2. Median GPA (Upper Middle ¼) *(30 points)*
3. Median GPA (Lower Middle ¼) *(20 points)*
4. Lowest GPA (Bottom ¼) *(10 points)*

☐ Please list out any chapter programming related to this area of excellence during the spring 2016 and fall 2016 semesters. Include the date, title, description, number of members (and/or non-members) that attended, and if outside resources were used. Only those with supporting documentation will be considered for points. *(10 points)*

Date	Title	Description	# of members	# of non-members	Supporting documentation included?
4/10/16	Time Management Workshop	Staff from the Learning Assistance Resource Center conducted a workshop about time management.	50	0	Y – confirmation email from LARC staff
10/1/16	Study Abroad Interest Program	The chapter co-hosted an interest program about study abroad opportunities with the Center for International Programs	20	20	Y – flyer distributed on campus and social media

Area 2: Leadership and Community Engagement Excellence
https://orgsync.com/34398/forms/228470

☐ Upload an essay of no less than three pages and no more than four pages, which answers the following questions *(50 points):*

1. Describe the relationship between your chapter and its governing council (IFC/PHC/BLGC). How is information communicated, do members sit on the Executive Board, is governing council business a priority for the chapter?
2. Describe how your chapter promotes positive relations with other chapters within your council, within other councils and among the entire fraternity and sorority community?
3. How does your chapter use resources offered by the University? Please be specific. For example, we attended the Leadership Conference on X date.
4. How does your chapter use resources offered by your National Chapter? Please be specific. For example, we attended the Leadership Conference on X date.
5. How does the chapter deal with apathy? What strategies are used to motivate members?

☐ Provide a list of members that lists (1) involvement outside your organization as well as (2) if the involvement is a leadership role. *(20 points)*

Involvement *(10 points)*	Leadership Roles *(10 points)*
1. 80% active chapter membership involved in at least one other activity/organization (10 points)	1. 50% active chapter membership involved in other leadership roles on campus (10 points)
2. 60% active chapter membership involved in other campus activities on campus (7 points)	2. 25% active chapter membership involved in other leadership roles on campus (7 points)
3. 40% active chapter membership involved in other campus activities on campus (5 points)	3. 10% active chapter membership involved in other leadership roles on campus (5 points)
4. 20% active chapter membership involved in other campus activities on campus (2 points)	4. 5% active chapter membership involved in other leadership roles on campus (2 points)

*Involvement (campus activities) can include membership in other student organizations, attendance at campus leadership conferences, etc.
*Leadership roles can include being a Resident Assistant, Orientation Leader, OMA Peer Mentor, University Ambassador, etc.

☐ Please list out any chapter programming related to this area of excellence during the spring 2016 and fall 2016 semesters. Include the date, title, description, number of members (and/or non-members) that attended. Only those with supporting documentation will be considered for points. (30 points)
- o Co-sponsored programs (non-social events) between your chapter and another chapter or between your chapter and another chapter outside your fraternity/sorority governing council will be weighted more.

Area 3: Member Development and Education Excellence
https://orgsync.com/34398/forms/228480

☐ Upload an essay no less than two pages and no more than three pages that answers the following questions *(50 points):*
1. Describe your organizational values and how members uphold them.
   a. Be sure to include how Ritual is incorporated into chapter education and applied to membership standards
2. What part of the chapter's new member education/intake process best integrates new members into the chapter.
3. How does your chapter ensure all members understand risk prevention policies?

4. How are individual members held accountable in your chapter? (i.e. standards, personnel, judicial board). Describe this process.
5. Describe the best education program your chapter hosts any why you believe is most effective.

☐ Please list out any chapter programming related to this area of excellence during the spring 2016 and fall 2016 semesters. Include the date, title, description, number of members (and/or non-members) that attended. Only those with supporting documentation will be considered for points. *(50 points)*

Categories include but are not limited to: Risk Reduction/Prevention (Anti-Hazing, Legal Liability, Alcohol/Drug Use and Abuse), Social Equity/Cultural Awareness, Health & Wellness, Financial Management, Career Planning, Values Congruence, Social (Brotherhood/Sisterhood).

Area 4: Community Service Excellence
https://orgsync.com/34398/forms/228483

Community Service is based on time that members spend doing hands-on service. Hours/Programs will only be recognized that are properly reported using the Office of Service Learning Online Report Form.

☐ Attach an essay no less than one page and no more than two pages that answers the following questions (50 points):
1. What community service opportunities does your chapter provide for its members?
2. What campus-wide or fraternity/sorority community-wide service projects does your chapter participate in?
3. What service does your chapter provide to the community outside of WCU?
4. What does your chapter do to reflect on the service projects and how they relate back to the values of the organization?

☐ Community Service Hours Tracked via Office of Service Learning Online Report Form* (up to 50 points):
1. *10 points awarded for each* service program, hosted by the chapter, at which 80% of members participate
2. *5 Points awarded for each* service program at which at least 50% of chapter members participated

(While Community Service Hours & Programs are collected in the Office of Service Learning and Volunteer Programs online form, verification of hours and programs are needed to be able to apply to Chapter Excellence Program. Please upload any supporting documentation of community service hours/programs completed by the chapter).

Area 5: Philanthropy Excellence
https://orgsync.com/34398/forms/228487

Philanthropy is based on monetary or item donations. Donations will only be recognized that are properly reported using the Office of Service Learning Online Report Form, and that are verified through the documentation that is provided through that form or included in this submission. Documentation through Student Services, Inc. is preferred.

☐ Attach an essay no less than one page and no more than two pages that answers the following questions *(50 points):*
1. What cause or organization does your chapter support? What was contributed and how much did it impact the community? Please attach no more than two pages of materials that were used to promote your philanthropy; photos of your chapter in action are more than welcome.
2. How does your chapter contribute to the philanthropic causes of other chapters/student organizations?
3. Does your chapter participate in campus-wide philanthropic initiatives? Which ones did your chapter participate in and what was the outcome?

☐ Average number of philanthropy dollars raised divided by each active member will be weighed in the scoring of this award. (50 points) ($1,000.00 raised, with 10 members = $100.00 per member) *(Points are assigned broken down by the highest to lowest Average of Philanthropy Dollars raised by governing council)*

1. Highest Average of Philanthropy Dollars Raised (Top ¼) (50 points)
2. Median Average of Philanthropy Dollars Raised (Upper Middle ¼) (30 points)
3. Median Average of Philanthropy Dollars Raised (Lower Middle ¼) (15 points)
4. Lowest Average of Philanthropy Dollars Raised (Bottom ¼) (5 points)

(While Philanthropy Program data is collected in the Office of Service Learning and Volunteer Programs online form, verification of dollars raised is needed to be able to apply to Chapter Excellence Program. Please upload any supporting documentation of philanthropy dollars donated by the chapter).

Area 6: Chapter Management Excellence
https://orgsync.com/34398/forms/228489

☐ Attach an essay no less than one page and no more than five pages that answers the following questions *(50 points):*
1. Describe the recruitment/intake process for your chapter. What role do individual members have in this process? How are the requirements to join communicated to potential members?
2. What is your chapter's relationship like with the University?
3. Describe the chapter's communication with it's inter/national staff and or regional leadership.
4. What is the communication structure for your chapter? How is chapter business conducted?
5. Describe how the chapter's finances are handled. Is there a specific budget that is created?
6. Describe what your chapter does to facilitate officer transition/ training.
7. How does the chapter utilize its advisors? (Both on campus faculty/staff advisor as well as off campus advisors)
8. In what ways is the chapter, its members, and programs/activities marketed and promoted on/off campus?

☐ Please list out any chapter programming related to this area of excellence during the spring 2016 and fall 2016 semesters. Include the date, title, description, number of members (and/or non-members) that attended. Only those with supporting documentation will be considered for points. *(50 points)*

Individual Award Recognition

Introduction:

It is the intention of the Office for Fraternity and Sorority Life to recognize individuals who positively support the values of fraternities and sororities and aspire to live these values every day. These individuals have made a positive impact on the community and inspire others to do the same.

Instructions:
- Please read each awards description fully and answer each question completely.
- Each chapter can nominate as many people as they would like, inside or outside their respective chapters.
- The time frame for each award is January 2016 to December of 2016.
- These awards will be determined on how fully you answer the questions provided and provide examples of how each nominee fulfills the award criteria.

In order to submit a nomination, you will upload your letter of support to this form:
https://orgsync.com/34398/forms/228492
If you have multiple nominations in a category, simply fill out an additional form.

Outstanding Chapter President

(Awarded to 1 Chapter President from the Interfraternity Council, 1 Chapter President from the Black and Latino Greek Council, and 1 Chapter President from the Panhellenic Council)

This award will be presented to the fraternity and sorority presidents who have excelled in the leadership, development, and improvement of his/her chapter. (One from IFC Chapters, one from PHC Chapters and one from BLGC Chapters) Qualified candidates will have exemplified the true meaning of fraternity/sorority leadership and commitment to the Fraternity and Sorority community by going above and beyond his/her call of duty in improving his/herself as a leader and enhancing the overall chapter's structure and organization.

In your letter of support, please answer the following:
1) Name of Nominee
2) Chapter of Nominee
3) Semester(s) in office:
4) Briefly, list the accomplishments and work the nominee has done with his/her chapter during his/her presidency.
5) What characteristics does the nominee possess that makes him/her a good leader?
6) Please describe how the nominee motivated members and helped his/her chapter to improve its structure and overall operations.
7) Why do you and/or your chapter believe this person is an excellent candidate for outstanding Chapter President?

Emerging Leader
Awarded to 1 fraternity member and 1 sorority member.

The purpose of this award is to recognize the outstanding new leaders of the Fraternity and Sorority community. Recipients of this award have excelled beyond their peers in all areas of Fraternity and Sorority life as a new member. Qualified candidates are considered role models in fraternity and sorority life and best represent the ideals of what it means to be a member. New members from Spring 2016 and Fall 2016 are eligible for this award.

In your letter of support, please answer the following:
1) Name of Nominee
2) Semester Joined:
3) Chapter:
4) Describe in two pages or less why your chapter wishes to nominate this candidate for this award. Include in your response how this individual has affected your own organization, the campus community, and the Fraternity and Sorority community as a whole. Be sure to mention any campus involvement, including community service.

Outstanding Chapter Advisor

This award will be given to the OFF CAMPUS chapter advisor who best represents commitment and dedication to the chapter at West Chester University. This individual has willingly and successfully influenced the chapter through active oversight of their academics, community service initiatives and/ or leadership development programs.

In your letter of support, please answer the following:
1. Name of Nominee:
2. How many years has the advisor served the chapter?
3. Chapter nominating the above person:
4. List the contributions and accomplishments that the nominee has made to your chapter.
5. Describe how the advisor is involved with the chapter and ways in which they motivate the chapter. This includes time spent advising the chapter and its members, attendance at chapter meeting and events, etc.
6. What characteristics does the advisor possess that makes them a mentor for the members of the chapter? How does the nominee serve as a role model?

These three individual awards will be presented at the Student Leadership & Involvement Awards Ceremony in April, 2017. Nominations for these awards will be available by March 1, 2017.
- *Outstanding Faculty/Staff Advisor*
- *Outstanding Fraternity Member of the Year*
- *Outstanding Sorority Member f the Year*

Last Updated: 10/31/2016