APPLICATION INSTRUCTIONS

INFORMATION:
The Greek Excellence Program provides an objective appraisal of a chapter’s performance from the year (January 2015 - December 2015). The awards process is designed to challenge each chapter to improve both programming and overall achievement within the community. The Greek Excellence Awards are also designed to assist chapters in the preparation of their annual Inter/National reports and awards application.

SUBMISSION DEADLINE:
Completed awards packets must be submitted by 5:00 p.m. CST on Tuesday, January 19, 2016. Late applications will be accepted, but will not be eligible for award recognition.

SUBMISSION INSTRUCTIONS:
Each chapter should submit one (1) completed packet to The Office of Fraternity & Sorority in electronic format (either via a USB or on a CD-R computer disk). The document should be saved in a PDF format and chapters should use the enclosed cover sheet. Chapters will also need to include a hard copy of the signed Advisor Verification Form at the time of submission.

Please note that the section on Demographic Information (pg. 6) is required from ALL chapters, regardless of whether they intend on applying for awards.

If you have additional questions about the awards packet or process, please schedule a meeting with a member of The Office of Fraternity & Sorority Life staff.

Chapters that have completed the awards applications for ALL seven of the Chapter Excellence Awards will be eligible to receive the President’s Cup. Please note that all information submitted for the Chapter Excellence Awards will be taken into consideration for selection of the President’s Cup recipient.

Further all chapter activities between January 2015 and December 2015 will be considered in the submission of packets and the evaluation of awards.

Hard copy packets will NOT be accepted.

GREEK EXCELLENCE AWARDS RECEPTION:
The annual awards reception will be held on Sunday, February 21, 2016 in Ferguson Center Ballroom. Please ensure that you have added this date to your chapter’s event calendar. Further information will be provided prior to the reception.
GREEK EXCELLENCE AWARDS & DESCRIPTIONS

CHAPTER EXCELLENCE AWARDS:
Chapters can be recognized for accomplishment in SEVEN (7) categories including:

- Scholarship
- Alumni/Alumnae Relations
- Service & Philanthropy
- University & Community Relations
- Commitment to Diversity
- Educational Programming
- Risk Management

To be eligible for an award in each category, a chapter must complete each-category specific application. One (1) chapter from each of the four (4) Greek Governing Councils (APA, IFC, NPHC, UGC) will be recognized as an overall Greek Excellence Award Winner in each category, provided they meet the criteria for an EXCELLENT rating.

(NOTE: If a chapter is on disciplinary status or has been on disciplinary status within the period of evaluation with its national organization, The University of Alabama or its respective Greek Governing Council, that chapter is NOT eligible to receive the Overall Greek Excellence Award, given to one chapter within each Council or the Dr. Robert E. Witt President’s Cup.).

DR. ROBERT E. WITT PRESIDENT’S CUP
Named in honor of former University President, Dr. Robert E. Witt, this award is given annually to one chapter who exemplifies the ideals and values of The University of Alabama’s Greek community. Criteria for this award include:

- Outstanding representation of the Greek community on campus, within the greater Tuscaloosa community, the state of Alabama and nationally
- Involvement on campus and in the local community
- Relations with other organizations in the Greek Community
- Quality Chapter Programming for its members and the community
- Scholarship of its members
- Strong Chapter, Greek unity, and Alabama Spirit
GREEK EXCELLENCE AWARDS
COVER PAGE

GREEK ORGANIZATION: ____________________________________________

AWARDS APPLYING FOR:

☐ Scholarship
☐ Alumni/Alumnae Relations
☐ Service & Philanthropy
☐ University & Community Relations
☐ Commitment to Diversity
☐ Educational Programming
☐ Risk Management

Name of Person Completing Application: ________________________________

E-Mail: ________________________________

Phone: ________________________________

As the person submitting this Greek Excellence Awards application for my organization, I certify the validity and accuracy of this information. I recognize that misrepresented and/or inaccurate information may result in disqualification and/or referral to the Office of Student Conduct.

Contact Person Signature: ____________________________________________
(Electronic signature—type)

Date: __________________________
ADVISOR VERIFICATION FORM

This page should be printed and signed by your chapter/faculty advisor. This should be handed in (hard-copy) with your electronic submission of the Greek Excellence Awards Application.

Greek Organization: ____________________________________________________________

Advisor Name: ________________________________________________________________

E-Mail: __________________________________________________________________________

Contact Number: ______________________________________________________________

As the advisor of the aforementioned undergraduate chapter, I hereby certify that I have reviewed the Greek Excellence Awards packet being submitted to The Office of Fraternity and Sorority Life to help ensure its validity and accuracy for the following Chapter Excellence Awards:

☐ Scholarship

☐ Alumni/Alumnae Relations

☐ Service & Philanthropy

☐ University & Community Relations

☐ Commitment to Diversity

☐ Educational Programming

☐ Risk Management

Advisor Signature: ______________________________________________________________

Date: _____________________
MEMBERSHIP SIZE:
Current Number of Initiated Members: ___________

Current Number of New/Non-Initiated Members: ___________

Current Total Membership (Initiates & Non-Initiates): ___________

Spring 2015
Number of new members pledged in Spring ’15: ___________

Number of new members initiated from Spring ’15: ___________

Fall 2015:
Number of new members pledged in Fall ’15: ___________

Number of new members initiated from Fall ’15: ___________

ACADEMIC STANDING (to be verified by The Office of Fraternity and Sorority Life):

Spring ’15 Chapter GPA: ___________

Spring ’15: Academic Ranking within Greek Council: ___________

Fall ’15 Chapter GPA: ___________

Fall ’15 Academic Ranking within Greek Council: ___________

COMMUNITY SERVICE/PHILANTHROPY:

Overall Community Service Hours for 2015: ___________
*Please attach a list, which includes the name of the Non-Profit as well as the number of hands-on service hours donated.

Overall Amount of Money Donated to Philanthropies in 2015: ___________
*Please attach a list, which includes the names of the charitable organization as well as the amount donated.
Spring 2015
Total Number of Community Service Hours: __________
Total Amount of Money Donated to Philanthropy: __________
Fundraising amount per individual member: __________
Service Hours per individual member: __________

Fall 2015:
Total Number of Community Service Hours: __________
Total Amount of Money Donated to Philanthropy: __________
Fundraising amount per individual member: __________
Service Hours per individual member: __________

**ADDITIONAL INFORMATION (as applicable):**
List any National Awards/Recognition you have received between January 2015 and December 2015:

List any additional awards (University, Community, State, etc.) you have received January 2015 and December 2015:
SCHOLARSHIP
(50 points)

It is important for chapters to demonstrate a consistent, active role in improving the scholastic achievement of its members through scholastic programming. This award recognizes those chapters who make a concerted effort to help members meet their personal academic achievements.

A. Grade Point Average (GPA) Information

<table>
<thead>
<tr>
<th></th>
<th>Spring 2015</th>
<th>Fall 2015</th>
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<tbody>
<tr>
<td>Chapter GPA</td>
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<tr>
<td>New Member GPA</td>
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</tbody>
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Evaluation:
1. Highest GPA (Top ¼) – 10 points
2. Median GPA (Top ½) – 7 points
3. Median GPA (Lower ½) – 5 points
4. Lowest GPA, but above 2.25 (Lower ¼) – 2 Points

B. Scholarship Support & Resources

I. Does your Chapter elect or appoint a chapter officer (Scholarship Chair), responsible for scholastic achievement? If so, please include documentation of their role, including a written position description and a list of the officer’s goals for his/her term. (10 points)

II. Please list any specific GPA Requirements for all chapter members, including those for the selection of new members and officers. Include documentation of any requirements that you distribute to all members annually. (10 points)

III. Does your chapter have a written, detailed, scholarship program that includes academic and scholastic programming within the chapter? If so, please include an overview of the program and a detailed description of the events hosted by the chapter. Also describe any systems the chapter utilizes to recognize members who exhibit high or improving academic achievement. (10 points)

IV. Does your chapter have a written plan for supporting members who are not meeting their academic requirements? If so, include any documentation including learning contracts, description of assistance programs, tutoring resources, etc. (10 points)

Checklist for an Excellent Rating in the area of Scholarship
The application demonstrates the chapter:

☐ GPA exceeds APA, IFC, NPHC, or UGC average
☐ New member GPA exceeds APA, IFC, NPHC, or UGC average
☐ Has minimum GPA requirements in place for officers and members
☐ Appoints a scholarship chair who exemplifies a dynamic job and successful achievements
☐ Has 2-5 structured scholastic programs events per semester
ALUMNI/ALUMNAE RELATIONS
(35 points)

Strong connections with chapter alumni/alumnae benefit the chapter by providing vital networking opportunities, offering opportunities for lifelong engagement, and helping support strategic chapter initiatives. This award recognizes the chapter with outstanding alumni/alumnae relations programming.

A. Alumni/Alumnae Engagement
I. Please list all events held between January 2015 and December 2015 that cater specifically to alumni/alumnae (i.e. Homecoming, Alumni BBQ, Networking Event, etc.) Be sure to include the date of the event, attendance figures, and a brief description of the event. (10 points)

II. Does your chapter have an officer or appointed member dedicated to Alumni/Alumnae Relations? If so, please describe their responsibilities and goals for their term. (10 points)

• Specific duties of officers responsible for alumni/alumnae relations; i.e. contacting alumni/ae, updating social media pages viewed by alumni/ae; sending out alumni/ae newsletter
• Any programs or events held within the last year that focused on alumni/alumnae relations; and i.e. alumni/ae networking events, alumni/ae dinners or teas, alumni/ae tailgating events, etc.
• Any communication provided between the chapter and alumni/alumnae

B. Alumni/Alumnae Communications
I. Does your chapter produce an alumni/alumnae newsletter? (5 points)

II. Describe the Newsletter, including the subjects covered, how frequently it is distributed, etc. Please include a copy of the newsletter with your award packet (5 points)

C. Senior-to-Alumnus Transition
I. Discuss how your chapter encourages recent graduates/seniors to remain active as an alumnus of your organization. Discuss any specific events or tools you utilize to help with the transition between senior year and becoming an alumnus of your organization, i.e. educational programming for upcoming graduates, active alumni/ae speakers, recent alumni/ae networking events, using social media to update recent graduates on chapter’s news, etc. (5 points)

Checklist for an Excellent Rating in the area of Alumni/Alumnae Relations
The application demonstrates the chapter:

☐ Documented that the chapter has an alumni/ae relations officer with duties that superiorly encourage alumni/ae engagement
☐ With clear details, demonstrates the chapter hosts several events each semester centered around alumni/ae engagement
☐ Regularly communicates with alumni/ae using a variety of mediums, including newsletters, mail outs, and social media
☐ Hosts a variety of events or uses a variety of tools to keep seniors engaged in the transition to alumni/ae status
SERVICE & PHILANTHROPY
(55 points)

Philanthropy and service are a great way to bring a chapter together for common cause. It is important for chapters to support causes that represent their fraternal values and allow them to make a positive impact on both a local and national scale. Philanthropy is based on monetary or item donations, while Community Service is based on time, energy, and hands-on effort given.

A. Community Service
I. Does your chapter use SLPro? (5 points)

II. Does your chapter have an elected or appointed position in charge of coordinating community service/philanthropy events? If so, please include a detailed job description and goals for his/her term? (10 points)

III. Please list all chapter-organized community volunteer service events. This can include events organized with outside third party organizations or other Greek Chapters. However, to be considered a chapter-organized event, it should have required planning from a member of the chapter and had a majority of the chapter participate. (10 points)

IV. Please list all campus-wide service projects that your chapter participated in over the past year (i.e. Beat Auburn, Beat Hunger, etc.). (10 points)

B. Philanthropy
I. Does your organization have a designated philanthropic charity/organization? If so, what was contributed to the organization and how did you raise funds for the contribution? Please feel free to include additional documentation (flyers advertising events for fundraising, etc.) (10 points)

II. Does your chapter participate and donate to other philanthropic organizations (i.e. other chapter’s philanthropies, community organizations, etc.)? If so, please include a total amount of donations, and how your chapter become involved with and supported that philanthropy donation? (money donated as an entry fee for participation in another organization’s event does not count) (10 points)

Checklist for an Excellent Rating in the area of Service and Philanthropy
The application demonstrates the chapter:

- [ ] Hosted regularly monthly or more frequent, chapter service events
- [ ] Regularly participated in service--projects and display that highlights the platform chapter's service culture
- [ ] Strongly donated and participated in other philanthropic organizations (separate from own philanthropy)
- [ ] Displays a culture within the chapter of support for the charity/organization through regular fundraisers and events
Membership in a Greek organization involves being a part of more than just one chapter—it includes membership in the greater The University of Alabama and Tuscaloosa community. Fraternities and sororities often lead the way in developing relationships and partnerships with the surrounding community. Established community relationships show Greek organizations living their fraternal values.

**A. The University of Alabama Participation**

I. Please discuss any programming or projects your chapter has initiated or sponsored that have improved The University of Alabama. This may include any support given to other councils or groups within your council, including events with organizations outside of your council or the Greek community (i.e. teaming up with the Women and Gender Resource Center to host an event on Women’s health). (25 points)

II. Describe how your chapter encourages members to become involved with other student organizations. Please include a roster of your members and their involvement and positions in organizations outside of your chapter. Please be sure to include their first and last name, the student organization, and any positions held. (15 points)

**B. International & National Headquarters Participation**

I. Please list any International or National Events that members of your chapter have participated in between January 2015 – December 2015. Be sure to provide a description of each event, including location, those attending, and any attendance requirements established by your International or National Headquarters. (20 points)

II. Include a letter from your International or National Headquarters verifying you are in good conduct and financial standing, as well as any awards received since January 15. (15 points)

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**Checklist for an Excellent Rating in the area of University and Community Relations**

The application demonstrates the chapter:

- Displays a clear understanding of community and university importance through participation in various events.
- 75%-100% of membership must be involved in other organizations in addition to their respective Greek organizations.
- Attend International or National events regularly while offering this opportunity to many members
- MUST be in good standing both financially and judicially with Headquarters
EDUCATIONAL PROGRAMMING
(70 points)

Chapters should actively organize and participate in programs that enhance a member’s experience. Chapters should engage and educate members on personal and professional development, awareness and fraternal values. These programs can be done collaboratively with another organization on campus, or utilizing internal resources.

A. New Member Education
I. Do you have a written new member education program? If so, briefly describe its purpose and highlight a few events that take place throughout the program. (15 points)
   • Any activities that exceed your inter/national organization’s preset new member program, especially those that promote your organization’s values; i.e. test prep for national organization’s exam, campus safety workshops, alcohol awareness seminars
   • Feel free to include additional documentation as necessary (you do NOT need to submit a full copy of your new member education program).

II. Does your chapter have an elected or appointed officer responsible for new member education? If so, please include documentation of their position description and a list of goals for his/her term in office.
   • Specify duties of officers responsible for overseeing new member education; i.e. meeting responsibilities, assisting with new member campus involvement, organizing educational activities, etc. (15 points)

B. Current Member Education
I. Do you have an elected or appointed officer responsible for educational programming and member development? If so, please include documentation of their position description and a list of goals for his/her term in office. (10 points)

II. Please include a detailed and published calendar of events for the chapter. (15 points)

III. Please describe any chapter education programs or activities that promote fraternity/sorority heritage or ritual awareness, i.e. sister/brotherhood activities focused on rituals or heritage. (5 points)

IV. Please describe any programs focused on the personal or professional development of your members. Include if the programs involved partnerships with any campus organizations (i.e. resume workshops with the Career Center, wellness and safety program with Health Promotion and Wellness, etc.). Feel free to include any additional documentation as necessary, i.e. reflections workshops, eating disorder awareness workshops, networking seminars. (5 points)

V. Does your chapter provide health education programming (i.e. nutrition, body image, sexual health, drugs, alcohol, etc.). Please describe. (5 points)

Checklist for an Excellent Rating in the area of Educational Programming

The application demonstrates the chapter:

☐ Has thoroughly demonstrated that the chapter has a superb written New Member Education program that includes all the components listed in the description.
☐ Has provided documentation of the chapter’s programs and achievements.
☐ Has demonstrated and documented that the chapter has an officer responsible for member education and development and has expanded job duties
☐ Has demonstrated and documented that the chapter regularly hosts opportunities for member education and development each semester
COMMITMENT to DIVERSITY
(75 points)

Commitment to diversity should be integral to a Greek organization’s achievement of excellence. A commitment to diversity enables an organization’s members to have an enhanced educational experience.

A. Diversity Education and Programming
   I. Please discuss any sustainable programming and/or projects your chapter has implemented that have provided education for your members on diversity and cultural awareness. This may include incorporating diversity training into your New Member Education program or creating programs for all members. (25 points)

   II. Describe how your chapter encourages members to partner with a diverse group of students throughout the college experience and any organizational changes that show a focus on diversity. (25 points)

   III. List any activities your organization has participated in that specifically promote diversity on campus and in the community. Add any programs created with by your organization or any collaborations your organization has participated in. (25 points)

Checklist for an Excellent Rating in the area of Commitment to Diversity

The application demonstrates the chapter:

☐ Must include information about the chapter participating in programmatic partnerships with “non-like” organizations

☐ Must show organizational changes focusing on diversity education

☐ Demonstrate a purposeful want to explore and appreciate the many cultures at The University of Alabama through their actions, deeds, procedures, membership and service choices in their contributions to the University
RISK MANAGEMENT
(50 points)

An effective risk management program is essential to any chapter’s success. The recipient of this award will should have established an effective program that educates its members on mitigating risks, while implementing policies that protect its members and the chapter’s standing on campus.

A. Risk Management Education & Programming
I. Describe how your chapter follows and annually reviews your International or National Headquarter’s policy on risk management, hazing, and alcohol policies (i.e. such as training, meetings, etc.). (10 points)

II. Explain how your organization proactively addresses the following aspects of risk management with your members: (15 points)
   • Specific duties of officers responsible for risk management;
   • The chapter inter/national headquarter and chapter’s written risk management policies and education on these policies;
   • How the chapter enforces the above policies/rules (i.e. judicial, standards, or honor board)
   • Programming or specific events the chapter provides to members and new members on alcohol, drug policies, hazing prevention, or other risk management issues relevant to today’s collegians.

III. Please describe any non-alcoholic social functions your chapter has sponsored within the past year. (25 points)

Checklist for an Excellent Rating in the area of Risk Management
The application demonstrates the chapter:
   ☐ Follows and annually reviews Inter/National Headquarters’ policy on risk management, hazing, and alcohol policies
   ☐ Effectively uses risk management methods of enforcing policies, rules, and standards
   ☐ Has proactively addressed risk management with its members by having a written risk management plan and programs and communicating those to the entire chapter membership
   ☐ Hosted 2-3 non-alcoholic social functions annually
DR. ROBERT E. WITT PRESIDENT’S CUP

Chapters that have completed the awards applications for **ALL** seven of the Chapter Excellence Awards will be eligible to receive the President’s Cup. All information submitted for the Chapter Excellence Awards will be taken into consideration. In addition, chapters should complete the following questions. Answers should be no longer than 1 single spaced page per question.

A. Describe how your chapter encourages and exemplifies the spirit of Greek Unity within The University of Alabama Greek Community (i.e. community service based or social partnership with other chapters or councils, participation in Greek Week).

B. Describe how your chapter promotes and encourages its members to live up to the values enlisted in the Capstone Creed (i.e. pursue knowledge; act with fairness, honesty, and respect; foster individual and civic responsibility; and strive for excellence).

C. Describe how your chapter has best exemplified a strong chapter, Greek, and The University of Alabama spirit?

D. Include any additional information, documents, etc. that will best support your chapters application for this award.

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**Checklist for an Excellent Rating**

**The application demonstrates the chapters:**

☐ Encourages and exemplifies the spirit of Greek Unity at The University of Alabama

☐ Promotes and encourages its members to live up to the values listed in the Capstone Creed (i.e. pursue knowledge, act with fairness, honesty and respect, foster individual civic responsibility, and strive for excellence)

☐ Exemplifies a strong chapter, commitment to Greek unity, and the Capstone Spirit