Fraternal Award of Excellence Application 2018

IOWA STATE UNIVERSITY
2018 Fraternal Award of Excellence Applications

The Fraternal Award of Excellence provides recognition for chapters excelling in areas of highest priority to the success of fraternities and sororities. This assessment focuses on the five core values of the Sorority and Fraternity community at Iowa State: Academics, Civic Engagement, Friendship, Leadership, and Social Justice.

Chapters that submit the Fraternal Award of Excellence will receive recognition and an assessment report that shows how their achievement compares to other chapters in their council and the community.

**Eligibility**: ALL chapters recognized by a Sorority or Fraternity governing council (i.e. Collegiate Panhellenic Council, Interfraternity Council, Multicultural Greek Council, or National Pan-Hellenic Council) are eligible and encouraged to apply for the award.

**Award Categories**

- President’s Cup: Presented to the single chapter with the highest overall score.
- President’s Award for Fraternal Excellence: Chapter meets or exceeds 90% of the criteria during the award period.
- Gold Circle Award: Chapter meets or exceeds 80% of the criteria during the award period.
- Cardinal Circle Award: Chapter meets or exceeds 70% of the criteria during the award period.
- Certificate of Merit: Provided to all chapters that submit a full award application and score at least 50% but do not achieve at least 70% of the awards criteria.
- Excellence Awards will be given in each category.

**A separate award application will be submitted for the LegaCY Initiative.** This award seeks to honor chapters who are creating a legacy on campus by taking a strategic look at the chapter purpose, goals, and actions on campus.
**Deadline and Submission Instructions:**

The following are items to consider when submitting your Fraternal Award of Excellence application.

- Documentation notebooks must be 3-ring binders. We are working on developing an online submission option. If the online submission option is developed, chapters will be given the option to submit electronically or in the 3-ring binders.
- It is recommended that chapters submit separate tabbed divider pages for each category application.
- **Complete the cover page included at the front of this packet and include with submission.**
- Every criteria statement on the awards application requires documentation. All supporting documentation should be placed in the documentation notebook.
- The documentation notebook is the only place to provide supporting documents. Examples of supporting documents are: meeting minutes or agendas, thank you letters, photos, news articles, printed programs, program fliers, program evaluations, screen shots, and so on.
- Documentation must provide evidence that programs were planned and implemented.
- Joint programming and collaboration is encouraged.
- Documentation for all responses is required in order to receive full credit. Some questions include directions about what constitutes documentation. Material specifically requested must be included to receive full credit for the response.
- Members of the review committee have a limited amount of time to locate documentation. If the notebook is not well organized, committee members may not be able to locate the necessary information or give full credit for a response.
- Good documentation is the single most important component of this report. Documentation should prove — without any doubt — that the chapter meets the criteria statement fully.
- Chapters are encouraged to review their binder with their staff liaison prior to submitting the notebook for judging.

The award deadline is **Thursday, January 10th at 11:00am.** No late applications will be accepted, regardless of the circumstances. PLEASE NOTE, this is the week before classes begin. You should complete and turn in the awards packet earlier if possible. Many chapters submit their application in December.
FRATERNAL AWARD OF EXCELLENCE COVER PAGE

Organization: ___________________________    Council: ___________________________

Chapter Contact Information:

Name of Person submitting report: __________________________________________________________

Title of person submitting report: __________________________________________________________

Name of contact for spring 2019: __________________________________________________________

Title of contact for spring 2019: ___________________________________________________________

Email and cell number for spring 2019 contact: _____________________________________________

Chapter adviser's name: _________________________________________________________________

Email and cell number for chapter adviser: ________________________________________________

FAE Award Information:

What criteria do you believe best exemplifies a strong fraternity or sorority? Why?

What criteria would you like to see removed for FAE 2019? Why?

What (if any) criteria would you like to see revised for FAE 2019? Why?

Any additional feedback for FAE 2018?
ACADEMICS

Instructions: Place an “X” on the line next to each criteria statement if it is something that the chapter does to promote excellence in this program category. In addition, provide supporting documentation for each state in the appropriate section of the documentation notebook and clearly reference its exact location on the “DOCUMENTATION” line(s).

If your chapter does not program in the area listed, and there is a sound rationale for this situation, enter “N/A” on the line next to the statement. Provide a clear, concise description of the rationale on a separate page and place it in the appropriate location in the documentation notebook, with its exact location clearly referenced on the “DOCUMENTATION” line(s). Points may be awarded for providing a sound rationale and supporting documentation.

Criteria Statements

1. _______ The chapter has developed and implemented an academic program that includes an academic mission statement, a statement on academic policies and information on programs and resources. Documentation must include (1) a written academic program, (2) a statement on academic policies and (3) evidence of implementation.

   DOCUMENTATION: (1)__________________________________________________
   (2)__________________________________________________
   (3)__________________________________________________

2. _______ The chapter has assessed the effectiveness of their academic program and has made adjustments/improvements as necessary. Documentation must include (1) assessment of effectiveness and (2) adjustments/improvements as necessary.

   DOCUMENTATION: (1)__________________________________________________
   (2)__________________________________________________

3. _______ The chapter has a written process that addresses the consequences, sanction, or review process for members who do not meet the academic standards set by the chapter and/or the university and demonstrates implementation of the process.

   DOCUMENTATION: (1)__________________________________________________
   (2)__________________________________________________

4. _______ The chapter has recognition programs concerning academic related incentives the chapter offers to its members.

   DOCUMENTATION: (1)__________________________________________________
5. The chapter has conducted/attended at least one academic workshop each semester during the 2018 calendar year. Documentation should include (1) evidence of workshop for spring semester and (2) evidence of workshop for fall semester.

   DOCUMENTATION: (1)__________________________________________________
   (2)__________________________________________________

6. The chapter has utilized the Academic Success Center, Career Center, Writing and Media Center, Academic College, or other academic resource on campus to ensure success of members.

   DOCUMENTATION: (1)__________________________________________________

7. The chapter has an active university adviser who meets with the chapter at least two times per semester and addresses the new members/aspirants during their educational period. Documentation should include (1) evidence of university adviser meeting with chapter and (2) university adviser meeting with new member/aspirants.

   DOCUMENTATION: (1)__________________________________________________
   (2)__________________________________________________

8a. 95% of new members joined during the award period are initiated or remain members.
8b. 90% of new members joined during the award period are initiated or remain members.
8c. 85% of new members joined during the award period are initiated or remain members.
8d. 80% of new members joined during the award period are initiated or remain members.

   DOCUMENTATION: (1)__________________________________________________

9. The chapter has at least one event or initiative per award period that enhances relations with the University and its staff and faculty members.

   DOCUMENTATION: (1)__________________________________________________

10. Annually, the chapter celebrates members who are graduating.

    DOCUMENTATION: (1)__________________________________________________
For Office Use Only (information provided by the Office of Sorority and Fraternity Engagement)

11a. The chapter has a grade point average of 3.0 in the spring 2018 semester.
11b. The chapter has a grade point average of 3.0 in the fall 2018 semester.

12a. The chapter has a grade point average of 3.1 in the spring 2018 semester.
12b. The chapter has a grade point average of 3.1 in the fall 2018 semester.

13a. The chapter has a grade point average of 3.2 in the spring 2018 semester.
13b. The chapter has a grade point average of 3.2 in the fall 2018 semester.

14a. The chapter has a grade point average of 3.25 in the spring 2018 semester.
14b. The chapter has a grade point average of 3.25 in the fall 2018 semester.
CIVIC ENGAGEMENT

Instructions: Place an “X” on the line next to each criteria statement if it is something that the chapter does to promote excellence in this program category. In addition, provide supporting documentation for each state in the appropriate section of the documentation notebook and clearly reference its exact location on the “DOCUMENTATION” line(s).

If your chapter does not program in the area listed, and there is a sound rationale for this situation, enter “N/A” on the line next to the statement. Provide a clear, concise description of the rationale on a separate page and place it in the appropriate location in the documentation notebook, with its exact location clearly referenced on the “DOCUMENTATION” line(s). Points may be awarded for providing a sound rationale and supporting documentation.

Criteria Statements:

1. _______ The chapter sponsors a fundraising event during the award period and 100% of money or goods raised are given to a charitable cause. *Documentation should include (1) evidence of fundraising event and (2) proof of money or goods donated.*

   DOCUMENTATION: (1) ____________________________________________________
   (2) ____________________________________________________

2. _______ The chapter focuses on the education of the importance of the charitable cause outlined in the fundraiser above.

   DOCUMENTATION: (1) ____________________________________________________

3. _______ 75% of chapter members participate in a chapter sponsored/co-sponsored service project donating time to a cause during the award period. *This may be one event or an ongoing volunteer relationship.*

   DOCUMENTATION: (1) ____________________________________________________

4. _______ The chapter includes reflection activities for members as a part of their chapter sponsored community service project.

   DOCUMENTATION: (1) ____________________________________________________

5. _______ 85% of members are active in a non-chapter organization through a Student Activities Center registered student organization.

   DOCUMENTATION: (1) ____________________________________________________

6. _______ The chapter collaborates with an Ames/Story County organization during the award period through an initiative or effort in which chapter member may participate.

   DOCUMENTATION: (1) ____________________________________________________
Chapter members completed an average of 10 hours of community service per person per semester.

Chapter members completed an average of 15 hours of community service per person per semester.

Chapter members completed an average of 20 hours of community service per person per semester.

Documentation should include a summary of community service projects per person per semester and should highlight chapter averages. Chapters who submit through their governing council may utilize a summary report from their governing council in lieu of a detailed report.

DOCUMENTATION: (1-6)______________________________

The chapter has a member responsible for organizing and promoting community service and/or philanthropic events within the chapter.

DOCUMENTATION: (1)______________________________

The chapter encourages members to participate in Destination Indianapolis, Project Jamaica or other alternative spring break programs.

DOCUMENTATION: (1)______________________________

The chapter engages in discussions with community leaders such as City Council, Student Government, student activist groups, community activist groups or Iowa State Administration.

DOCUMENTATION: (1)______________________________

The chapter conducted at least one event during the award period where the main focus was on ritual education (the values your initiation ceremony promotes) for the entire chapter.

DOCUMENTATION: (1)______________________________

The chapter has reported/shared with their governing council the total amount of fundraising during the award period.

DOCUMENTATION: (1)______________________________

The chapter has reported/shared with their governing council the total amount of community service hours performed by their chapter during the award period.

DOCUMENTATION: (1)______________________________
FRIENDSHIP

Instructions: Place an “X” on the line next to each criteria statement if it is something that the chapter does to promote excellence in this program category. In addition, provide supporting documentation for each statement in the appropriate section of the documentation notebook and clearly reference its exact location on the “DOCUMENTATION” line(s).

If your chapter does not program in the area listed, and there is a sound rationale for this situation, enter “N/A” on the line next to the statement. Provide a clear, concise description of the rationale on a separate page and place it in the appropriate location in the documentation notebook, with its exact location clearly referenced on the “DOCUMENTATION” line(s). Points may be awarded for providing a sound rationale and supporting documentation.

Criteria Statements:

1.______ The chapter has a written recruitment/intake program that outlines minimum expectations for membership. Documentation should include (1) written recruitment/intake program and (2) minimum expectations for membership. This information is about the joining process. Please detail minimum expectations for joining.

DOCUMENTATION: (1)__________________________________________________
(2)__________________________________________________

2.______ The chapter has developed risk management policies applicable to their organization and has reviewed those policies within the award year. Documentation should include (1) risk management policies and (2) evidence of review.

DOCUMENTATION: (1)__________________________________________________
(2)__________________________________________________

3.______ The chapter conducts/attends risk prevention training for active and new members of the chapter.

DOCUMENTATION: (1)__________________________________________________

4.______ The chapter uses an internal judicial or standards process to hold members accountable to organization policies.

DOCUMENTATION: (1)__________________________________________________

5.______ The chapter hosts a program for all members annually on hazing prevention. Documentation should include (1) evidence of training or education programming on hazing prevention and (2) documentation of implementing lessons learned.

DOCUMENTATION: (1)__________________________________________________
(2)__________________________________________________
6._______ The chapter provides/attends at least two programs on wellness education or an activity for members per semester. This may include emotional wellness, environmental wellness, financial wellness, intellectual wellness, occupational wellness, physical wellness, social wellness, or spiritual wellness. **Documentation should include (1-4) evidence of programs during the spring semester and during the fall semester. Chapter are encouraged to visit the Office of Student Wellness to learn more about the 8 dimensions of wellness. Include dates of programs in documenting this criteria.**

**DOCUMENTATION:**

(1)__________________________________________________

(2)__________________________________________________

(3)__________________________________________________

(4)__________________________________________________

7._______ The chapter provides/attends training or educational programming on bystander intervention with at least 80% attendance. The recommended program is Green Dot, but chapters may utilize other programs. The chapter implements lessons learned through bystander intervention training. **Documentation should include (1) evidence of training or educational programming on bystander intervention and (2) documentation of implementing lessons learned.**

**DOCUMENTATION:**

(1)__________________________________________________

8._______ The chapter provides/attends training or educational programming on Alcohol AND Drugs with at least 80% attendance. **Documentation should include (1) evidence of training or educational programming on alcohol and drugs and (2) documentation of implementing lessons learned.**

**DOCUMENTATION:**

(1)__________________________________________________

(2)__________________________________________________

9._______ The chapter has developed a newsletter (other methods of communication are acceptable) to share with alumni, campus partners, and community members highlights and accomplishments of the experience of members. **Documentation should include (1) a copy of the newsletter/communication and (2) evidence of distribution.**

**DOCUMENTATION:**

(1)__________________________________________________

(2)__________________________________________________
10. The chapter submits press releases to their respective governing council, The Office of Sorority and Fraternity Engagement, and the Iowa State Daily about their accomplishments and activities. Documentation should include (1) a copy of a press release and (2-4) evidence of distribution to all three entities.

DOCUMENTATION: (1) 

(2) 

(3) 

(4) 

11. The chapter submits press releases to the hometown media for members of their chapters who are engaged in programs and activities within the organization. Documentation should include (1) a copy of a press release and (2) evidence of distribution.

DOCUMENTATION: (1) 

(2) 

12. The chapter attends/participates in an event/program hosted/sponsored by chapters in the other councils. Documentation should include evidence of participation in event hosted by a chapter from each of the other councils.

DOCUMENTATION: (1) 

(2) 

(3) 

13. The chapter cohosts/cosponsors an event with another chapter within their council. Documentation should include evidence of co-sponsorship and participation. This event may be social in nature, but may not include alcohol.

DOCUMENTATION: (1) 

14. The chapter sponsors, cosponsors or attends at least one program per year to educate members on three of the following topics: sustainability, importance of voting, political affinity, Robert’s Rules of Order, volunteerism, or philanthropy. Documentation should include (1-3) evidence of program. Programs may be intersectional.

DOCUMENTATION: (1) 

(2) 

(3)
LEADERSHIP

Instructions: Place an “X” on the line next to each criteria statement if it is something that the chapter does to promote excellence in this program category. In addition, provide supporting documentation for each state in the appropriate section of the documentation notebook and clearly reference its exact location on the “DOCUMENTATION” line(s).

If your chapter does not program in the area listed, and there is a sound rationale for this situation, enter “N/A” on the line next to the statement. Provide a clear, concise description of the rationale on a separate page and place it in the appropriate location in the documentation notebook, with its exact location clearly referenced on the “DOCUMENTATION” line(s). Points may be awarded for providing a sound rationale and supporting documentation.

Criteria Statements:

1. ________ Include a summary of officer training and transition plans for each executive officer. Documentation should include (1) summary of officer training and (2) transitions plans for each executive officer.

   DOCUMENTATION: (1) ____________________________________________
   (2) ____________________________________________

2. ________ List chapter goals and provide a brief summary of what goals were accomplished and how they were completed. Include a brief explanation of how the goals relate to the Sorority and Fraternity Community Strategic Plan. Documentation should include (1) chapter goals and (2) brief summary of how they were completed (3) explanation of how the goals relate to the Sorority and Fraternity Community Strategic Plan and (4) description of how chapter leadership has shared this information with respective constituencies.

   DOCUMENTATION: (1) ____________________________________________
   (2) ____________________________________________
   (3) ____________________________________________
   (4) ____________________________________________

3. ________ The chapter teaches about all four councils during new member education. Documentation should include an outline of presentation or notes from guest speaker.

   DOCUMENTATION: (1) ____________________________________________
4. ______ Chapter is currently in good standing with the respective (inter)national organization, Iowa State University, and respective governing council. Documentation should include letter of good standing from (1) respective (inter)national organization and (2) respective governing council.

DOCUMENTATION: (1) __________________________________________________________
(2) __________________________________________________________

5. ______ The chapter set and utilized a budget for the year and this budget included detailed budgets for individual officers/events/programs. Documentation should include (1) chapter budget and (2) evidence the chapter approved this budget and (3) evidence of detailed budgets.

DOCUMENTATION: (1) __________________________________________________________
(2) __________________________________________________________
(3) __________________________________________________________

6. ______ The chapter produced a calendar of events for the award period and provided access to all members. Documentation should include (1) the calendar and (2) evidence of distribution.

DOCUMENTATION: (1) __________________________________________________________
(2) __________________________________________________________

7. ______ The chapter sponsors one event per semester for or with alumni members.

DOCUMENTATION: (1) __________________________________________________________
(2) __________________________________________________________

8. ______ The chapter promotes participation in auxiliary organizations in the Sorority and Fraternity community such as Order of Omega, Fraternal Values Society, Greeks Ending Violence Now, Greeks Go Green, Gamma Sigma Alpha, the Sorority and Fraternity Engagement Leadership Class, Rho Lambda, SAFE Liaisons and the Emerging Greek Leadership Council.

DOCUMENTATION: (1) __________________________________________________________

9. ______ The chapter promotes participation in a leadership program outside of fraternities and sororities for their members to participate.

DOCUMENTATION: (1) __________________________________________________________

10._______ The chapter encourages graduate chapters (if applicable), housing board corporation members (if applicable), and alumni to participate in the Sorority and Fraternity Alumni Alliance.

DOCUMENTATION: (1) __________________________________________________________
11. The chapter attended all All-Chapter President’s Meetings during the award year or developed alternative plan of action with council president.

DOCUMENTATION NOT NEEDED.

12. The chapter improved a process in the chapter by making a change to better serve members of the organization.

DOCUMENTATION: (1)___________________________________________________
SOCIAL JUSTICE

Instructions: Place an “X” on the line next to each criteria statement if it is something that the chapter does to promote excellence in this program category. In addition, provide supporting documentation for each state in the appropriate section of the documentation notebook and clearly reference its exact location on the “DOCUMENTATION” line(s).

If your chapter does not program in the area listed, and there is a sound rationale for this situation, enter “N/A” on the line next to the statement. Provide a clear, concise description of the rationale on a separate page and place it in the appropriate location in the documentation notebook, with its exact location clearly referenced on the “DOCUMENTATION” line(s). Points may be awarded for providing a sound rationale and supporting documentation.

Criteria Statements:

1. _______ The chapter sponsors, cosponsors or attends at least one program per year to educate members on each of the following topics: gender, socioeconomic status, ability, sexual orientation, first generation students, religion, and race and ethnicity. Documentation should include evidence of program on (1) gender, (2) socioeconomic status (3) ability, (4) sexual orientation, (5) first generation students, (6) religion, and (7) race and ethnicity. Programs may be intersectional.

   DOCUMENTATION:  
   (1)
   (2)
   (3)
   (4)
   (5)
   (6)
   (7)

2. _______ Lessons learned from chapter sponsored, cosponsored or attended programs are implemented in the chapter.

   DOCUMENTATION:  
   (1)

3. _______ The chapter includes diversity education as a part of the new member process/education.

   DOCUMENTATION:  
   (1)

4. _______ The chapter identifies as least one area of importance regarding social justice for their chapter and actively supports that focus area.

   DOCUMENTATION:  
   (1)
5. The chapter promotes the National Conference on Race and Ethnicity and the Iowa State Conference on Race and Ethnicity to its members to participate.

DOCUMENTATION: (1)

6. The chapter encourages members to participate in the Social Justice Summit hosted by the Student Activities Center.

DOCUMENTATION: (1)

7. The chapter engages in a discussion after reading about social justice, watching a video about social justice, or attending a social justice event. Documentation should include key takeaways from the conversation and any action items your chapter has created.

DOCUMENTATION: (1)

8. The chapter has addressed a change in attitude, behavior, law, or policy to better reflect values of inclusion, fairness, diversity, and opportunity within their organization, council, Sorority and Fraternity community, Iowa State University, Ames community, or other community. Bonus point for chapters who do so at multiple levels.

DOCUMENTATION: (1)

9. The chapter encourages members to participate in Dialogues on Diversity course offered by the Office of Sorority and Fraternity Engagement.

DOCUMENTATION: (1)
The LegaCY Initiative

This award seeks to honor chapters who are creating a legacy on campus by taking a strategic look at the chapter purpose, goals, and actions on campus.

Specific format and structure are not included for this award as the Office of Sorority and Fraternity Engagement seeks to create an opportunity for chapters to tell their own story in their own way. Instead, the Social Change Model is provided as guide to assist chapters in developing a plan. It is essential to demonstrate evidence in your response, however the chapter formats the plan.

The Social Change Model indicates that change comes in three phases: Self, Group, and Community. For organizations to create true change these phases will be present.

The Seven C’s of the Social Change Model are:

SELF
- Consciousness of Self
  - Being aware of the beliefs, values, attitudes, and emotions that motivate one to take action
  - Key to being able to develop consciousness of others
- Congruence
  - Understanding and being consistent with one’s one values, beliefs, strengths and limitations
  - Interdependent with Consciousness of Self
- Commitment
  - The intrinsic energy that motivates the individual to serve and that drives the collective effort
  - Implies passion, intensity, and duration, directed both towards a group activity and intended outcomes

GROUP
- Collaboration
  - Leadership as a group process; relational
  - Encourages groups to transcend individual goals, interests and behaviors
- Common Purpose
  - To work with shared aims and values
  - Enables the group to engage in collective analysis of the issues at hand and the task to be undertaken
- Controversy with Civility
  - Difference will exist in the group: the differences can be accepted and resolved through open and honest dialogue
  - Requires trust amongst group members

COMMUNITY
- Citizenship
  - No simply membership, but active engagement in community
  - The practice of good citizenship should and needs to happen at every level of the model

Chapters can use the following questions as reflection to help build your plan.

- Who are you as a chapter?
- What do you believe in?
- What are some root causes of the conditions that your mission addresses?
- How does your identity as an organization align with your purpose?
- How do you exhibit your purpose to members and others?
- Why does your purpose matter?
- How are members of your organization involved in the planning and execution of your purpose?
- What brings your members together?
- When members don’t agree, how do you resolve issues?
- How do you keep your organization moving forward?
- What goals do you want to achieve in order to address community needs?
- How do you know you are successful?
- What is the impact of your organization at Iowa State University?

The purpose of the LegaCY Initiative is to focus on the process, not the end result. This award seeks to recognize chapters that spend time, effort, and energy to improve the Iowa State community. In addition to submit documentation for the LegaCY initiative. Chapters will be asked to prepare a presentation for a panel of judges. More instructions about the presentations will be provided in spring 2019.